

Role: Project Controller – Houston

February 6, 2108

Department: U.S. Natural Gas Pipeline / Project Services - Controls

Functional Role Overview:

The Project Controller is responsible for providing detailed capital project cost support, including trending, variance analysis, forecasting of the project, and tracking of approved changes to ensure monitoring and controlling of the project budget.

Core Functions:

- Review and analyze committed, expended, and forecasted costs for each WBS level against approved budget and approved changes
- Coordinate with Project Team to review data to ensure commitments, schedule requirements, and risk items are accurately represented in the project forecast
- Analyze the basis of the established budget; identify the original work scope and observe any potential variance from the estimate throughout project life-cycle
- Prepare cost reports; ensure variances, incurred, committed, and forecasted costs are properly explained and communicated to the project team
- Collaborate with the Project Manager and team to define construction cost tracking based on purchase order terms ensuring proper link with schedule
- Track use of contingency, management reserve, and approved changes to project budget
- Analyze, track, and report project (or contract specific) financial KPIs, and communicate their status to the project team
- Contribute to and implement Project Delivery requirements (i.e. PDS, TOMS and any applicable TransCanada Project Delivery requirement.)
- Participate in project meetings when required; gather, prepare, and analyze data for Quantitative or Qualitative Risk Assessments; ensure risk information is incorporated into the project forecast;
- Resolve unexpected items or inaccuracies in forecast data
- Support the Project Manager by providing financial reporting requirements for bidding, during contract selection and administration of the contracts as required
- Perform Final Cost Reconciliation
- Secure records properly and in compliance with TransCanada's requirements
- Identify opportunities for improvement to forecasting and other project cost control methodologies and document as lessons learned
- Maintain high level of focus on health, safety, and environment

Qualifications and Education:

- Degree/technical degree required; Accounting, Business Management, Engineering or Project Management degree preferred
- Experience with cost control concepts and practices on capital projects
- Proven supportive team member who helps oversee, lead, advise and motivate a work team.
- Exhibits the behaviors valued in the organization
- Knowledge and some experience with project and portfolio management processes, policies and principles
- Experienced with Excel spreadsheets, word processing and database software; proficient in use of PC; willingness to use and learn current and future systems/applications
- Knowledgeable and experienced with cost engineering principles and methods including budgeting and forecasting, change management, management systems/procedures, Cost and Work Breakdown Structures, Earned Value Systems and contingency management

- Written, verbal, presentation and electronic communication skills; ability to communicate with all levels of the Project Controls and Project Management organization effectively
- Maintains on going, positive presence with project team members, other stakeholders, and outside entities, i.e. Construction Contractors, vendors, through professional communications; able to work toward resolution of situations with all parties
- Ability to analyze project cost data/status and to communicate those findings to Project Management
- Ability to receive and work with guided supervision
- Working knowledge of how to assess the relationship between cost and schedule data; communicates that assessment to Project Management, supervisors, and other members of the Project Team
- Working knowledge of how to recognize and evaluate risks, hazards, losses and their cost impact
- Working knowledge of the principles of version control and the change management processes
- Ability to work well with all levels of the Company, especially within the Project Team as well as contract personnel to facilitate the accomplishment of project work; must be able to process information and make decisions under stress, obtaining project management buy-in on those decisions
- Organized and able to manage varied tasks and identify appropriate prioritization for timely execution
- Team player; interpersonal and collaboration skills
- Must be results oriented and possess sound problem solving skills
- Requires an aptitude for attention to detail, accuracy, precision and logic
- Ability to work independently and on teams
- Willingness to travel as needed
- Provides high level of quality of cost reports and forecasts
- Experience with Microsoft Desktop software, Windows, Word, Excel, and Power Point