

OREGON

## **Project Management for Contractors**

*Series A Course Syllabus*

*Course#SRA0011*

### **Course Description**

This fully narrated five 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 project managers determine possible obstacles before they occur. This course will analyze all three primary areas. Students will learn how to implement proven methods to manage most effectively.

Students will also learn of building features and equipment systems as they pertain to energy efficiency, helping students recognize how these methods can ultimately reduce and conserve energy consumption. They will identify how moisture enters the structural cavities of a building and how to avoid these problems using the correct installation of thermal and weather resistant building components.

Learning objectives are provided to facilitate understanding and progress. Informal progress checks throughout each module help review and measure understanding of the material. Chapter assessments accurately reflect the information covered and 3 out 4 questions need to be answered correctly in order to move to the next chapter.

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### **COURSE OUTLINE**

## **Chapter 1- Cost Management (60 minutes)**

**\*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
3. Bidding & Estimating
4. Procurement
5. Labor
6. Unit Costs

## **Chapter 2- General Guidelines of Lending (40 minutes)**

**\*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
2. Sworn Statements
3. Lien Wavers
4. Project Funds

## **Chapter 3- Time Management (50 minutes)**

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

1. Subcontractors
2. Critical Path
3. Computers/Software

#### 4. Scheduling

### **Chapter 4- Quality Control (30 minutes)**

**\*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/Craftsmanship
3. Daily Log Book
4. Standards

### **Chapter 5- Environmental Practices (40 minutes)**

**\*Learning Objectives:** 1) Understand environmental regulations that govern construction activities for protecting water, air and land quality. 2) Identify and understand the responsibilities of contractors related to the environment. 3) Recognize the regulations that govern management and disposal of solid, hazardous, and special waste. 4) Distinguish between conventional and green building practices and techniques.

1. Oregon DEQ
2. Water Quality Regulations
3. Air Quality Regulations
4. Land Quality Regulations
5. Oregon RRP Program
6. Green Building

### **Chapter 6- Energy Efficiency/Interior Environment (35 minutes)**

**\*Learning Objectives:** 1) Recognize how energy efficient changes can ultimately reduce and conserve energy consumption. 2) Understand what measures can be taken to incorporate these changes into construction projects/design.

1. 2009 IECC
  2. Foundation Insulation
  3. Energy Efficient Building Systems
    - a. Insulation Types
    - b. Duct Design
    - c. Window Selection
    - d. Lighting
    - e. HVAC
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