Project Manager (PM)

Edvance Quality, Methods & Tools Directorate (EPO) monitors the competences for **project management disciplines,** which are performed on the various EPR projects (Flamanville 3, Hinkley Point C, EPR2, Sizewell C …). 3 categories of project disciplines exist:
- Project Control disciplines (Project Managers, PMO, Schedulers, Risk & Opportunity Managers, Doc controllers…)
- Procurement, contractual and financial disciplines
- Estimating / costing disciplines

The **Project Manager** is responsible for managing all the activities concerning the work package(s) for which he (she) is responsible, throughout the project lifecycle, from the initial basic design phase, the implementation studies, the realization up to the commissioning.

The Project Manager is responsible for managing all the activities relating to the project package(s) for which he/she is responsible throughout the project's life cycle, from the initial design phase, implementation studies, execution to commissioning.

He (she) is responsible for customer satisfaction, compliance with the budget, deadlines, performance, and quality targets (at least) for all tasks within his (her) scope.

To this end, he (she):
- ✓ Manages the **project execution** on his (her) scope of activities
- ✓ Manages **technical** and **organisational** interfaces
- ✓ Ensures all the development stages and **lead steering committee**
- ✓ Organises all activities linked to **changes**, in case of impact on his (her) scope of activities
- ✓ Manages **risk and opportunities** on his (her) scope of activities
- ✓ Reports periodically on his (her) scope of activities
- ✓ Ensures good relationship with all project stakeholders

The Project Manager is key to the success of a project.

He (She) is accountable for the achievement of all works related to his (her) work package(s) from the basic design to the project closeout.

He (She) is the main focal point for all project stakeholders and the project steering committee.

Contract Manager (CM)

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As part of Edvance's Project Management teams, the **Contract Manager** manages all the contractual issues with the customer; he (she) coordinates and implements project processes to ensure contractual requirements, tracks significant information/data and supports operational project team on these topics. To this end, he (she):
- ✓ Interprets and **clarifies the contractual documents**
- ✓ **Organizes the contract management**
- ✓ Supports the operational project team during the execution of the project
  - o Manages the contractual relationship with the customer
  - o Manages the contractual documentation on the project
  - o Contributes actively to the change management process on the project
  - o Manages claims and organizes answers
  - o Participates to the project closeout
  - o Raises awareness and train the project team on contractual topics

The Contract Manager is a key role to preserve the company's interests throughout project implementation.

He (She) coordinates and manages all contractual issues, ensuring the identification of facts, the recording and monitoring of related information, and the closure.

He (She) is the focal point on the project for all disciplines related to the Contract Management (law, insurance, fiscal…)

Project Management Officer (PMO)

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As part of Edvance's Project Control teams, the **PMO** ensures that the project organisation is efficient; structured, documented and processed with adequate tools consistent with project constraints and Edvance standards. He (She) also manages the communication workflows between all stakeholders. For this purpose, he (she):

✓ Defines **project management processes and methods**:
  - Builds the Project Management Manual (PMP, processes…)
  - Manages the communication workflows on the project
  - Trains the project team to ensure the correct implementation of the processes and tools on the project.

✓ Supports the **operational project management**
  - Manages project interfaces
  - Collects, consolidates, and periodically analyses project KPIs
  - Ensures the project reporting and associated follow-up
  - Structures and organizes the project reviews
  - Manages the project data (as a minimum documentation and correspondences)

The PMO is a key role for the project management.

He (She) integrates all project components (technical, cost, schedule, quality…) to support decision-making.

He (She) ensures effective communication between all stakeholders.

Cost Controller

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As part of Edvance's Project Management teams, the **Cost Controller** manages the financial performance of the project to ensure and/or optimize the cost at completion. He (She) structures, builds, and updates the financial baseline in consistency with the project breakdown decided by the Project Control Manager. To this end, he (she):
- ✓ Defines all project **cost control procedures**
- ✓ **Defines and manage the financial structure** based on the project breakdown (budget and cost allocation) and prepare the initial budget
- ✓ Ensures the **project cost overall management**
  - o Ensures the implementation of **Earned value**
  - o Consolidates the **periodic financial forecast** (incl. Cash flow) to ensure project objectives
  - o **Manages the changes** in the ERP
  - o **Evaluates claim costs** if needed
  - o Builds and releases follow-up and **reporting documents**

The Cost Controller has a key role in the project management.

He (She) structures and consolidates "cost" data to ensure the completion of project financial objectives.

His / Her mission covers 2 main aspects: controlling actuals and (re)forecasting the remaining to spend on project.

Scheduler

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As part of Edvance's Project Management teams, the **Scheduler** is in charge of structuring, building, and updating the project time schedule. His (Her) role is to identify, sequence and follow-up all activities included in his (her) scope of work, considering all project constraints (interfaces with other perimeters, quality issues, risks, resources…).
He (She) shall ensure the suitability of the time schedule proposed and alert in case of deviation to the baseline. To this end, he (she):
- ✓ Defines methods and resources needed to manage the schedule activities
- ✓ Structures, optimizes, and updates the project time schedule considering project constraints
- ✓ Ensures interfaces with all project stakeholders (dealing with his (her) scope)
- ✓ Defines and analyses activities on **critical path** in order to assess impacts on the project objectives and propose mitigation plans
- ✓ Performs a milestones follow-up, **alert in case of deviation** and propose mitigation plan
- ✓ Consolidates the **project physical progress**
- ✓ Builds and releases follow-up and **reporting documents**

The Scheduler is a key element of project management.

He (She) builds and maintains the project schedule, incorporating the project assumptions, activities, and deliverables to produce.

His / Her mission covers 2 main aspects: recording the project history and updating the progress to identify trends and support decision-making.