

## 1. INTRODUCTION

The Project Management & Design Administration (PMDA) manual is developed and maintained by the Design & Construction Division with input from professional and technical staff of the Works Branch. It is provided for the purpose of presenting standards, guidelines and instructions for delivery of projects.

Programming, design and construction of a major building is complex and requires a well-defined process to achieve a positive result. The aim is to achieve high quality buildings delivered on time, within budget and to the client's satisfaction. "High quality" is defined as a building that is functional, affordable, durable, comfortable and safe in which to live and work. Cultural and aesthetic appeal is also a mandatory attribute of a high quality building.

Without a documented process and defined accountabilities, projects lose control and/or compromises are made during construction that reduces the effectiveness and overall value of the building. The procedures contained in this manual are not intended to limit the judgment and creativity of the Project Team.

The manual reflects differences in project management/design administration practices between major projects and minor capital/maintenance projects. The terms "major projects" and "minor projects" are used in specific articles to highlight a unique requirement for the project category. Otherwise, the guidelines and practices shall be applied universally on all projects.

This document describes the project delivery procedures required by TW.

Adherence to the "Build Better Buildings" (BBB) policy is a requirement for buildings which fall under the umbrella of TW projects. This manual will briefly describe the implications of the BBB and its major component, Leadership in Energy and Environmental Design (LEED®). The most current edition of LEED® Canada documents shall be used on TW projects.