Region coordinator role (for Value Engineering and Risk Assessment)

The region coordinator serves as a bridge between the risk lead or value engineering lead and the project team.

Project Team	Knows the project, issues, parties involved, project need and context
Risk Lead	Knows the risk assessment and analysis processes
VE Lead	Knows the value engineering process
Region Coordinator	Understands Value Engineering and risk assessment well enough to guide project managers and teams in their region through the processes. Familiar with consultant contracting process and knows where to find resources and who to contact for support and assistance.

Typical roles and responsibilities of region coordinators include:

- Identify projects in their regions that require VE and/or Risk assessment
    - Pro-actively engage project managers to schedule ve and risk activities
- Contact project managers to discuss timing of workshops
    - Consider prep and coordination
    - Booking consultants or internal leads
    - Maintain communications with HQ – SAEO about VE and risk activities
        - Make sure all reports are copied to HQ
- Work with the project manager to complete the workshop request form
- Review and Guide others to the online resources
- Coordinate rooms and invitees
    - identify ways to effectively utilize time for Subject Matter Experts
- Attend prep meeting and workshops
- Ensure post-workshop action items are being followed up on
- Inform region of upcoming training opportunities.
    - Disseminate information to region staff