

Introduction to Construction Project Management

1. What defines a great leader?
2. Overview of Project Management:
 - What is project management?
 - The major project management concerns – cost/budget, schedule, scope, and quality
 - Communications – Importance, What Research Tells Us, and Standards
3. Programming:
 - Decision Wheel/Map - Strategic, Tactical, and Research
 - Elements of the programming process
 - Use of technology including BIM
 - Factor of organizational culture
4. Project Delivery Method:
 - What is a project delivery method?
 - Typical project delivery phases
 - Major delivery methods and the pros and cons of each
 - Factors to consider in the selection of a delivery method
5. Project Scheduling:
 - Types of Schedules
 - Developing a schedule
 - Determining major milestones
 - Establishing Durations
 - Pitfalls
6. Design Team Selection:
 - When to select
 - RFQ versus RFP and components of each
 - Selection criteria including questions to ask your architect

- Options for fee structure

7. Contractor Selection:

- Define the primary selection methods and elements of each
- Procurement Documents including qualifications criteria
- Price Definition per delivery method
- Selection Process
- Lessons Learned from the Owner and Contractor's perspectives

8. Design Process:

- The great balancing act – quality, schedule, and cost
- Cost control
- Maintain schedule
- Phases of design
- Sustainability and BIM implications

9. Managing the Budget

- Determining the budget including who does it and when is it done
- Budgeting and accuracy levels
- Budget control during design
- Strategies if you are over budget
- Budgeting pitfalls
- Owner's expectations

10. Staying on Schedule

- Strategies to keep on schedule during design
- Understand schedule items you do not control
- Strategies to keep on schedule during construction
- Tactics to get back on schedule

11. Construction Administration

- Construction administration set up tips
- Schedule control tactics
- Budget control strategies
- Job site safety
- Design issues such as RFIs, submittals, etc.
- Payments
- Quality assurance including inspections

12. Project Close Out:

- Building commissioning
- Punch list administration
- Occupancy/Move-in tips
- Financial close out
- Project evaluations