

Contract Administration: A Course for Project Managers



A Project Manager Development Program course.



This class will be held:

March 26 and 27, 2010

8:00 A.M. - 5:00 P.M.

O'Brien Construction Company, Inc.

1735 Highwood East

Pontiac, MI 48340

Topics covered include:

- 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

The cost of the course is \$300/member which includes an in-depth participant's manual.

AGC Construct**ED** courses are developed by contractors for contractors. Our Continuing Education Committee works hard to provide you with current, relevant continuing education. Please tell us how we are doing by contacting Viki Gotts at 313.533.3509 Ext. 3102 or vgotts@agcmichigan.org.

For information on additional course offerings please visit our website: agcmichigan.org/education.

ABOUT PMDP

PMDP is a collection of five modules, each consisting of approximately 16 hours of instruction, which are broken down into two eight-hour sessions. Courses are highly interactive, with participants engaging in a variety of group and facilitator-led activities designed to sharpen and enhance essential project management skills and increase overall effectiveness as a project manager.

Attendees benefit from a highly-participatory, facilitator-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.

ABOUT THE CONTRACT ADMINISTRATION COURSE

This course helps to develop an understanding of 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.

WHO SHOULD ATTEND?

This course is designed for early-career project managers, those with limited project management experience or those that aspire to be in such a role. Attendees should be individuals who are familiar with construction at a project level; people who may or may not have post-high-school education in a construction-related field; individuals with undergraduate degrees in a construction-related field with little or no project experience. 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.

THE BENEFITS

The objective of the PMDP is to increase the efficiency and effectiveness of construction project managers by providing instruction on the art and science of project management. Participation will better prepare professionals to make the transition from entry-level positions to positions of increasing responsibility as a project manager.

PROGRAM FACILITATOR

The facilitator for this *16-hour course* will be Jamie Scigliano. Since the late 1980's, Jamie has been involved in many facets of the construction industry, with experience in commercial, industrial, and residential projects including over 10 years with the Barton Malow Company. Since 1999, Jamie has been associated with Eastern Michigan University, first as a graduate student, and currently as a full time lecturer in the Construction Management Program. Jamie continues to teach while pursuing consulting and contracting projects outside of the University.

CONTRACT ADMINISTRATION: A Course for Project Managers

8:00 a.m. to 5:00 p.m.

Friday, March 26, and Saturday, March 27, 2010

O'Brien Construction Company, Inc. * 1735 Highwood East * Pontiac, MI 48340

Registration Deadline: Thursday, March 18, 2010

Registration fees: \$300/ member \$360/CIAP \$429/Non-member

Registration fee includes participant's manual.

Please note: All cancellations must be made in writing and faxed to 517-371-1131 or e-mailed to vgotts@agcmichigan.org at least 48 hours in advance of the start of the class to obtain a refund. Substitutions are welcomed - please let us know who will be attending in your place.



Please mail or fax this registration form to:

AGC of Michigan, 2323 N. Larch, Lansing, MI 48906 - fax (517) 371-1131

For more information contact Viki Gotts (vgotts@agcmichigan.org or 313.533.3509 Ext. 3102).

Company: _____

Address (non-members only): _____

Phone: _____ Fax _____ Email: _____

- Please invoice me (members only).
- Fax registration—check to follow.
- Check # _____ enclosed (payable to AGC Michigan)
- Credit card—Account # _____ Exp. Date _____

Signature _____

Participant Name	E-Mail Address	Amount

Total