



2024 PM Workshop Schedule

Date	Course	Instructors	Preferred Location
Jan. 4, 2024	PM Fundamentals 1	Ameen Khouri, Shapiro & Duncan Lou Wicklein, Kogok	Capital Electric 8711 Westphalia Rd Upper Marlboro, MD
Jan. 18, 2024	PM Fundamentals 2	Steve Groth, Retired, Bruce Spengler, Calvert Masonry	Capital Electric
Feb. 1, 2024	PM Fundamentals 3	Ted Warrington, Kogok (Safety) Chad Prinkey (Soft Skills)	Capital Electric
Feb. 15, 2024	Contracts	Brian Wood, Smith Currie Bill Rothrock, Kogok	HITT CoLab 2757 Hartland Road, Falls Church, VA
Feb. 29, 2024	Scheduling	John Ficca, Aegis Steve Groth, Retired	HITT CoLab
March 14, 2024	Change Orders and Final Exam	Bruce Spengler, Calvert Masonry, Tim Loftus, Donohoe	HITT CoLab

PROJECT MANAGERS FUNDAMENTALS I

- Team Building Exercise
 - Building relationships in the industry
 - Ok to ask silly questions
- Construction process and the big picture of a construction project
- The project manager's role
- Why general contractors think differently than subcontractors
- Leadership and team building
- Communications and documentation including sample logs for RFIs, Change Orders and Work in Progress reports.
- Time and stress management
- Decision making

PROJECT MANAGERS FUNDAMENTALS II

- Project start up and planning
- Reading and understanding specifications
- Submittals and purchasing: the getting of the right materials on time
- RFI's, and the tracking of issues
- Work in Progress reporting including sample logs
- Completing and closeout of a project
- Elements of bad project management
- Problem prevention
- Foundational Skills in communication, networking and management
 - Networking and construction associations
 - Building relationships for repeat work
 - Intergenerational communications
 - Adapting to COVID-19.

PROJECT MANAGERS FUNDAMENTALS III

Safety

1. How working together with your Safety Managers, Superintendents, and foreman will save you time and money when it comes to safety.
2. What are the time delays and hidden costs involved by not considering the safety requirements?
3. What are equipment requirements to complete work on-site?
4. Basic OSHA cost considerations for noncompliance.

Soft Skills

1. Selecting the right mode of communication to match the situation
2. Developing empathy in communication
3. Resolving conflict
4. Preventing conflict

CONTRACTS

- Flow down provisions of the prime contract
- Subcontract clauses and what they mean
- Government contract clauses
- General and Special provisions of the specifications
- Second tier subcontracting
- Purchase orders
- Read and understand schedule before signing the contract
- Scope inclusions and exclusions

THE CONSTRUCTION SCHEDULE

- Elements of a logical schedule
- How to contribute to a schedule prepared by others
- Coordination with other trades – understanding, cooperating and being sensitive to other trades
- Resource management
- The Schedule and No Damages for Delay clauses of your subcontract
- Management of a project that has no schedule
- Actions to take if a project is behind schedule
- Using a SIPS/4 week look ahead
- Work breakdown structure
- Cost loading for proper cash flow
- Pushing a job
- Dealing with changes

CHANGE ORDERS

- Notice and other requirements of the prime contract and your subcontract
- Preparation of a typical proposal for direct costs
- Allowable overhead and profit, and mark ups on lower tier subcontractors
- Simple time extension cost proposal
- Settlement techniques
- Establishing credibility and avoiding fraud – false information can be fraud.
- Protecting yourself while performing work without a change order
- What is FAIR in back charges and what is abuse
- Following up techniques for settlements
- The change order process from the general contractor's perspective

*Course information is subject to change slightly.