



## Project Manager (Architect) Application

**Important Note:** Please fill in the form below and attach your latest **resume** or **CV**.

**Application Fee:** A fee of **HK\$1,000** must be submitted by cheque along with the application form. (*Please make the cheque payable to "The Hong Kong Institute of Architects"*).

### Requirement for Application:

1. Membership:

- A minimum of continuous 7 years of membership with HKIA, OR
- A minimum of continuous 7 years of membership with ARBHK as a Registered Architect

AND

2. Experience:

- At least 7 years of experience in project management (experience from both local and overseas projects is accepted):
  - Experience prior to acquiring HKIA full membership may count, but at least 5 years must be post-membership.
  - Experience can be as a project manager for a developer/client or as a manager in a consultancy firm.
  - 'Full project cycle' experience is required, which can be accumulated from various projects at different stages as defined under the HKIA consultancy agreement.

### Notes about the Application:

- Application form and supporting documents can be submitted by hand to the HKIA Premises OR by email to [pm@hkia.org.hk](mailto:pm@hkia.org.hk)
- Please note that the application fee HK\$1,000 is non-refundable in all circumstances.
- All applications will have to be vetted by HKIA. The corresponding parties, including project management accreditation committee, BEdA and the HKIA Council, will review the applicant's experience, and final approval of the application for registration rests with the HKIA Council.
- Applicants' particular may be released to third parties for confirmation of the academic and professional qualifications, as well as the experiences.

A. PERSONAL PARTICULARS			
Full Name (in English)			
Full Name (In Chinese)			
HKIA Membership No.		ARBHK Registration No.	

B. CURRENT / LATEST WORK			
Company Name			
Job Title			
Starting Date		Completion Date	



### C. EXPERIENCE ON PROJECT MANAGEMENT

Project Management Experiences (1)			
Project Name			
Project Location (District, Country/Region)			
Company Name			
Your Job Title			
Project Involvement Commencement Date (MM/YYYY)		Project Involvement Completion Date (MM/YYYY)	
Role of the Project Management Involved In:			
Preliminary Studies and Preparation of Brief		Team Leadership	
Project Planning and Scheduling		Risk Management	
Stakeholder Communication		Contract Procurement and Management	
Quality Assurance		Problem Solving	
Monitoring & Reporting		Post-Project Evaluation	
Regulatory Compliance		Others:	
Budget Management			
Stage of the Projects Involved In (Refer to Appendix A for the details)			
Inception		Project Design	
Feasibility Study		Contract Document	
Outline Schematic Proposal		Building Construction (including post-construction works)	

Project Management Experiences (2)			
Project Name			
Project Location (District, Country/Region)			
Company Name			
Your Job Title			
Project Involvement Commencement Date (MM/YYYY)		Project Involvement Completion Date (MM/YYYY)	
Role of the Project Management Involved In:			
Preliminary Studies and Preparation of Brief		Team Leadership	
Project Planning and Scheduling		Risk Management	
Stakeholder Communication		Contract Procurement and Management	
Quality Assurance		Problem Solving	
Monitoring & Reporting		Post-Project Evaluation	
Regulatory Compliance		Others:	
Budget Management			
Stage of the Projects Involved In (Refer to Appendix A for the details)			
Inception		Project Design	
Feasibility Study		Contract Document	
Outline Schematic Proposal		Building Construction (including post-construction works)	



Project Management Experiences (3)			
Project Name			
Project Location (District, Country/Region)			
Company Name			
Your Job Title			
Project Involvement Commencement Date (MM/YYYY)		Project Involvement Completion Date (MM/YYYY)	
Role of the Project Management Involved In:			
Preliminary Studies and Preparation of Brief		Team Leadership	
Project Planning and Scheduling		Risk Management	
Stakeholder Communication		Contract Procurement and Management	
Quality Assurance		Problem Solving	
Monitoring & Reporting		Post-Project Evaluation	
Regulatory Compliance		Others:	
Budget Management			
Stage of the Projects Involved In (Refer to Appendix A for the details)			
Inception		Project Design	
Feasibility Study		Contract Document	
Outline Schematic Proposal		Building Construction (including post-construction works)	

Project Management Experiences (4)			
Project Name			
Project Location (District, Country/Region)			
Company Name			
Your Job Title			
Project Involvement Commencement Date (MM/YYYY)		Project Involvement Completion Date (MM/YYYY)	
Role of the Project Management Involved In:			
Preliminary Studies and Preparation of Brief		Team Leadership	
Project Planning and Scheduling		Risk Management	
Stakeholder Communication		Contract Procurement and Management	
Quality Assurance		Problem Solving	
Monitoring & Reporting		Post-Project Evaluation	
Regulatory Compliance		Others:	
Budget Management			
Stage of the Projects Involved In (Refer to Appendix A for the details)			
Inception		Project Design	
Feasibility Study		Contract Document	
Outline Schematic Proposal		Building Construction (including post-construction works)	



Project Management Experiences (5)			
Project Name			
Project Location (District, Country/Region)			
Company Name			
Your Job Title			
Project Involvement Commencement Date (MM/YYYY)		Project Involvement Completion Date (MM/YYYY)	
Role of the Project Management Involved In:			
Preliminary Studies and Preparation of Brief		Team Leadership	
Project Planning and Scheduling		Risk Management	
Stakeholder Communication		Contract Procurement and Management	
Quality Assurance		Problem Solving	
Monitoring & Reporting		Post-Project Evaluation	
Regulatory Compliance		Others:	
Budget Management			
Stage of the Projects Involved In (Refer to Appendix A for the details)			
Inception		Project Design	
Feasibility Study		Contract Document	
Outline Schematic Proposal		Building Construction (including post-construction works)	

Project Management Experiences (6)			
Project Name			
Project Location (District, Country/Region)			
Company Name			
Your Job Title			
Project Involvement Commencement Date (MM/YYYY)		Project Involvement Completion Date (MM/YYYY)	
Role of the Project Management Involved In:			
Preliminary Studies and Preparation of Brief		Team Leadership	
Project Planning and Scheduling		Risk Management	
Stakeholder Communication		Contract Procurement and Management	
Quality Assurance		Problem Solving	
Monitoring & Reporting		Post-Project Evaluation	
Regulatory Compliance		Others:	
Budget Management			
Stage of the Projects Involved In (Refer to Appendix A for the details)			
Inception		Project Design	
Feasibility Study		Contract Document	
Outline Schematic Proposal		Building Construction (including post-construction works)	



Project Management Experiences (7)			
Project Name			
Project Location (District, Country/Region)			
Company Name			
Your Job Title			
Project Involvement Commencement Date (MM/YYYY)		Project Involvement Completion Date (MM/YYYY)	
Role of the Project Management Involved In:			
Preliminary Studies and Preparation of Brief		Team Leadership	
Project Planning and Scheduling		Risk Management	
Stakeholder Communication		Contract Procurement and Management	
Quality Assurance		Problem Solving	
Monitoring & Reporting		Post-Project Evaluation	
Regulatory Compliance		Others:	
Budget Management			
Stage of the Projects Involved In (Refer to Appendix A for the details)			
Inception		Project Design	
Feasibility Study		Contract Document	
Outline Schematic Proposal		Building Construction (including post-construction works)	

Project Management Experiences (8)			
Project Name			
Project Location (District, Country/Region)			
Company Name			
Your Job Title			
Project Involvement Commencement Date (MM/YYYY)		Project Involvement Completion Date (MM/YYYY)	
Role of the Project Management Involved In:			
Preliminary Studies and Preparation of Brief		Team Leadership	
Project Planning and Scheduling		Risk Management	
Stakeholder Communication		Contract Procurement and Management	
Quality Assurance		Problem Solving	
Monitoring & Reporting		Post-Project Evaluation	
Regulatory Compliance		Others:	
Budget Management			
Stage of the Projects Involved In (Refer to Appendix A for the details)			
Inception		Project Design	
Feasibility Study		Contract Document	
Outline Schematic Proposal		Building Construction (including post-construction works)	

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I also hereby authorize The Hong Kong Institute of Architects to make any reasonable enquiries into the information given above.

Signature of Applicant

Date



**Details of each stage**

- A. Inception
  - Initial budget assessment
  - Outlining possible courses of action
  - Determining the need for consultants (resource planning)
  - Fee structure agreement
  - Initial scope definition
- B. Feasibility Studies
  - Budget refinement
  - Outline timetable creation
  - Contract procedure suggestion
  - Stakeholder coordination (authorities)
- C. Outline Schematic Proposals
  - Coordination with the quantity surveyor and consultants
  - Cost approximation
  - Decision management
- D. Project Design - Project management elements:
  - Collaboration with consultants and quantity surveyor
  - Cost estimation
  - Preliminary timetable creation
  - Stakeholder management (submissions to authorities)
- E. Contract Documents - Project management elements:
  - Coordination with consultants, subcontractors, suppliers
  - Cost checks
  - Tender process management
  - Contract preparation
  - Contractor selection advice
- F. Building Construction - Project management elements:
  - Tender acceptance advice
  - Contractor site possession coordination
  - Examination of the contractor's programme
  - Periodic site visits
  - Regulatory compliance monitoring
  - Valuation of work and issuing certificates
  - Contract administration
  - Schedule of defect management
  - Quality control (accepting building, defects period management)