



PMP130

Advanced

Primavera P6

Course Introduction:

This practical course is designed to systematically cover the developmental subjects vital to training competent contract and field administrators to manage time, cost, documentation and disputes during this important phase. Field administration is a critical process in achieving successful facility construction. Developing an effective field administrator requires time and exposure to a variety of construction and management experiences. Most organizations cannot afford the personnel time to apprentice a field administrator-in-training. As a result, many field representatives are sent out to a project unprepared to deal with the specific responsibilities associated with comprehensive field administration. This course will focus on the legal, technical and personal responsibilities involved in observation, supervision, and coordination of on-site construction. You will increase your knowledge of construction practices and control techniques and develop your skills in management, contract administration, and decision-making, finally contract close-out, all of which are essential in administering the contacts required by today's complex projects.

Course Objectives:

Upon successful completion of this course, the delegates will be able to:

- ✓ Identify management responsibilities
- ✓ Use effective communication skills
- ✓ Understand effective administrative responsibilities
- ✓ Understand legal requirements
- ✓ Structure and use effective record-keeping methods
- ✓ Promote good organization procedures
- ✓ Avoid disputes and claims

Who Should Attend?

This course will benefit field administrators-in-training, field representatives of architects, engineers, contractors, employers and government agencies, construction inspectors, construction managers, project managers, and others responsible for effective field administration in building construction

Course Outline:

Day 1:

- An overview of construction contract procurement systems- Dynamics of Contract,
- Management Responsibility – Clients, Consultants, Contractors and Authorities
- Expectations of Clients, Consultants and End Users, Roles of parties, Project Liability

- Poor quality and its cost and effects in construction

Day 2:

- Decision Making and Thinking Theory
- Conceptual Framework of Thinking Skills and Decision Making
- Divergent and Convergent Thinking in Decision Making
- Critical Constructive Thinking in Decision Making

Day 3:

- Project Management Fundamentals and Practice

Day 4:

- Construction Management Pitfalls
- Construction Management in Practice
- Project Success and Failures
- Effective Monitoring and Control of Time and Cost

Day 5:

- Construction Management Implementation – Putting it together
- Mitigation of Project Delay
- Knowledge Management and Project Learning in Projects
- Project Learning and a Case Study: An International Construction

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International Centre For Training & Development

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play

- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session