

Laying the Foundation for Superior Project Managers: Practices, Principles, and Fundamentals

Course begins the week of September 10, 2018



Price: Members: \$880, Non-Members: \$1100

Building Project Management Expertise Week by Week

Laying the Foundation for Superior Project Managers: Practices, Principles, and Fundamentals will help new, ready-to-grow project managers gain skills and confidence to fit your unique workflow specifications.

Combining the scheduling ease of video learning and the immediacy and intensity of a live classroom, this 9-module interactive course provides a convenient and cost-effective way to learn the fundamentals of project management—with little or no disruption to billable staff time.



About the Presenter:

Howard Birnberg is president of Birnberg & Associates, a management consulting and association management firm, and executive director of the Association for Project Managers. He is presently serving as an instructor in project management at the University of California-Berkeley Extension and at Embry-Riddle (Worldwide) University. For six years, he served as an instructor on project management in the Office of Executive Education at the Harvard University, Graduate School of Design. He also served as an adjunct assistant professor at Michigan State University, College of Human Ecology.

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PROGRAM

Module 1: Introduction

Review Syllabus and Course Structure, Grading, and Expectations
The Primary Job of a Project Manager
How Do Project Managers Communicate?

Module 2: Project Management Team and Process Management Concepts

Primary Role of Team Managers
Problems Traced to a Weak/Ineffective Project Management System
Organization Life Cycle Curve
Project Delivery Systems and Methods
Impact on Construction Costs
Client Selection of Design Consultants
Owner/Client Concerns, Needs, & Role

Module 3: Planning and Management Concepts for Project Managers

Long-Range Planning Process-Elements
Decision-Making Management Concepts
Strategic Project Management Plan

Module 4: The Project Team Manager

Team Manager Characteristics and Responsibilities
RFP/RFQ Preparation/Fee Determination and Negotiation
Role of Design Firm Project Managers in the Marketing Process
Delegation Techniques, Leveling Workload
Developing Training and Mentoring Programs

Module 5: Soft Skills

Time Management
Preparing and Editing Written Materials

Public Speaking
Listening Skills
Successful Negotiating

Module 6: Working with Engineering/Architectural Firms

Owner/Client Criteria for Selecting A/E Consultants
Factors Impacting Traditional A/E Consultants
External Constraints on A/E Designers
Project Phases and Personnel Responsibilities
Project Development Steps
Basic Financial Model for Design Firms
Profit Planning for Design Firms

Module 7: Scoping, Budgeting, Monitoring, and Billing

Project Administration and Notebooks
Project Manager Manuals, Development and Content

Module 8: Project Quality/Risk Management/Other Topics

Concepts: Quality and Risk Management
Quality Assurance Programs
Peer Review Programs
Value Engineering
Commissioning/Partnering
Project Closeout and Client Satisfaction/Feedback
Building Information Modeling (BIM)
Peer Review Programs

Module 9: Staffing and Scheduling

Staffing Issues
Project Scheduling and Planning
Responsibilities of a Project Manager in Preparing a Plan
Benefits and Limitations of Project Schedule Software

For more info and to register —

Visit <http://bit.do./accec-pmcoursefall18>

Email education@accec.org

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