MERIT™
COLLEGE of CONSTRUCTION

Project Management

Owners, project managers, estimators, superintendents and any employee involved in managing projects will receive an in-depth look at how to build strong management, leadership and business skills to successfully and effectively execute and manage all aspects of a construction project. Leadership skills are reinforced through case studies, hands on activities and group projects.

Kirk Alter brings a uniquely well-rounded perspective to the training & education he offers. He delivers on his promise to provide tangible tools and skills to help improve the profitability and productivity of the participant and their company. His career path includes working as an apprentice, journeyman, foreman, superintendent, estimator, project manager, designer, operations manager, vice president, and owner. Kirk is a Fulbright Scholar and professor at Purdue University Department of Building Construction Management.

Learning Objectives

Topic Name	Objectives
Introduction to Project Management	• Introduces the role and responsibilities of project management including technical and management skills and an overview of the phases in a construction project. • Describes alternate project delivery methods.
Interpersonal Skills	• Discusses the values and expectations of the workforce, building relationships and satisfying stakeholders. • Describes the principles of effective communication, applying the management grid and using relationship skills to create a leadership environment. • Behavioral interviewing and professional development of personnel is also discussed.
Issues & Resolutions	• Describes the key elements of successful negotiations and negotiating techniques. • Discusses how to recognize nonverbal signals, use negotiating tools and apply conflict resolution strategies. • Identifies symptoms and barriers to solving project-related problems and applying

	problem-solving techniques, brainstorming and identifying root cause consequences.
Construction Documents	• Emphasizes the importance of documentation and explains the types of documents, drawings and specifications used on a project. • Explains methods of obtaining work in the industry and types of contracts and insurance requirements. • Describes the change order process and the documents required to close out a project.
Construction Planning	• Discusses the importance of formal job planning and creating a performancebased work environment. • Discusses the Work Breakdown Structure (WBS) as the foundation that identifies deliverables, tasks, and time. • Introduces the basics of quality control and defines the roles and responsibilities of an effective team and how to allocate resources.
Estimating & Cost Control	• Emphasizes the importance of accurate estimating and summarizes the estimating process and the steps in developing and estimate. • Defines the purpose of a cost control methodology, explains how to perform simple cost analysis and covers the project manager's role in controlling cost and tracking rework cost.
Scheduling	• Provides instruction in the basics of scheduling from simple to-do lists through bar charts, network diagrams and methods of managing resources. • Discusses the importance of formal scheduling, job planning and establishing priorities. • Describes alternative scheduling methods.

Resource Control	• Identifies the resources that must be controlled, the major factors that affect production control and production control standards.
	• Explains the project manager's role in the process and how to distinguish between production and productivity. • Explains how to evaluate and improve production control and productivity.
Quality Control & Assurance	• Defines quality control and quality assurance and stresses management's concerns about quality. • Explains project quality management and how to develop an effective quality control plan. • Discusses how to identify, assess and measure weaknesses to avoid rework.
Continuous Improvement	• Describes the project manager's role in creating a culture of continuous improvement. • Explains the fundamentals of a continuous improvement program and how to identify the critical problems and processes that require improvement, implement a continuous improvement process and measure results. • Emphasizes the importance of satisfying internal and external stakeholders.

Certification

This course is worth **10** Gold Seal credits, and **65** Blue Seal hours.

Contact Information

You can contact the Merit College of Construction by email at training@meritalberta.com or by calling 780.455.5999