



CRG CONSULTING
Unmatched Support to Better Decision-Making

**CRG Consulting is listed on the following
Supply Arrangement for:**

**Public Works & Government Services Canada
In-Service Support Supply Arrangement Refresh
Solicitation # E60BQ-01ISSA/E**

Chapter 2c) – Project Management

Ref 3.1	Project Manager
Ref 3.2	Project Assistant
Ref 3.3	Financial Analyst
Ref 3.4	Procurement Specialist
Ref 3.5	Technical Writer

**If you wish to speak to a representative at CRG regarding these
standing offers please contact:**

**Elizabeth Kennedy 613-596-2910 ext. 327 or via email
elizabethk@thecrg.com**



PWGSC Stream No. 3
Project Management

(Solicitation # E60BQ-01ISSA/E)

Category 3.1 – Project Manager
Possible Assignments:

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality Management
6. Project Human Resource Management
7. Project Communications Management
8. Project Risk Management
9. Project Procurement Management

Category 3.2 – Project Assistant
Possible Assignments:

1. Assisting the project team in all management activities;
2. Coordinating project management activities including financial, planning and contracting aspects;
3. Providing assistance in the creation of a project management office;
4. Giving briefings on progress and concerns of project;
5. Preparing and coordinating documentation in response to scheduled and unscheduled reports, returns and observations to update management of project progress;
6. Coordinating the activities of project personnel, internal customers, contractors and other support providers;
7. Assisting in the preparation of formal Statement of Work, work breakdown structure and compliance charts;
8. Assisting in the production of draft plans and sections for incorporation into the Project Implementation Plan or Request for Proposal;
9. Assisting in the preparation of draft evaluation plans, criteria and evaluation schedules;
10. Assisting in the development, planning, analysis, evaluation and prioritization of deliverables and requirements.



Category 3.3 – Financial Analyst

Possible Assignments:

1. Evaluating financial procedures;
2. Conducting cost benefit analysis and life cycle costing;
3. Developing business plans;
4. Developing models to carry out cost analysis of the resources required to perform specific inspections related to a project;
5. Performing risk analysis;
6. Determining the resources required for implementation of projects such as acquisition costs, operation and maintenance costs and both recurring and non-recurring costs; and
7. Assisting in developing costs for specific activities such as: direct project costs, project support overhead, corporate and administrative (C&A) overhead, costs of products and services, and other related costs.

Category 3.4 – Procurement Specialist

Possible Assignments:

1. Carrying out the planning and documentation connected with purchasing and ordering in accordance with Treasury Board guidelines and Government regulations;
2. Assessing requirements and assisting in the development of specification for equipment, materials and suppliers to be purchased.
3. Providing financial data and assisting with the preparation of synopsis sheets or other documents intended to obtain Governmental or Departmental spending approval;
4. Preparing and presenting cash forecasts;
5. Preparing and amending procurement instruments;
6. Preparing life-cycle contract cost estimates;
7. Assisting with the drafting, amending or vetting of procurement instruments;
8. Preparing support cost option analyses;
9. Monitoring contract activities and liaising with contractors;
10. Preparing supply requisition and acquisition documents;
11. Maintaining financial data.



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Category 3.5 – Technical Writer

Possible Assignments:

1. Planning, researching and writing books, scripts, plays, essays, speeches, manuals, specifications and other non-journalistic articles;
2. Analyzing material, such as specifications, notes and drawings, and writing manuals, user guides and other documents to explain clearly and concisely the installation, operation and maintenance of electronic, mechanical and other equipment;
3. Modifying, validating and compiling technical documents such as technical publications in general, specifications, performance test sheets, equipment and system data lists and drawings;
4. Assisting and participating in physical and functional configuration audits of systems and equipment;
5. Reviewing documents, drawings and associated data for conformance to established standards.