**MODULE 1 | PRE-CONSTRUCTION, ESTIMATING & JOB COSTING**

This course will help early-career project managers gain awareness of how accurate cost information is critical to the success of the company through an understanding of different types of estimates, the link between design, estimating and project costs, and the importance of documentation and formatting.

Following successful completion of Module 1, participants will have the ability to:

- Identify the importance of an estimate
- Explain the different types of estimates
- Identify the importance of good documentation and consistent formatting
- Discuss how accurate cost information is critical to the success of the company
- Explain the link between design, estimating, and project costs
- Describe how equipment costs are developed and integrated into the estimate
- Describe how work by others is included in the estimate
- Discuss how general costs and overhead not assignable to a specific task are included in the estimate

**MODULE 2 | CONTRACT ADMINISTRATION**

This course will provide an understanding of how basic contracts are structured, how different types of contracts are used, and how project documentation relates to effective contracting for early-career project managers.

Following successful completion of Module 2, participants will have the ability to:

- Discuss how basic contracts are structured, the different types of contracts used in construction projects, and how project documentation relates to effective contracting
- Identify important contract law and language and how they are related to project risk
- Distinguish between agent and independent contracts, torts and contractual liability cases, and the difference between criminal and civil proceedings
- Identify how different project delivery methods use different contracting strategies
- Describe the process for contract amendments, changes, extensions, and final terms
- Defend the importance of dispute resolution and good-faith negotiation in resolving contract disputes
- Distinguish between partial and material breaches and understanding the significance of termination, bankruptcy, and breach of contract claims

**MODULE 3 | PROJECT ADMINISTRATION**

This course will assist early-career project managers in identifying the role pre-planning has in affecting the success of a project and furthering their understanding of the different areas of planning for the construction phase of the project.

Following successful completion of Module 3, participants will have the ability to:

- Discuss how pre-project planning affects the potential success of a project
- Identify the different areas of planning for the construction phase of a project
- Describe how building codes, permits, reviews, and inspections have the potential to impact a construction project
- Identify the importance of scheduling, including the importance of purchasing long-lead items
- Describe the basics of the Uniform Commercial Code and material handling risks
- Discuss the importance of document control, including submittals, RFIs, and shop drawings
- Explain the importance of project closeout and warranty management

**MODULE 4 | RISK MANAGEMENT**

This course will help early-career project managers gain insight into the types and sources of risk, techniques for managing risk, the basics of insurance and bonding and how quality control/quality assurance plans help mitigate performance risk.

Following successful completion of Module 4, participants will have the ability to:

- Explain how risk changes over the different phases of a project
- Discuss the types and sources of risk in the construction phase of a project
- Identify techniques for managing risk, specifically risks that are the contractor’s primary responsibility
- Describe how the scope and nature of risk management may vary based on project contracting method
- Describe how quality control/quality assurance plans help mitigate performance risk
- Identify the risks created through drug use, sexual harassment, and discrimination
- Explain how risk and profit are related
- Describe how different parties view risk on a project
PROJECT MANAGER DEVELOPMENT PROGRAM

An AGC Construction Learning Tool for the Emerging Project Manager

If you are an early-career project manager or looking to move into this role, this is a can’t miss opportunity!

Brought to you by the Associated General Contractors of America, the Project Manager Development Program (PMDP) is a set of highly interactive courses that provide participants the essential skills to advance their careers as project managers. The five-modules program covers the basics of project management and provides tactics and strategies for ensuring project success.

Each module consists of 16 hours of instruction over 2 days; modules may be taken in any numerical order.

MODULE 5 | LEADERSHIP

This course will assist early-career project managers to distinguish between leading and managing, develop techniques for motivating and negotiating solutions, managing change, and broaden their awareness ethical standards and professional responsibilities.

Following successful completion of Module 5, participants will have the ability to:

- Identify the difference between leading and managing
- Describe the importance of communication in effective leadership
- Use techniques for motivating team members and negotiating solutions
- Explain ethical standards and professional responsibilities
- Defend the importance of teamwork
- Identify the basics of leadership tasks
- Recognize the role of the human resource function in organizations
- Identify coaching and mentoring opportunities
- Describe the importance of marketing and leaving customers satisfied through successful project closeout
- Explain how to effectively manage change
- Describe how to achieve a healthy balance between work and family

Instructor - Mark Rounds

He has over 40 years of experience in the construction industry holding positions as laborer, superintendent, project engineer, estimator, senior project manager, and vice president. His project experience includes Healthcare, Education, Commercial, Retail, Water and Wastewater Treatment, Bridges and Heavy Construction. He has worked in several markets including Wisconsin, Illinois, Colorado, Arizona, Virginia, and the Carolinas. Mark is a graduate of the University of Wisconsin Madison in Civil and Environmental Engineering and is a registered Professional Engineer in Wisconsin. He is an adjunct professor at the Milwaukee School of Engineering and the University of Wisconsin. He received the Daily Reporter’s Educator of the Year award in 2018 for his work teaching in the construction industry.

QUESTIONS?
Call the AGC Office
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