

LOUISIANA

PROJECT MANAGEMENT FOR CONTRACTORS

CE COURSE SYLLABUS



Course Description

This six hour course focuses on the primary responsibilities of a project manager: managing project costs and time, while completing the project to the expected degree of quality. This requires close attention to detail before beginning actual construction, as well as during the project. Taking proactive measures will help the project manager determine possible obstacles before they occur. This course will analyze all three primary areas. The student will learn how to implement proven methods to manage most effectively.

Learning objectives are provided to facilitate student understanding and progress. Informal progress checks throughout each module help students review and measure their understanding of the material. The chapter assessments accurately reflect the information covered. Students must answer 70% of the questions correctly in order to receive credit/certification for the course.

COURSE OUTLINE

Chapter 1- Cost Management (Project Budget) (1 hour)

***Learning Objectives:** 1) Explain the steps necessary to develop a project budget. 2) Describe the primary elements of procurement.

1. Project Budget
2. Change Orders

***Progress Check**

3. Procurement
4. Employees
5. Unit Costs

***Progress Check**

Assessment—20 multiple choice questions.

Chapter 2- General Guidelines of Lending (1 hour)

***Learning Objectives:** 1) List four elements of a typical construction loan. 2) Describe the process of completing a Sworn Statement. 3) Describe two examples of common cost overruns.

1. Loans

***Progress Check**

2. Sworn Statements
3. Project Funds

***Progress Check**

Assessment—20 multiple choice questions.

Chapter 3- Time Management (1 hour)

***Learning Objectives:** 1) Describe how to develop a Critical Path 2) Explain the features of an Activity Node.

1. Subcontractors
2. Critical Path

***Progress Check**

Assessment—20 multiple choice questions.

Chapter 4- Quality Control (1 hour)

***Learning Objectives:** 1) Describe the benefits of good communication with subcontractors. 2) List several elements of a construction Daily Log Book.

1. Management
2. Materials
3. Daily Log Book

***Progress Check**

4. Standards

***Progress Check**

Assessment—10 multiple choice questions.

Chapter 5- Erosion Control (1 hour)

***Learning Objective:** 1) Understand the contractor's responsibility for erosion control.

1. Best Practices
2. Sediment Fences

***Progress Check**

Assessment—10 multiple choice questions.

Chapter 6- Green Job site (1 hour)

***Learning Objective:** 1) Explain the benefits of energy efficient solar design and landscaping. 2) Describe some of the problems and solutions surrounding job site recycling.

1. Energy Efficient Solar Design

2. Job site Recycling

***Progress Check**

Assessment—10 multiple choice questions.

Glossary of Terms

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