

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

LESSON 1

PLANNING AND RESOURCES



GLOSSARY






**PLANNING YOUR
PROJECT**



**SCREENING AND
HIRING
PROFESSIONALS**



**MAKE A PROJECT
DIRECTORY**

Topic	Constructionplace.com	Construction Management Made Easy	Construction Like Sushi Pages	Work Sheets
Project Directory	 <p>Add proctor Add Service Provider to your course Project Directory</p>	Pages 33 to 34		
Construction Definitions	<p><u>Glossary</u> Open as needed for Reference</p>	Pages 94 to 113	Pages 69 to 89	
Building Planners Checklist	 <p>Select items needed from your Scope of Work</p>	Pages 41 to 44 Pages 87 to 89	Pages 10 to 16	1.1
Hiring Resources	 <p>Select resources needed from you Scope of Work</p>	Pages 8 to 10 Pages 48 to 57	Pages 18 to 26	1.2

LESSON 1 – PLANNING AND RESOURCES

STUDY GUIDE AND WHERE TO FIND IT

LESSON 2

COSTING AND CONTRACTING



**PROJECT
COSTING**



**BID ON
PROJECTS**






REQUEST BIDS



**GET CERTIFICATES
OF INSURANCE**



**TO BOND OR
NOT TO BOND
YOUR PROJECT**

Topic	Constructionplace.com	Construction Management Made Easy	Construction Like Sushi	Work Sheets
Create and Send RFPs	<p>Create and Send an RFP for your scope of work to the Proctor.</p> 	Pages 64 and 72	Page 27 to 37	2.1
Costing, Budgeting and Understanding Contingency	 <p>Add units, estimated unit quantities and costs from your scope of work for a Total Project Cost</p>	Pages 38 to 44		
Bid Proposal and Agreement	 <p>Using the Total Project Cost above send a Bid to the proctor for your scope of work</p>	Pages 58 to 59 Pages 61 to 72	Pages 42 to 48	2.3, 2.3a, 2.4
To Bonding or not to Bond	In course Messages tell the proctor if you would or would not bond your project and why.	Page 45		
Insurance to Limit Liability	In course Messages tell the course proctor you would or would not require Certificate or Insurance for your project and why.	Pages 46 to 48		

LESSON 2 – COSTING AND CONTRACING

STUDY GUIDE AND WHERE TO FIND IT

LESSON 3

WORK PERFORMANCE




**PRE CONSTRUCTION
MEETING AGENDA**



**PRE CONSTRUCTION
CHECK LIST**



WORK REPORT

Topic	Constructionplace.com	Construction Management Made Easy	Construction Like Sushi	Work Sheets
Pre-Construction Meeting Agenda	In course Messages tell the proctor what items you would add or remove from this agenda for your Scope of Work. If none please explain.	Page 73		3.1
Pre-Construction Check List for Contractors and Owner Builders	In course Messages tell the proctor what items you would add or remove from this list for your Scope of Work. If none please explain. In none please explain.	Page 86		
Documenting work performance and progress using a Work Report	 <p>Add the Proctor Add Service Provider to this report. Complete the report for one day using your imagination for a typical day for your Scope of Work.</p>	Page 74	Pages 57 to 60	3.2, 3.3

LESSON 3 – WORK PERFORMANCE

STUDY GUIDE AND WHERE TO FIND IT

LESSON 4

MAKING PAYMENTS




SCHEDULE OF VALUES



**PROTECTING PROPERTY
AGAINST LIENS**



**PRELIMINARY LIEN
NOTICE TRACKING**

Topic	Constructionplace.com	Construction Management Made Easy	Construction Like Sushi	Work Sheets
Paying for Performance	 <p>Add the Proctor Add Service Provider as a Resource and use the Total Project Cost for the Scheduled Value. Use 10% Retainage and 50% Percent Complete to calculate the Payment. Add more payments if you like.</p>	Page 73 to 74	Page 67	4.6
Protecting Property against liens	In course Messages tell the proctor how many Resources on your project will need to submit Waiver and Releases for your Scope of Work.	Pages 81 to 85	Pages 61 to 67	4.1, 4.2, 4.3, 4.4
Preliminary Lien Notice Tracking	In course Messages tell the proctor how many Preliminary Lien Notice amounts will listed for Tracking for your Scope of Work.		Page 67	4.5
Confirm Course Completion	In course Messages tell the proctor that you have completed the course. The proctor will email you the exam with return instructions			

LESSON 4 – MAKING PAYMENTS

STUDY GUIDE AND WHERE TO FIND IT



THANK YOU FOR
LEARNING WITH US