

# **CII Implementation Champion**

## **Responsibilities, Qualifications, & Organization Support Points**

### **What is an Implementation Champion?**

A CII Implementation Champion (IC) is the individual(s) within each CII member organization with the role of deploying CII practices and research findings, utilizing the CII Deployment Toolbox and Implementation Roadmap. The organization then selects those CII practices that will enhance and improve its processes and procedures to be formally implemented.

### **Who should be an Implementation Champion?**

When determining whether a single Implementation Champion or network need to be established, several factors need to be considered:

- Organization size and complexity (single or multiple business lines)
- Organization type (owner, contractor, or service provider)
- Global Diversity (national or global)

In a larger organization there may be multiple ICs based on functional lines or business areas or in best practice areas. The IC activities may be allocated based on how the network is structured and on the specific requirements of each role. In a smaller organization there may only be a single IC supporting the entire organization.

**The following lists of responsibilities, qualifications, and organization support points are quite detailed, showing the level of internal effort needed to get full value out of a CII membership.**

### **Potential IC Responsibilities**

- Obtains personal ID and password to CII website, becomes familiar with website contents (including Deployment Toolbox and the CII Knowledge Base with past research team presentations, reports, tools, etc.), promotes website use by other appropriate organization personnel, and assists others with website as needed.
- Develops, maintains, and manages organization's plan for overall engagement across the various CII groups / activities.
- Maps organization's CII engagement representatives to CII's sample organization chart template and shares this within organization and with CII.
- Coordinates organization's ongoing CII engagement (selection of organization representatives for research teams, committees, CBAs, etc.), periodically reports on the engagement to organization management, and recommends adjustments as needed.
- Coordinates Best Practices review on behalf of the organization and prioritizes the implementation of applicable Best Practices within the organization's Project Management Playbook or internal Governance.
- Assists organization representatives with effectively engaging and networking across CII.
- Handles organization budgeting (and related reporting) for all CII engagement, including organization's annual CII membership fee (and ensures timely payment of organization's fee).
- Coordinates organization's identification and submission of recommended research topics to CII through CBAs, committees, etc.
- Supports organization responses to CII research team requests for input (survey's, etc.) and other CII requests (annual safety survey, etc.).

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- Coordinates organization's identification and submission of nominees for annual CII awards.
- Serves as a member of select CII groups (research team, standing committees, CBAs, or possibly as CII BOA representative for organization).
- Promotes participation in CII educational offerings and webinars by appropriate organization personnel.
- Promotes organization identification of candidates for CII training programs (i.e., CII Executive Leadership Program).
- Recommends select organization representatives / groups to attend CII Annual Conference and / or to review CII research team presentations / reports for potential fit-for-purpose implementation in organization business.
- Monitors and supports organization's implementation of research results and promotes sharing of related organization lessons learned and case studies within organization and with CII as appropriate.
- Periodically gathers organization's CII engagement representatives for effective information sharing, collaboration, and appropriate consistency across organization's areas of CII engagement.
- Collaborates with the Benchmarking Associate (BA) ensuring implementation efforts are measured and monitored to confirm they are proven to be effective and provide value to the organization.
- Stays aware of organization's engagement in other related industry groups and supports appropriate collaboration with CII on associated key topics as relevant.

## Potential IC Qualifications

- Passionate about improving project performance (safety, efficiency, etc.) and about information management / technology.
- Takes initiative to promote continuous improvement and has experience with implementing performance improvement initiatives within organization.
- Aligned with CII Mission, Vision, and Core Values.
- Excellent communicator / collaborator, excited to be organization's IC and to engage in CII.
- Properly positioned in organization to have broad influence regarding implementation of improvements.
- Has multi-discipline work experience (in areas such as safety, planning, estimating, engineering, procurement, construction, project management, quality, environmental, information management, performance management, etc.).
- At least 10 years of total industry experience.
- Familiar with organization's information management / technology practices, aspirations, and plans.
- Available to serve as organization's IC for at least three consecutive years.
- Able to travel to CII meetings (i.e., for research teams, committees, CBAs, annual conference, BOA, etc.).
- Experience as a organization representative for CII in research teams, committees, CBAs, etc.
- Degree in Construction Management, Civil Engineering, or other related area of construction, engineering, technology, business, etc.
- Registered Professional Engineer and / or Project Management Professional.
- Experience as an instructor for organization classes (in safety, construction, project management, etc., topics).

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### **Potential Organization Support Points for an IC**

- Organization's CII IC job description clearly includes the IC activities as a key part of the individual's job (for at least 20% of time, depending on actual IC responsibilities assigned to the individual).
- Organization fully supports the IC role / activities and intends for an individual to serve for at least three consecutive years as IC.
- Organization has clear, robust succession and handover process to be followed for the IC position.
- Organization authorizes internal budget for IC / CII engagement.