

Project Managers' Workshop
Course Information
Start at noon at locations noted

Co-Chairs: Ameen Khouri and Lou Wicklein

Date	Course	Instructors	Preferred Location – not confirmed
Jan. 6, 2022	PM Fundamentals 1	Ameen Khouri and Lou Wicklein	Capital Electric
Jan. 26, 2022	PM Fundamentals 2	Steve Groth and Bruce Spengler	Capital Electric
Feb. 3, 2022	PM Fundamentals 3	Ted Warrington Kogok Safety Director, Doug Lotierzo	Capital Electric
Feb. 17, 2022	Contracts	Bruce Herr and Brian Wood	HITT CoLab
March 3, 2022	Scheduling	John Ficca from Aegis and Steve Groth	HITT CoLab
March 17, 2022	Change Orders and Final Exam	Ken Collins and Bruce Spengler	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

- Consideration of the General Contractors/Army Corp of Engineers EM-385 safety rules and equipment requirements to complete work on-site. a. Time delays and cost involved by not considering the safety requirements.
 - Basic OSHA cost considerations for noncompliance.
 - How do these rules and requirements deviate from your company policies? What are the impacts? Examples of policies and equipment are: i. LADDER LAST POLICY
 - SPECIFIC PPE to gain access to the site or to complete specific work tasking and costs associated with these items.
 - SCAFFOLDING types and planning.
 - MOBILE ELEVATED WORKING PLATFORMS (MEWP). ANSI rules, selection, and use.
 - How working together with your Safety Managers, Superintendents, and foreman when it comes to job site safety will save you time and money.
- **Foundational Skills in Management** (leave to discretion of Leadership Trainer)
 - How do your responsibilities change as you become a leader?
 - Sexism in construction
 - Delegation case study
 - Staying current and do not fall behind on the job (your day to day work product) and do not procrastinate. Are you empowered to be current.
 - Effective business communications / letter writing.
 - Bad project management case study
- Scope of Work Fundamentals
- Financial Controls – From a budget to forecasting
 - Budget
 - Schedule of values
 - Work in Progress report
 - Certificates of Insurance

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