
Attributes of a good EIA Project Manager

- good communicator
- technical competency
- problem-solver
- team leader
- flexibility and willingness to learn
- able to negotiate
- planning and budgeting proficiency

Core tasks of EIA project management

- understand the issues
- define tasks and work programmes
- set timelines for delivery
- estimate and manage the budget
- establish an organisational structure
- put together the EIA team
- establish and maintain work standards
- manage information flow
- prepare the EIA report

Key characteristics of an interdisciplinary EIA team

- **complementary perspectives and expertise**
- **interact together**
- **undertake an integrated approach**
- **common understanding of key impacts**
- **prepare a synthesis report**

Factors influencing selection of EIA team

- finances available**
- range of impacts to be studied**
- expertise and experience**
- local knowledge**
- ability to work with others**

Attributes of interdisciplinary team members

- interpersonal skills
- creativity
- adaptability
- communication skills
- organisational aptitude
- listening skills
- sense of humour
- patience

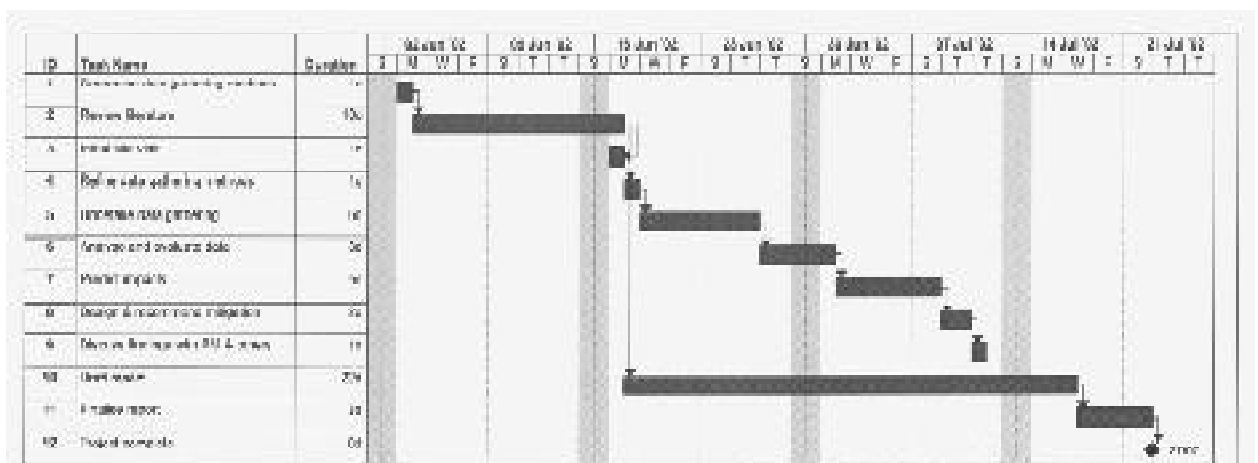
Steps in EIA project scheduling

- identify key events
- break down project into stages
- estimate timing of stages
- identify resources required
- estimate cash flow

A calendar bar or Gantt chart sets out:

- **activities to be performed**
- **timelines for completion**
- **events that begin and end each activity**
- **links between the activities**
- **the critical path**

Example of project schedule bar chart



Items in an EIA budget include:

- labour costs
- overheads
- travel expenses
- capital expenditures
- communication and report production costs

Sample of part of budget preparation

Expertise required	Rate of pay (\$ per hour) (a)	Estimated duration of work (hours) (b)	Overhead multiplier (c)	Total (a)x(b)x(c) \$
Noise impact				
1. Investigation				
senior	60	5	2.5	750
junior	15	20	2.5	750
2. Analytical				
senior	60	6	2.5	900
junior	15	40	2.5	1500
3. Reporting				
senior				
junior				
Social impact				
1. Investigation				
Principal				
Senior				
Junior				
2. Analytical				
3. Reporting				

Source: Bingham (1994)