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