



AGC of New York State presents:

## The Project Manager/Engineer Development Program

### Program Overview

This new program will provide the essential skills of project management through five separate courses. Each highly interactive, 16-hour course will be held over two days providing participants with the necessary knowledge and skills to enhance their ability to work successfully with others to ensure project success.

### Who Should Attend?

The PMDP is designed for early-career project managers/engineers and those that aspire to be in such a role. Attendees should be individuals who are familiar with construction at a project level, people who may or may not have post-high school education in a construction-related field, or individuals with undergraduate degrees in a construction-related field with some project experience.

### Assessment of Learning Objectives

Participants' achievements of learning objectives and goals will be assessed by working in case studies and classroom discussions/activities.

### MODULES & SESSION TITLES

#### **Session 1: Leadership - Albany**

February 25-26, 2010

- Module Overview
- Professional Issues
- Working in Teams
- Managing Conflict
- Managing Your Career
- Customer Satisfaction
- Leadership Skills
- Personal Development & Module Summary

#### **Session 2: Estimating & Job Costing**

April 2010

- Introduction & Estimating Basics
- Project Planning & Setup
- Estimating Costs for Specific Tasks
- Estimating Costs Not Associated with a Specific Task
- Estimating Costs of Work by Others
- Putting Estimates into Action
- Estimating Redesign & Revisions
- Project Contributions to Corporate Profits

### MODULE LEARNING OBJECTIVES

#### **Session 1: Leadership**

- Learn the difference between leading and managing
- Understand the importance of communication in effective leadership
- Develop techniques for motivating and negotiating solutions
- Broaden your awareness of ethical standards and professional responsibilities
- Learn the importance of teamwork
- Understand the basics of leadership tasks
- Appreciate the role of the human resource function
- Learn about coaching and mentoring opportunities
- Learn how to effectively manage change
- Learn how to achieve a healthy balance between work and family

#### **Session 2: Estimating & Job Costing**

- Learn the importance of an estimate
- Understand the different types of estimates
- Develop professional estimating skills
- Appreciate the importance of good documentation and consistent formatting
- Gain awareness of how accurate cost information is critical to the success of the company
- Understand the link between design, estimating, and project costs
- Learn how equipment costs are developed and integrated into the estimate
- Learn how work by others is included in the estimate
- Learn how general cost and overhead not assignable to a specific task are included in the estimate

## MODULES & SESSION TITLES

### **Session 3: Contract Administration**

June 2010

- Introduction to Law & Project Contracting
- Contract Basics
- Negotiating Fair Contracts
- Contract Documents
- Payment Terms
- Legal Issues
- Contracting with Others for Required Work
- Contract Termination

### **Session 4: Project Administration**

September 2010

- Introduction to Safety Planning
- Project Staffing & Planning
- Planning for Environmental & Sustainability Concerns
- Scheduling
- Codes & Permits
- Material Handling
- Documentation & Visualization
- Project Closeout & Module Summary

### **Session 5: Risk Management**

November 2010

- Introduction to Risk
- Insurance & Bonds
- Warranties & Liability Periods
- Managing Risk
- Quality of Workmanship
- Conduct of Employees
- Project Risks
- Risk Allocation & Module Summary

## MODULE LEARNING OBJECTIVES

### **Session 3: Contract Administration**

- Understand how basic contracts are structured, how different types of contracts are used, and how project documentation relates to effective contracting
- Increase awareness of important contract law and language, and how they are related to project risk
- Understand the difference between agent and independent contracts, torts and contractual liability cases, and criminal and civil proceedings
- Learn how different project delivery methods use different contracting strategies
- Improve knowledge of the process for contract amendments, changes, extensions, and final terms
- Distinguish between partial and material breaches and understand the significance of termination, bankruptcy, and breach of contract claims

### **Session 4: Project Administration**

- Gain an awareness of how pre-project planning affects the potential success of a project
- Understand the different areas of planning for the construction phase of a project
- Develop knowledge of LEED®, environmental issues, and lean construction
- Broaden awareness of how building codes, permits, reviews, and inspections have impact
- Learn the importance of scheduling, including the importance of purchasing long-lead items
- Understand the basics of the Uniform Commercial Code and material handling risks
- Learn the importance of document control, including submittals, RFIs, and shop drawings
- Learn how Building Information Modeling (BIM) is impacting the construction industry
- Understand the importance of project closeout and warranty management

### **Session 5: Risk Management**

- Gain awareness of how risk changes over the different phases of a project
- Understand the types and sources of risk
- Learn techniques for managing risk, specifically risks that are the contractor's primary responsibility
- Learn how the scope and nature of risk management varies based on project contracting method
- Learn about warranty periods and liability tails
- Understand the basics of insurance and bonding
- Appreciate the importance of documentation in controlling risk
- Learn how quality control/quality assurance plans help mitigate performance risk
- Learn how risk and profit are related

### **Completion Requirements**

Participants are expected to arrive on time, attend the program from start to finish, and complete the post-program evaluation. Successful completion is also determined based on contribution to in-class discussion and activities.

### **PMDP Benefits**

The objective of the PMDP is to increase the efficiency and effectiveness of construction project managers by providing instruction on the art and science of project management. Participation will better prepare professionals to make the transition from entry-level positions to positions of increasing responsibility as a project manager.

### **Program Instructors**

Construction professionals from throughout the country will be teaching the curriculum.

### **Brought to you by:**



**AGC of America**  
THE ASSOCIATED GENERAL CONTRACTORS OF AMERICA  
Quality People. Quality Projects.



### **Course Time and Location**

Courses will be held from 8:00 a.m. until 5:00 p.m. at the AGC of NYS office, located at 10 Airline Drive, Suite 203, Albany, New York 12205.

### **Contact Information**

**Registration:** For information on payment and registration, contact Carla Plankenhorn, AGC of NYS, 518-456-1134, or [carlac@agcnys.org](mailto:carlac@agcnys.org).

**Content:** For information on course content, logistics and scheduling, contact Brendan Manning, Education & Environmental Director – AGC of NYS at 518-456-1134, or [bmanning@agcnys.org](mailto:bmanning@agcnys.org)



AGC of New York State presents:

# The Project Manager Development Program REGISTRATION FORM

Name \_\_\_\_\_ Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### LOCATION & TIME

All courses will be held at the AGC of NYS offices located at 6 Airline Drive, Albany, NY 12205 from 8:00 a.m. to 5:00 p.m.

**NEW COURSE DATES - EXTENDED DEADLINE**

### REGISTRATION OPTIONS

- Register me for all 5 PMDP Courses (saves \$200)
- Register me for Session 1: *Leadership* – February 2010
- Register me for Session 2: *Estimating and Job Costing* – April 2010
- Register me for Session 3: *Contract Administration* – June 2010
- Register me for Session 4: *Project Administration* – September 2010
- Register me for Session 5: *Risk Management* – November 2010

### PAYMENT INFORMATION (Payment must accompany registration to secure your seat)

Registration fee includes breakfast and lunch on both days of class and the Participant's Manual for the module. Cancellation policy: Full refunds will be made for cancellations received ten business days before the first day of each class you are registered. After that date, a \$50 fee will apply.

Registration Fee for ALL FIVE SESSIONS:  \$1800 for AGC members  \$2550 for non-members  
Registration Fee per Course:  \$400 for AGC members  \$550 for non-members

- Enclosed is a Check for \$\_\_\_\_\_ made payable to **AGC of NYS**
- Charge my credit card \$\_\_\_\_\_ (circle one): VISA    MasterCard    AMEX  
Card # \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_  
Billing Address Street # \_\_\_\_\_ Billing Address Zip Code \_\_\_\_\_  
Name as it appears on the card \_\_\_\_\_  
Signature \_\_\_\_\_

**Fax, mail or e-mail completed form with payment to:**  
Brendan Manning • AGC of NYS • 10 Airline Drive • Albany, NY 12205  
Fax: (518) 456-1198 • brendanm@gbcnys.agc.org