

Project Management Essentials for Construction

WCP

Geared specifically for people involved in construction projects, this 3-day project management course is built on the foundation of our standard Project Management Essentials course — a course which has consistently remained one of the most sought after and trusted fundamental level project management courses in Canada for over 15 years. The Project Management Essentials for Construction (PME for Construction) course provides the essential tools needed to deliver successful construction projects. The course covers the complete project lifecycle — from project initiation and definition, through project implementation, and finally to the often neglected project completion phase, and includes such topics as claims and construction contract law, cost estimating and control, project risk, health and safety issues, and quality management. PME for Construction is part of the Canadian Construction Association Gold Seal Certification program. In addition to receiving a WCP certificate of completion, participants of this course will also receive Gold Seal Certificate and 3 SICs credits.

Who Should Attend

- Project Managers — both new to project management and experience project managers who have not had formal project management training
- Project team members
- Facility owners
- General contractors
- Sub-contractors
- Architects

When delivered on-site at your corporate location, this course is very effective in “jump-starting” a team embarking on a medium to large-scale construction or construction/engineering project.

Materials

- Course binder containing presentation slides, course reference book, case study, exercises and sample solutions
- Sample project management templates (e.g., project charters, communication plans, etc.) — provided in both hard-copy within the course binder and electronically
- Course specific and general project management reference materials
- Certificate of completion

Learning Objectives

Participants of this course will be able to...

- Identify and avoid common causes of failure on facilities projects
- Recognize common areas of project misunderstanding and how to avoid them. Examples: project purpose, key deliverables, risk tolerance, stakeholder roles, etc...
- Identify key areas of project risk, assess their impact and identify options for avoiding or mitigating the impact of risk
- Use work breakdown structures to identify the true scope of work. Break down a new or complex project into discrete, manageable activities complete with measurable deliverables.
- Model the flow and timing of a project during the planning stages, and test different “what-if” scenarios to both optimize and ensure that a project is “doable” before starting
- Reduce unnecessary project delays by identifying “critical path activities” and undertaking high priority tasks first
- Represent project unknowns and project uncertainties in a visible and justifiable way

- Assess project resource requirements, recognize resource assumptions, and evaluate resource conflicts and potential solutions
- Develop an accurate project budget
- Reduce the tendency for a project's scope to creep
- Improve overall project communication between stakeholders
- How to plan and control quality on a project
- Project procurement management and contract administration
- Create and maintain a productive project team environment
- Accurately compare the current project status to the original plan to identify potential problems and make proactive decisions
- Properly close out a project, and avoid the “project that never dies” syndrome

Prerequisites

There are no prerequisites for this course.

Course Outline

DAY 1

Introduction

- Understanding project management
- The project life cycle

Project Justification

- Develop need statement
- The project sponsor
- Develop project charter

Preliminary Planning

- Conceptual design
- Project stakeholders and their roles
- Develop scope statement/Feasibility Study
- Preliminary business case
- Wrap up of day-1

DAY 2

Preliminary Design and Project Planning

- Recap of day 1
- Preliminary design
- Develop work breakdown structure (WBS)
- Develop scope management plan
- Develop critical path schedule
- Develop cost estimates and budgets
- Build quality, health and safety, constructability, operability and maintainability into design
- Project team, and task responsibilities
- Communications plan
- Wrap up day-2

DAY 3

- Recap of Day 2
- Risk management plan and dealing with contingency
- Contract and procurement plan
- Set project baseline
- Project business case

Final Design, Contracts and Construction

- Implement the plan
- Control; Scope, Schedule, Cost, Quality
- Administer contracts
- Monitor; Communication, Risks
- Manage the team

Project Closeout

- Lessons learned
- Project hand-over
- Contract closure
- Wrap-up and course evaluation

Additional information

- Can be customized — e.g., to incorporate client project management templates
- This course is part of the Canadian Construction Association Gold Seal Certificate Program. Participants of this course will receive a Gold Seal Certificate as well as 3 SICS credits
- Participants qualify for 21 Professional Development Units (PDUs).
- Participants of the *PME for FM* course may also be interested in our 2-day *Juggling Multiple Projects* course and our 2-day *Hands-on Microsoft Project* course

For more information contact

World Class Productivity Inc.
1-905-660-7184
info@wcpconsulting.com

