



# CONSTRUCTION MANAGEMENT SIMPLIFIED FOR ANY SIZE PROJECT

This course is ideal for learning simple virtual CM methods or refresh and refine your knowledge or skills; and this course may qualify for professional PDH, LU or CEU's

This course is equivalent to 30 PDH, 30 LU hours or 3 CEU's



# COURSE OBJECTIVES

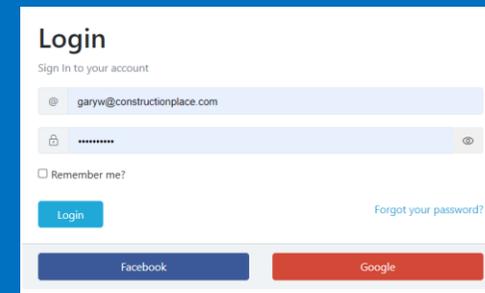
This course emphasizes working on small residential and commercial new, remodel or improvement projects.

**As a minimum, students successfully completing this course will:**

- Learn four essential phases used for managing any size construction or improvement projects (Planning and Resources, Costing and Contracting, Work Performance, and Making Payments).
- Learn how to use virtual applications to save time, money and go green.
- Recognize the importance of using Check Lists for Planning and Job Costing.
- Learn about the terms and documents used during the construction process thru project completion.
- Understand how the RFP (Request for Proposal) and bidding process works.
- Learn how protect a property against liens and pay for performance.
- Recognize the importance of using the internet to manage building construction projects

# GETTING STARTED

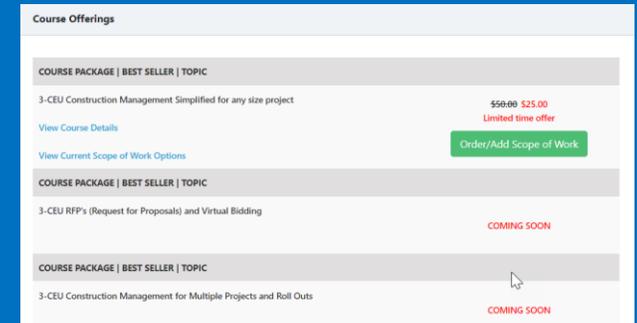
1. Login to Constructionplace.com



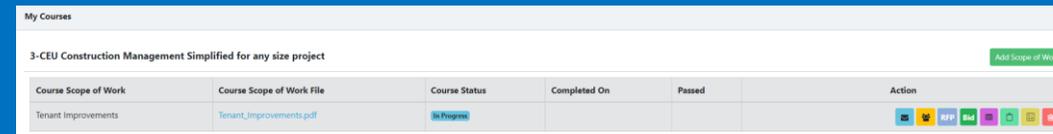
2. Select **Courses and Training** > **Course Offerings**



3. Order Course/Select and add a **Scope of Work**



4. Open **My Courses** and open icons as directed in the lessons



4. Down Load Course Text Book Publications and Work Sheets

**Self Help**

- Publications
- Worksheets
- Glossary
- Planning Projects

# COURSE COMMUNICATION AND GRADING

1. In **My Courses** lesson icons are in the **Action** column and the **Course Scope of Work file** can be printed for easy reference during the course. Use the Message Icon  to Message the **Course Examiner** for any questions during the course.

My Courses

3-CEU Construction Management Simplified for any size project Add Scope of Work

Order Certificate of Completion: PDF Version: \$9.95 Original Version including Shipping and Handling: \$19.95

Course Scope of Work	Course Scope of Work File	Course Status	Completed On	Passed	Action
Tenant Improvements	Tenant_Improvements.pdf	Completed	7/3/2021 9:33:00 PM	Yes	  RFP Bid   
Build a Room Addition	Build_a_Room_Addition.pdf	In Progress			  RFP Bid   
Build New Fence	Build_New_Fence.pdf	In Progress			  RFP Bid   
New 50,000 Sq Ft Building	LA PALOMA APPROVED UNSTAMPED.pdf	In Progress			  RFP Bid   

2. All projects must have a **Project Directory**  of people/companies working on their project with up to date contact/credential information. For this course select and add **Proctor** from Add Service Provider

Project Directory: Tenant Improvements, 3-CEU Construction Management Simplified for any size project

PM  Add Service Provider Add Material/Equipment Provider Add Resource

Select All  Deselect All

Select For Email	Name	Company Name	Profession	Trade/Specialty	Telephone	Action
<input type="checkbox"/>	 Proctor	Proctor	Education	Course Proctor	808 797 7928	 

3. Upon completing all lessons you will receive a 40 (10 per lesson) multiple choice exam. Five correct answers from each section are needed to pass. No letter grades will be issued (pass or fail only).

# LESSON 1

## PLANNING AND RESOURCES

STUDY GUIDE AND WHERE  
TO FIND IT



MAKE AND MAINTAIN A  
PROJECT DIRECTORY



PLANNING YOUR  
PROJECT



SCREENING AND HIRING  
PROFESSIONALS



GLOSSARY

# LESSON 1 – PLANNING AND RESOURCES

## STUDY GUIDE AND WHERE TO FIND IT

Topic	Constructionplace.com	<u>Construction Management Made Easy</u>	<u>Construction Like Sushi Pages</u>	Work Sheets
Project Directory <b>Important 1<sup>st</sup> Step</b>	 Add <b>Proctor</b>  to your course <b>Project Directory</b> . You can contact the <b>Proctor</b> via email 	Pages 33 to 34		
Construction Definitions	<u>Glossary</u> <b>For Reference Only</b> Open as needed for Reference at bottom of all site pages	Pages 94 to 113	Pages 69 to 89	
Building Planners Checklist	 Select resources needed from you <b>Scope of Work</b>	Pages 41 to 44 Pages 87 to 89	Pages 10 to 16	1.1
Hiring Resources	 Select resources needed from you <b>Scope of Work</b>	Pages 8 to 10 Pages 48 to 57	Pages 18 to 26	1.2

# LESSON 2

## COSTING AND CONTRACTING

STUDY GUIDE AND WHERE TO FIND IT



PROJECT COSTING  
WITH GENERAL  
REQUIREMENTS



BID ON PROJECTS



REQUEST BIDS



GET CERTIFICATES OF  
INSURANCE



TO BOND OR NOT TO BOND  
YOUR PROJECT

# LESSON 2 – COSTING AND CONTRACING

## STUDY GUIDE AND WHERE TO FIND IT

Topic	Constructionplace.com	<u>Construction Management Made Easy</u>	<u>Construction Like Sushi</u>	Work Sheets
Create and Send RFPs	 <p>Create and Send an <b>RFP</b> for your scope of work to the <b>Proctor</b> from <a href="#">Add Service Provider</a></p>	Pages 64 and 72	Page 27 to 37	2.1
Costing, Budgeting and Understanding Contingency	 <p>Add units, <b>estimated</b> unit quantities and costs from your scope of work for a <b>Total Project Cost YOU WILL USE THIS VALUE IN LESSON 4</b></p>	Pages 38 to 44		
Bid Proposal and Agreement	 <p>Create and send a Bid to the <b>Proctor</b> from <a href="#">Add Service Provider</a> for your scope of work. For any questions Message the <b>Proctor</b>.</p>	Pages 58 to 59 Pages 61 to 72	Pages 42 to 48	2.3, 2.3a, 2.4
To Bond or not to Bond	 <b>Read Only</b> <p>Message the <b>Course Examiner</b> for questions</p>	Page 45		
Insurance to Limit	 <b>Read Only</b>	Pages 46 to 48		

# LESSON 3 WORK PERFORMANCE

STUDY GUIDE AND WHERE  
TO FIND IT



PRE  
CONSTRUCTION  
MEETING  
AGENDA



PRE  
CONSTRUCTION  
CHECK LIST



WORK REPORT

# LESSON 3 – WORK PERFORMANCE

## STUDY GUIDE AND WHERE TO FIND IT

Topic	Constructionplace.com	<u>Construction Management Made Easy</u>	<u>Construction Like Sushi</u>	<u>Work Sheets</u>
Pre-Construction Meeting Agenda	 <b>Read Only</b> Message the <b>Examiner</b> for questions	Page 73		3.1
Pre-Construction Check List for Contractors and Owner Builders	 <b>Read Only</b> Message the <b>Examiner</b> for questions	Page 86		
Open Work Report	 Select and Add the <b>Proctor</b> from <a href="#">Add Service Provider</a>			
Documenting work performance and progress using a <b>Work Report</b>	 Using your <b>imagination</b> for a typical day for your <b>Scope of Work</b> complete one report	Page 74	Pages 57 to 60	3.2, 3.3

# LESSON 4 MAKING PAYMENTS

STUDY GUIDE AND WHERE  
TO FIND IT



SCHEDULE OF VALUES  
PAYING FOR  
PERFORMANCE



PROJECT COSTING  
WITH GENERAL  
REQUIREMENTS



PROTECTING PROPERTY  
AGAINST LIENS

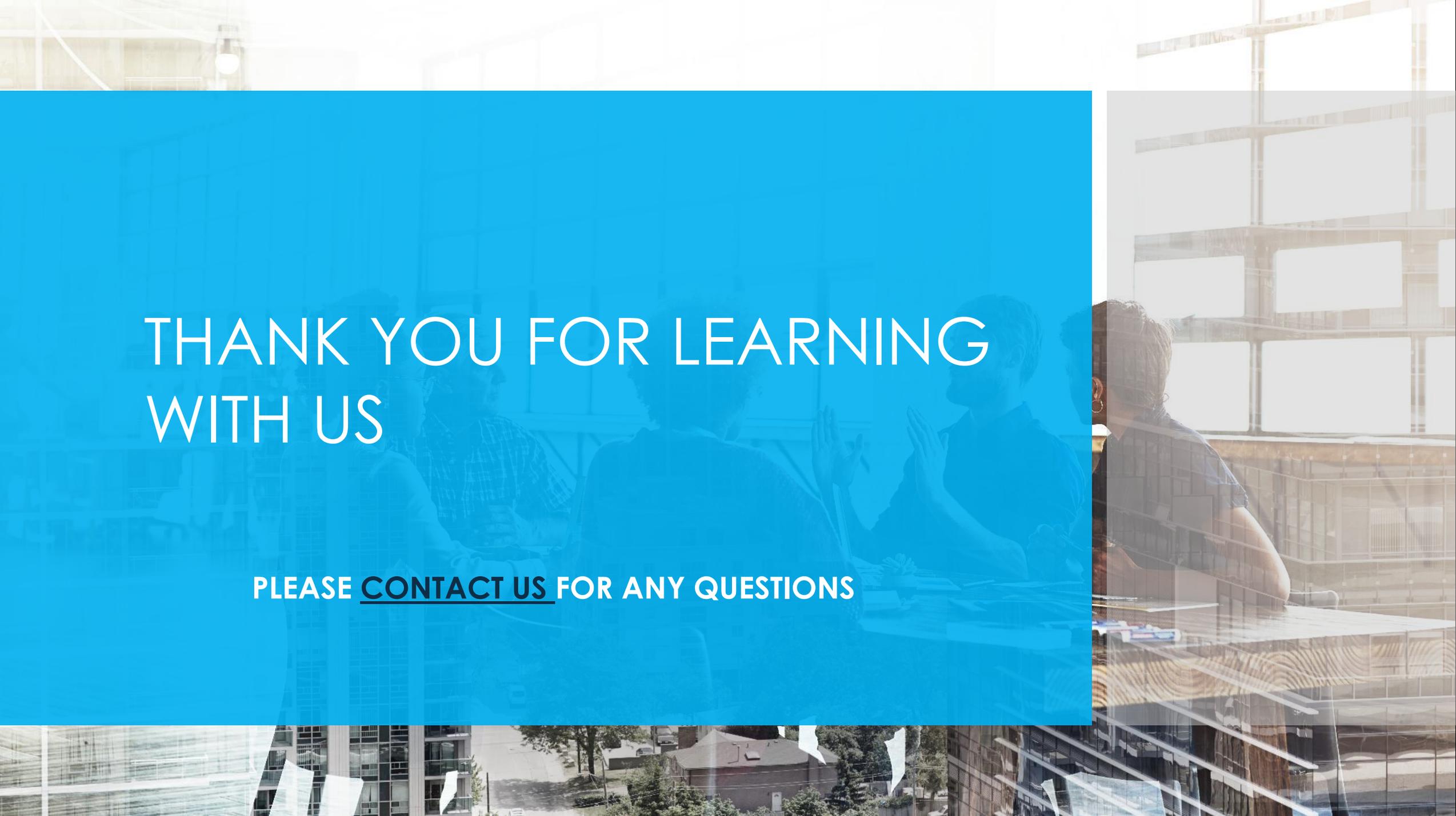


PRELIMINARY LIEN NOTICE  
TRACKING

# LESSON 4 – MAKING PAYMENTS

## STUDY GUIDE AND WHERE TO FIND IT

Topic	Constructionplace.com	<u>Construction Management Made Easy</u>	<u>Construction Like Sushi</u>	<u>Work Sheets</u>
Open Schedule of Values	 <p>Select and Add the <b>Proctor</b> from </p>	Page 73 to 74	Page 67	4.6
Paying for Performance	  <p>Use the <b>Total Project Cost</b> from <b>LESSON 2</b> for the <b>Scheduled Value</b>. Use 10% <b>Retainage</b> and 50% <b>Percent Complete</b> to calculate the 1<sup>st</sup> payment. Add more payments if you like.</p>			
Protecting Property against liens	 <b>Read Only</b> Message the <b>Course Examiner</b> for questions	Pages 81 to 85	Pages 61 to 67	4.1, 4.2, 4.3, 4.4
Preliminary Lien Notice Tracking	 <b>Read Only</b> Message the <b>Course Examiner</b> for questionsE		Page 67	4.5
Confirm Course Completion	 <p>Send a Message to the <b>Course Examiner</b> saying “<b>All lessons Complete</b>”</p>	You will receive your exam for completion and return.		

A group of people are gathered around a table in a meeting room, engaged in a discussion. The scene is overlaid with a semi-transparent blue rectangle. The background shows a modern building with large windows and a courtyard area with trees and a brick building.

THANK YOU FOR LEARNING  
WITH US

PLEASE CONTACT US FOR ANY QUESTIONS