

CONSTRUCTION PROCESS MANAGEMENT

course outline



1. **Leadership:** Learn leadership techniques to apply as the Owner's project manager during construction
2. **Project Team:** Recognize and understand the responsibilities and expectations of your AE and Prime Contractor during construction
3. **Submittals/Shop Drawings:** Strategies to effectively manage the various types of submittals/ shop drawings during the construction process to maintain quality and avoid delays
4. **Requests for Information (RFIs):** Understand Requests for Information and what do with them
5. **Project Meetings:** Ways to contribute to efficient and effective project meetings
6. **Contractor Payment Requests:** Techniques to process pay requests accurately and timely
7. **Construction Schedule:** Tactics to monitor the schedule and identify the warning signs of trouble
8. **Project Safety:** Understand the owner's role in project safety
9. **Changes in Work:** Tips to proactively manage changes in the work
10. **Project Documentation:** Tools to ensure records, reports and documentation serve the entire project team
11. **Quality Assurance:** Tips on effectively achieving a quality project from mock-ups to third party inspections
12. **Project Close Out:** Understand the Owner's role and responsibilities and tools to effectively achieve project close out.