



Project Management 101: Laying the Foundation for Superior Project Managers

Course Outline

Module 1: Course Structure and Operation

- Review Syllabus and Course Structure, Grading, and Expectations
- The Primary Job of a Project Manager
- How Do Project Managers Communicate?

Module 2: Project Management Team and Process Management Concepts

- Primary Role of Team Managers - Management Concepts
- Problems Traced to a Weak/Ineffective Project Management System
- Organization Life Cycle Curve
- Project Delivery Systems and Methods
- Impact on Construction Costs
- Client Selection of Design Consultants
- Owner/Client Concerns, Needs, & Role

Module 3: Planning and Management Concepts for Project Managers

- Long-Range Planning Process-Elements
- Decision-Making Management Concepts
- Strategic Project Management Plan

Module 4: The Project Team Manager

- Team Managers Characteristics and Responsibilities
- RFP/RFQ Preparation/Fee Determination and Negotiation
- Role of Design Firm Project Managers in The Marketing Process
- Delegation Techniques/Leveling Workload
- Developing Training Programs, Mentoring Programs

Module 5: Soft Skills

- Time Management
- Preparing and Editing Written Materials
- Public Speaking
- Listening Skills
- Successful Negotiating

Module 6: Working with Engineering/Architectural Firms

- Owner/Client Criteria for Selecting A/E Consultants
- Factors Impacting Traditional A/E Consultants
- External Constraints on A/E Designers
- Project Phases and Personnel Responsibilities
- Project Development Steps
- Basic Financial Model for Design Firms
- Profit Planning for Design Firms

Module 7: Scoping, Budgeting, Monitoring, and Billing

- Scope Determination
- Managing Scope Creep and Project Design Change Orders
- A/E Contract Types
- Project Cost Plan/Project Budgeting
- Monitoring/Controlling Design Costs
- Prompt Payment of Sub Consultants by the Prime Consultant
- Billing Checklist
- Prompt Payment of Design Consultants by the Prime Consultant
- Controlling Project Design Costs
- Project Administration and Notebooks
- Project Manager Manuals, Development and Content

Module 8: Project Quality/Risk Management/Other Topics

- Concepts: Quality and Risk Management
- Quality Assurance Programs
- Peer Review Programs
- Value Engineering
- Commissioning/Partnering
- Project Closeout and Client Satisfaction/Feedback
- Building Information Modeling (BIM)
- Peer Review Programs

Module 9: Staffing and Scheduling

- Staffing Issues
- Project Scheduling and Planning
- Responsibilities of a Project Manager in Preparing a Plan
- Benefits and Limitations of Project Schedule Networks