

## PROJECT MANAGEMENT



### Curriculum Notes

- 115 Hours
- Revised: 2008, Second Edition
- A companion DVD with scenarios and a user's guide is available for purchase. See "Management DVD" for ordering details.
- Downloadable instructor resources that include module tests, PowerPoints®, and performance profile sheets are available at [www.nccer.org/irc](http://www.nccer.org/irc).

PAPERBACK	ISBN
Participant Guide: \$98	978-0-13-604486-4
Instructor's Guide: \$98	978-0-13-604487-1

Product Supplements	
<b>Instructor's Guide + Management DVD</b> ISBN 978-0-13-610624-1	\$95

### MODULES

All of the modules listed below are included in the Participant Guide and the Instructor's Guide. The following ISBN and pricing information is for ordering individual modules only.

#### Introduction to Project Management (2.5 Hours)

Participant \$20 ISBN 978-0-13-603843-6  
 Instructor \$20 ISBN 978-0-13-603821-4  
 (Module ID 44101-08) Introduces the role and responsibilities of project management, including technical and management skills. Presents an overview of the phases in a construction project and describes alternate project delivery methods.

#### Safety (15 Hours)

Participant \$20 ISBN 978-0-13-603844-3  
 Instructor \$20 ISBN 978-0-13-603822-1  
 (Module ID 44102-08) Stresses the importance of job-site safety and identifies the project manager's duties and responsibilities regarding safety. Covers loss prevention and creating a zero-accident work environment. Presents several checklists as references.

#### Interpersonal Skills (12.5 Hours)

Participant \$20 ISBN 978-0-13-603845-0  
 Instructor \$20 ISBN 978-0-13-603823-8  
 (Module ID 44103-08) Discusses the values and expectations of the workforce, building relationships, and satisfying stakeholders. Describes the principles of effective communication, applying the management grid, and using relationship skills to create a leadership environment. Also discusses behavioral interviewing and professional development of personnel.

#### Issues and Resolutions (15 Hours)

Participant \$20 ISBN 978-0-13-603847-4  
 Instructor \$20 ISBN 978-0-13-603859-7  
 (Module ID 44104-08) Describes the key elements of successful negotiations and negotiating techniques. Explains how to recognize nonverbal signals, use negotiating tools, and apply conflict resolution strategies. Identifies symptoms and barriers to solving project-related problems and applying problem-solving techniques, brainstorming, and identifying root cause consequences.

#### Construction Documents (10 Hours)

Participant \$20 ISBN 978-0-13-603848-1  
 Instructor \$20 ISBN 978-0-13-603861-0  
 (Module ID 44105-08) Emphasizes the importance of documentation and explains the types of documents, drawings, and specifications used on a project. Explains methods of obtaining work in the industry and types of contracts and insurance requirements. Describes the change order process and the documents required to close out a project.

#### Construction Planning (10 Hours)

Participant \$20 ISBN 978-0-13-603849-8  
 Instructor \$20 ISBN 978-0-13-603862-7  
 (Module ID 44106-08) Discusses the importance of formal job planning and creating a performance-based work environment. Discusses the Work Breakdown Structure (WBS) as the foundation that identifies deliverables, tasks, and time. Introduces the basics of quality control and defines the roles and responsibilities of an effective team and how to allocate resources.

#### Estimating and Cost Control (15 Hours)

Participant \$20 ISBN 978-0-13-603815-3  
 Instructor \$20 ISBN 978-0-13-603863-4  
 (Module ID 44107-08) Emphasizes the importance of accurate estimating and summarizes the estimating process and the steps in developing an estimate. Defines the purpose of a cost control methodology, explains how to perform simple cost analysis, and covers the project manager's role in controlling cost and tracking rework cost.

#### Scheduling (15 Hours)

Participant \$20 ISBN 978-0-13-603816-0  
 Instructor \$20 ISBN 978-0-13-603864-1  
 (Module ID 44108-08) Explains the basics of scheduling from simple to-do lists through bar charts, network diagrams, and methods of managing resources. Discusses the importance of formal schedules, job planning, and establishing priorities. Describes alternative scheduling methods.

#### Resource Control (10 Hours)

Participant \$20 ISBN 978-0-13-603817-7  
 Instructor \$20 ISBN 978-0-13-603865-8  
 (Module ID 44109-08) Identifies resources that must be controlled, factors that affect production control, and production control standards. Explains the project manager's role in the process. Defines production and productivity, and describes how to evaluate and improve production control and productivity.

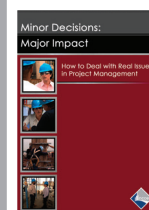
#### Quality Control and Assurance (5 Hours)

Participant \$20 ISBN 978-0-13-603818-4  
 Instructor \$20 ISBN 978-0-13-603866-5  
 (Module ID 44110-08) Defines quality control and quality assurance, and stresses management's concerns about quality. Explains project quality management and how to develop an effective quality control plan. Discusses how to identify, assess, and measure weaknesses to avoid rework.

#### Continuous Improvement (5 Hours)

Participant \$20 ISBN 978-0-13-603819-1  
 Instructor \$20 ISBN 978-0-13-603867-2  
 (Module ID 44111-08) Describes the project manager's role in creating a culture of continuous improvement. Explains the fundamentals of a continuous improvement program and how to identify the critical problems and processes that require improvement, implement a continuous improvement process, and measure results. Emphasizes the importance of satisfying internal and external stakeholders.

## Management DVD



### Minor Decisions: Major Impact; How to Deal with Real Issues in Project Management

Published: 2009

DVD: \$100

ISBN 978-0-13-609093-9

Looking for a way to stimulate class discussions about management topics? NCCER's DVD, *Minor Decisions: Major Impact*, provides example scenarios of issues commonly encountered by construction managers. Participants are prompted to consider how they would apply techniques they're learning in the classroom to these real-life, on-the-job situations. Instructional materials and recommended solutions are included.

For more information or to see a clip of the video, visit [www.nccer.org](http://www.nccer.org).

