

Carleton Condominium Corporation No. 486  
POLICY STATEMENT #3 – PROJECT MANAGER

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**General** – The person who takes on the task of being the prime contact or manager for a project is referred to as the Project Manager.

A Project is defined as a package of work, other than a normal operating activity, that requires a special input.

A Project Manager must have Condo Board approval prior to committing to any expenditures (Refer to Policy Statement #9).

**EXPECTATIONS:**

- Prepare (or arrange to have prepared) a written specification and a scope of the Project requirements.
- To work with the Property Manager to obtain the required pricing in accordance with established procurement policies (Refer to Policy Statement s #5 and #6).
- Provide an analysis of prices and any other pertinent factors, and present a recommendation to the Board of Directors for actions to be taken. (Refer to Policy Statement #9).
- Monitor the placing of any resulting Purchase Order or Contract by the Property Manager.
- Establish a work schedule and completion date for the work and monitor the progress of the work.
- Keep the Board of Directors informed of Project activities.