



- Start Immediately
- Available 24/7
- Come and go as you please
- Print certificate upon completion

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## Basic Project Management

Course # AIABLT305

Credit(s) earned on completion of this course will be reported to AIA CES for AIA members. Certificates of Completion for both AIA members and non-AIA members will be available to print upon completion of this course. This course is registered with AIA CES for continuing professional education.

### Course Description

This four hour fully narrated 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.

### *After completing this course participants will be able to:*

- Identify and explain the steps necessary to develop a project budget.
- Determine project costs, company overhead, and profit.
- Recognize the key elements and benefits of improved quality control.
- Outline the roles and duties of key management team members.

## COURSE OUTLINE

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

*\*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. Procurement

4. Employees
5. Unit Costs

## **Chapter 2- General Guidelines of Lending**

**\*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. Project Funds

## **Chapter 3- Time Management**

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

1. Subcontractors
2. Critical Path

## **Chapter 4- Quality Control**

**\*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