
Project Management

This four-module course focuses on subjects crucial to successful project management and is delivered over 8 days (four two-day sessions – 4 Friday/Saturday) and contains 23 unique topics.

- Module 1 – Planning;
- Module 2 – Organizational Skills – Part A;
- Module 3 – Organizational Skills – Part B;
- Module 4 – Interpersonal Skills;

PROJECT MANAGEMENT COURSE - Module 1 – Planning

- Topic 1 - Introduction to Project Management
- Topic 2 - Estimating – Understanding the Estimate Components and Ratios.
- Topic 3 – Pre-Construction Planning
- Topic 4 - The Schedule and Sequence of Work
- Topic 5 - Finalizing the Job Budget
- Topic 6 - Pre-Fabrication and Profitability

PROJECT MANAGEMENT COURSE - Module 2 – Organizational Skills – Part A

- Topic 7 - Managing Change Orders
- Topic 8 - Team Responsibilities and Communication
- Topic 9 - Managing Information and Documentation
- Topic 10 - Project Logs
- Topic 11 - Time Management

PROJECT MANAGEMENT COURSE - Module 3 – Organizational Skills - Part B

- Topic 12 – Claim Prevention
- Topic 13 – Labour Tracking
- Topic 14 – Cash flow Management
- Topic 15 - The Contract
- Topic 16 - Managing the General Contractor and Subcontractors
- Topic 17 - Project Closeout

PROJECT MANAGEMENT COURSE - Module 4 – Interpersonal Skills

- Topic 18 - Selling
- Topic 19 - Negotiating
- Topic 20 - Motivation (Motivating people for performance)
- Topic 21 - Communications
- Topic 22 – Values and ethics
- Topic 23 - Leadership

Learning Objectives

Upon successful completion of the course, participants will be able to:

- Better understand and use proven principles to improve their project planning efforts.
- Better understand and apply proven methods to better organize and manage themselves, their staff, subcontractors, vendors and their projects.
- Improve their understanding of the reality of change orders and techniques to successfully manage them.
- Improve their interpersonal skills to help better manage their team and all project participants.