



# Professional Construction Management Course™

Expand your knowledge and improve your understanding of professional Construction Management with the only in-person training course based on the CMAA Standards of Practice.

This three-day comprehensive course focuses on Construction Management core competencies and CMAA's body of knowledge. This valuable learning opportunity will benefit those wanting sound basic CM skills, as well as more experienced professionals seeking a refresher, continuing education, or effective preparation for the Certified Construction Manager exam.

## Who should attend?

- » Construction Managers
- » Program and Project Managers
- » Resident Engineers
- » All levels of experience welcome!

## Study Materials

All registrants receive the CMAA Study Kit, which includes:

- » Capstone—An Introduction to the CM Profession
- » CMAA Construction Management Standards of Practice
- » CMAA Contract Administration Guidelines
- » CMAA Cost Management Guidelines
- » CMAA Quality Management Guidelines
- » CMAA Time Management Guidelines
- » CMAA Sustainability Guidelines
- » A-Series and CM At-Risk Contract Document samples
- » CII Publication IR166-3: Best Practices

## Credit for Professional Development

CMAA provides professional development credit for those who complete The Professional Construction Management Course™. In order to meet the varied formats for reporting mandated education requirements to licensing boards, credits are identified as Professional Development Hours (PDH) and Learning Units (LU). CMAA is registered with the American Institute of Architects (AIA) and the National Council of Examiners for Engineering and Surveying (NCEES) as an approved provider. Course participants earn 24 PDHs. LUs are available for registered architects. All AIA reports and NCEES transcripts can be accessed electronically by the participant. Partial credit is not assigned. All three days of the course must be completed to receive credit.



For additional information and to register, please visit...

[www.cmaanet.org/PCMcourse](http://www.cmaanet.org/PCMcourse)

» “After reading the **Standards of Practice** texts, and taking the online classes, the Professional Construction Management Course capped off my learning and I took the Certified Construction Manager (CCM) exam with confidence.”

—Mark E. Cacamis, PE, CCM, Virginia Department of Transportation

» “Gannett Fleming’s experience with the CMAA training course was truly enlightening. We had staff members from a variety of construction projects including highway and bridge transportation, water and waste water management, transit facilities, and educational facilities. The information presented by the instructors related to all types of construction, to include all experience levels and backgrounds. A truly satisfying experience that I would highly encourage others to attend.”

—Raymond Deering, Gannett Fleming

» “Very interesting and captivating program. I enjoyed this three day seminar. I feel like I learned a great deal more than I expected and would like to pursue a CCM certification.”

—Thistleton Robertson, New York City Department of Environmental Protection

» “Extremely informative course. All content was fully applicable to my day to day experiences. I would highly recommend to anyone in the CM role, or, as myself, on the GC side. It helped reinforce my desire to take my career to the CM role on the owner side.”

—Jon Coon, Waco, Inc.



# Professional Construction Management Course™

## » Introduction

- What is Construction Management?
- About CMAA, Mission & Vision, Publications, Resources
- Construction Manager Certification Institute (CMCI)
- Construction Industry Institute (CII), CMAA/CII Alliance, and CII Best Practices

## » Professional Practice

- Construction Management Profession and Certification
- Code of Ethics
- Essential Definitions
- Legal Relationships
- CM Fee Structures
- Enforcement of Terms & Conditions of CM Agreements and Laws

» **Learning Objectives:** Describe the qualifications for becoming a Certified Construction Manager (CCM); Understand CMAA's Code of Ethics; Define key industry terms; Distinguish between project and program management; Understand how project delivery systems impact CM services; Explain legal relationships between CM and owner; Identify typical fee structures.

## » Program Management

- Program Management Defined
- Pre-Design Phase: Program Development
- Design Phase
- Procurement and Construction Phase
- Post Construction Phase

» **Learning Objectives:** Describe the similarities and differences between project and program management; Describe the role of program management during each project phase; Identify the key members needed on a Project Management Team

## » Project Management

- Project Management Definitions, Functions, and Focus
- Goals, Philosophies, and Concepts
- Key Functions of the Project Manager
- Project Management Tools
- Project Management Services by Phase

» **Learning Objectives:** Define Project Management and describe its functions and goals; Describe the key skills of a Project Manager; Describe common tools used for Project Management; Explain the Project Manager's role during each construction phase.

## » Contract Administration

- Delivery and Procurement Methods
- Contract Forms and Terms
- Contract Administration through Project Phases

» **Learning Objectives:** Gain an understanding of the advantages/ disadvantages of the type of contract administered by studying: delivery methods, procurement methods, types of payment contract terms; Become familiar with the commonalities and differences in the contract forms; Learn the required contract administrative activities in each project phase.

## » Time Management and Time Management Lab

- Time Management Overview
- CPM Building Blocks
- Calculate the CPM Schedule
  - Scheduling by Project Phase

- Time Impact on the Schedule
- Time Management Calculation Activities

» **Learning Objectives:** Explain the importance of time management in CM; Identify the primary objectives of CPM scheduling; Define key CPM terms; Describe the fundamentals of CPM scheduling; Explain how time impacts the project schedule.

## » Building Information Modeling (BIM)

- Introduction to BIM and common applications
- BIM and the role of the CM
- BIM by project phase

» **Learning Objectives:** Describe the primary uses of BIM; Identify the role of the CM with BIM; Describe the role of BIM during each phase of the project.

## » Quality Management

- Terms and definitions
  - Quality Management Plans
  - Quality Management by construction phase
- » **Learning Objectives:** Define Quality Management terminology; Describe the Quality Management Plan; Evaluate the AQ/QC processes; Conduct reviews for quality assurance.

## » Sustainability

- Sustainability goals, objectives, and requirements
- The CMs role in sustainability
- Tools for sustainable construction management
- Sustainability by construction phase

» **Learning Objectives:** Describe the common features of a sustainable project; Customize CM tools for a project with sustainability goals and requirements; Understand a Sustainability Plan; Provide leadership to achieve a project's goals and requirements; Identify tasks by phase.

## » Cost Management & Value Engineering

- Cost Management overview
- Preliminary budgeting
- Cost Management System
- Cost Estimating
- Cost Management by project phase
- Value Engineering

» **Learning Objectives:** Understand the CM's roles and responsibilities for controlling project costs; Describe the methods for developing the project and construction estimates and budget; Explain the Cost Management System; Monitor and manage costs during all project phases.

## » Safety & Risk Management

- Project Safety
- OSHA Requirements and Liability
- CM's Roles and Responsibilities
- Project Safety Plan Implementation
- Lessons Learned in the Field
- Risk Management

» **Learning Objectives:** Describe the CM's roles and responsibilities related to safety; Explain OSHA's requirements and guidelines for construction safety; Recognize liabilities associated with safety violations; Identify and report safety hazards.

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