

Common Course Outline
CONT 254
Construction Project Management
3 Semester Hours

The Community College of Baltimore County

Description

Construction Contract Administration

Introduces processes of contract administration; addresses procedures for effective contract administration, project control, systematic methods of handling changes, claims, disputes, administrative issues associated with job performance and the final completion process of the project.

3 credits: 3 lecture hours per week.

Prerequisite: CONT 106 or equivalent experience. Offered spring semester only

Overall Course Objectives

Upon completion of this course the student will be able to:

Explain how a contract is procured
Define the Contract Responsibilities
Define the Contract Relationships
Diagram the Procurement Process Cycle

Define issues relating to the Field Office
Describe how to establish a Field Office & Business Environment
Identify the limitations of an Inspector's Authority or Field Representatives Authority.
Name the sources of inspection standards.
Compare inspection vs. examination.
Describe quality control vs. quality assurance at the construction site.

Explain the legal requirements of bid documents.
Analyze how to be an effective Project Manager through the One to One Concept.
Develop an effective inspection plan.
Prepare a Construction Dairy.
Prepare a Construction Progress Report.
Debate the use and advantages of Construction Photography.

Review and Analyze Bid Documents

Analyze Construction Documents

Write Clear Specifications.

Explain what to do if there is a conflict between the Plans and Specifications.

Explain when changes are made to a contract Addendum vs. Change Order.

Identify components of the Construction Specification's Institute (CSI) 16 Division format

Explain the difference between a Bid Bond, Performance Bond, and a Labor and Material Bond.

Appraise how to handle differing site conditions.

Identify different standard specifications: ASTM, ANSI, EPA, DNR, Etc.

Differentiate Claims and Disputes

Differentiate Changes and Disagreements

Identify Claims and Disputes and how to avoid them.

Planning and Scheduling:

Illustrate how to Plan, Organize, Direct, and Control the Project.

Describe the following scheduling methods: Bar Chart, Velocity Diagrams, Network Diagrams.

Explain the fundamentals of CPM Diagramming.

Explain the fundamentals of PERT Diagramming.

Meetings and Negotiations

Explain techniques to assure a successful meeting.

Explain how nonverbal communication can effect the success of a meeting.

Explain how personnel image play in meeting and negotiations

Explain how to handle yourself at a meeting.

Explain the 5 Step Plan for shorter more productive meetings.

Identify 10 new negotiation tips.

Describe negotiation strategies.

Project Closeout

Explain contract time with the value of liquidated damages and how to collect.

Review steps to shorten project closeout.

Identify substantial completion, beneficial occupancy.

Illustrate how to create punch list obligations.

Identify when to issue a Certificate of Completion.

Describe Final Payment, Release of Retainage, and Post Completion Activities.

Major Topics

Project delivery system

Responsibility and authority

Resident inspection office responsibilities
Documentation: records and reports
Specifications and drawings
Using the specifications in contract administration
Meetings and negotiations
Preconstruction operations
Planning for construction
Fundamentals of CPM construction scheduling
Value engineering
Changes and extra work
Project closeout

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member and will include at least 4 out of the 7 categories that follow:

Homework
Projects
Mid term
Term paper/oral report
Classwork
Team projects
Quizzes
Final exam

There will be a minimum of 8 graded assignments.

Writing: The individual faculty member will determine specific writing assignments.

Other Course Information

This course is a _____ core course and a _____ X _____ elective.

This course is taught in a computerized environment. NO

This course is the first course in a required two-course sequence. NO

Individual faculty members may include additional course objectives, major topics, and other course requirements to the minimum expectations stated in the Common Course Outline.

Date Revised: 08/28/00