



PROJECT MANAGER DEVELOPMENT PROGRAM

An AGC Construction Learning Tool for the Emerging Project Manager



Providing Essential Skills to Achieve Project Success

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



Brought to you by the Associated General Contractors of America, the Project Manager Development Program (PMDP) is a set of highly-interactive courses that provide participants the essential skills to advance their careers as project managers.

The five-module program covers the basics of project management and provides tactics and strategies for ensuring project success, including:

Module 1 | Estimating and Job Costing

Module 2 | Contract Administration

Module 3 | Project Administration

Module 4 | Risk Management

Module 5 | Leadership

PMDP Participants

PMDP is designed for early-career project managers and those looking to move into such a role. Professionals with less than two years of project-related experience in the commercial construction industry will benefit most from participating in this program. Experienced construction specialists who may be considering a career move into project management will also benefit by participating, as will individuals working in companies that have adopted a team-based management structure for their projects.

PMDP Overview

Each of the five PMDP modules consists of approximately 16 hours of instruction, with each module broken down into two-, four- or eight-hour sessions. Courses are highly interactive, with participants engaging in a variety of group and instructor-led activities designed to sharpen and enhance essential project management skills and increase overall effectiveness as a project manager.

Attendees benefit from the highly-participatory, instructor-led environment. Accompanying *Tips from the Top* video clips featuring experienced construction professionals add commentary on key industry topics every project manager needs to know.

Module 1 | Estimating and Job Costing

Develop professional estimating skills, including: an understanding of the different types of estimates; the importance of documentation and formatting; and the link between design, estimating and project costs. Gain awareness of how accurate cost-information is critical to the success of the company and how equipment costs are developed and integrated into the estimate.

- Introduction to Estimating Basics
- Project Planning and 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 and Revisions
- Project Contributions to Corporate Profits

Module 2 | Contract Administration

Understand how basic contracts are structured, how different types of contracts are used, and how project documentation relates to effective contracting. Learn how different project delivery methods use different contracting strategies, and gain insight into contract law and language in relation to project risk.

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

Module 3 | Project Administration

Gain an awareness of how pre-project planning affects the potential success of a project and understand the different areas of planning for the construction phase of a project. Broaden your understanding of the impact building codes, permits, reviews and inspections can have on a project. Learn how Building Information Modeling (BIM), LEED®, environmental issues and lean construction are impacting the construction industry.

- Introduction to Project Safety
- Project Planning, Staffing and Partnering

- Planning for Environmental and Sustainability Concerns
- Project Scheduling
- Codes and Permits
- Material Handling
- Documentation and Visualization
- Project Closeout

Module 4 | Risk Management

Understand the types and sources of risk and how risk changes over the different phases of a project. Learn techniques for managing risk and how the scope and nature of risk management varies based on project contracting methods. Gain insight into the basics of insurance and bonding and how quality control/quality assurance plans help mitigate performance risk.

- Introduction to Risk
- Insurance, Sureties and Bonding
- Warranties and Liability Periods
- Documentation and Managing Risk
- Risk Management Issues
- Conduct of Employees
- Project Risks
- Risk Allocation

Module 5 | Leadership

Learn the difference between leading and managing, and understand the importance of communication in effective leadership. Develop techniques for motivating and negotiating solutions, as well as effectively managing change. Broaden your awareness of ethical standards and professional responsibilities.

- Introduction to Leadership
- Professional Issues
- Working in Teams
- Managing Conflict
- Managing Your Career
- Customer Satisfaction
- Leadership Skills
- Personal Development

Certification

Upon completion of each individual module, participants will receive a course certificate. Participants who complete all five courses need to submit a PMDP application to AGC of America in order to receive the AGC PMDP Certificate of Completion.

How to Access PMDP

Interested in taking a PMDP course?

PMDP is offered nationwide through select AGC chapters, individual construction firms and educational institutions. Visit www.agc.org/PMDP for the Nationwide Calendar to find course dates and AGC chapter locations.

Interested in hosting PMDP at your organization?

PMDP can be offered at your organization by purchasing the Instructor's Guides and Participant's Manuals from AGC's bookstore at www.agc.org/Bookstore or by calling 1-800-242-1767. If you have questions about hosting PMDP training, please e-mail pmdp@agc.org or contact AGC at (703) 837-5360.

Join an AGC Chapter | The Associated General Contractors of America is committed to improving the profitability of its members by promoting the skill, integrity and responsibility of those who build America. Operating in strong partnership with a nationwide network of Chapters, the association provides a full range of services to its members, including:

- Education and Professional Development
- Government Relations/Legislation
- Employee and Labor Relations
- Safety and Health Training

Join your local AGC Chapter today. Visit www.agc.org to locate the chapter nearest you.



Project Manager Development Program

The Associated General Contractors of America

2300 Wilson Blvd., Suite 400

Arlington, VA 22201

www.agc.org/PMDP

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

