

HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

231

***Advanced Construction, Business, Project and
Contract Management, and Advanced Value Engineering***

Programme

Leading To:

DIPLOMA – POSTGRADUATE IN

***Advanced Construction, Business, Project and
Contract Management, and Advanced Value Engineering***

Accumulating to

POSTGRADUATE DIPLOMA

Progressing To *MSc*

***Advanced Construction, Business, Project and
Contract Management, and Advanced Value Engineering***

For Whom This Programme is Designed

This Programme is designed for:

- Executives of Construction Companies;
- Contractors;
- Civil Engineers;
- Architects;
- Managers of Construction Companies;
- Project Managers;
- Project Team Leaders;
- Value Engineers;
- Value Analysts;
- Project Monitoring Personnel;
- Productivity Specialists;
- Functional Managers;
- Individuals with a genuine interest in Issues associated with construction management.

Programme Co-ordinator:

Prof. Dr. Crawford – Director HRODC Postgraduate Training Institute

- PhD (University of London),
- MEd. M. (University of Bath),
- Adv. Dip. Ed. (University of Bristol),
- PGCIS (Thames Valley University),
- ITC (UWI),
- Member of the Standing Council of Organisational Symbolism (MSCOS);
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Academy of Management (MAOM);
- LESAN;
- Professor, HRODC Postgraduate Training Institute;
- Visiting Professor, Polytechnic University of the Philippines (PUP)

Duration:

**3 Months Intensive Full-Time (5 Days Per Week) or
6 Months Full-Time (2-2.5 Days Per Week)**

Cost: £45,000.00Per Delegate

Please Note:

- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- **Postgraduate Diploma in Advanced Construction & Contract Management, and Advanced Value Engineering;** or
- Certificate of Attendance and Participation – if unsuccessful on resit.

HRODC Postgraduate Training Institute's Complimentary Products include:

1. HRODC Postgraduate Training Institute's **Leather Conference Folder;**
2. HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad;**
3. HRODC Postgraduate Training Institute's **Key Ring/ Chain;**
4. HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
5. HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Programme Material;
6. HRODC Postgraduate Training Institute's **Metal Pen;**
7. HRODC Postgraduate Training Institute's **Polo Shirt**, at Programme Start and End.

****Please see product images, as a separate file - Complimentary Products For Students and Delegates, from HRODC Postgraduate Training Institute.****

Daily Schedule: 9:30 to 4:30 pm.

Location: Central London and International Locations

**Advanced Construction Management and Advanced Value Engineering
Leading to Postgraduate Diploma and MSc in Advanced Construction
Management and Advanced Value Engineering**

Module Number	Pre-existing Course #	Module Title	Page #	Credit Value
231.M1	233	Organisational Analysis and Management in the Construction Industry	6	Double Credit
231.M2	104.M1&2	Performance Management in the Construction Industry	9	Single Credit
231.M3	130.M1&2	Health and Safety Management in Industrial and Commercial Sectors	11	Double Credit
231.M4	055	Functions of Management: An Introduction	13	Single Credit
231.M5	004	Motivating Workers: Intrinsic and Extrinsic Rewards	14	Single Credit
231.M6	025	Modern Quality Systems	15	Single Credit
231.M7	234	Advanced Value Engineering and Construction Project Management	18	Quad Credit

Programme Contents, Concepts and Issues

Module 1

Organisational Analysis and Management in the Construction Industry

M1. Part 1: Management in the Construction Industry: An Introduction

- Nature of the Construction Industry:
 - Physical Nature of the Product.
- The Construction Project;
- Categories of Projects:
 - Residential Construction;
 - Commercial Construction;
 - Industrial Construction;
 - Highway or Heavy Construction.
- Importance of Construction Management;
- Knowledge Required of a Construction Manager;
- The Future of Construction Industry.

M1. Part 2: Contextualising Organisational Analysis

- Organisations: A Definition;
- Formal and Informal Organisations: A Distinction;
- Business vs. Non-business Organisations;
- Objectives Defined;
- Social Objectives;
- Business Objectives;
- Perusing Business Objectives through Social Objectives;
- Profitability of Social Objectives:
 - Direct Gains;
 - Indirect gains.

M1. Part 3: Exploring Delegation

- A Working Definition of Delegation;
- The Concept of 'Leasing';
- Why Delegate?;
- How Managers Benefit from Delegating;

M1. Part 4: Contextualising Delegation

- Delegation as Internal Promotion;
- Informal Management Succession Charts;
- Formal Management Succession Charts;
- Internal Selection Mechanism;
- Delegation and External Candidature;
- Authority: Facets #1 and 2 Contextualised.

M1. Part 5: Meeting Management

- Meeting Management:
- Trading Game Scenario.

Module 2

Performance Management in the Construction Industry

- Defining Performance Management;
- Is Performance Management New?;
- Performance Management in Practice;
- Performance Appraisal Practice;
- Appraisal Training;
- Appraisal Forms;
- Characteristics of Appraisal Forms;
- Determining Overall Rating;
- Integration of Performance Management Systems with Human Resource and Development Activities;
- Linking Performance Management to the Strategic Plan;
- Strategic Planning;
- Developing Strategic Plans at the Unit Level;
- Sources of Performance Information;
- Performance Management and Employee Development:

Module 3

Health and Safety at Work in Industrial and Service Sectors

M3. Part 1: Introduction to Industrial Safety and Health Management

The Safety and Health Manager

Development of the Safety and Health Function

Concepts of Hazard Avoidance.

M3. Part 2: Insuring Worker's Safety in the Industrial Setting: Federal Regulation and Safety Standards

Information Systems

Process Safety and Disaster Preparedness

- Process Information;
- Process Analysis;
- Operating Procedures;

Process Safety and Disaster Preparedness

- Walking and Working Surfaces;
- Exits;
- Illumination;
- Miscellaneous Facilities;
- Sanitation.

Module 4

Functions of Management: An Introduction

- Profiling Managers at Different Organisational Levels;
- Planning;
- The Planning Hierarchy;
- Difference between Strategic, Tactical and Operational Plans;
- Standing Plan;
- Organising;
- Organisational Structure and Design;
- Effective Organising;
- Division of Work;
- Departmentalising;
- Establishing Vertical and Horizontal Relationships and Formal Communication Channels;

Module 5

Motivating Workers: Intrinsic and Extrinsic Rewards

- Directing or Leading;
- The Concept of Motivation;
- Theories of Motivation;
- Content Theories and Some of Their Contributors;
- Maslow's Hierarchy of Needs;
- Analysis of Maslow's Claims;
- McClelland's Studies;
- Taylor: Money and Motivation;
- Motivator-Hygiene Factor: Herzberg's Contribution;
- Process Theories;
- Equity Theory;
- Goal-Setting Theory;
- Expectancy Theory;
- Equitable Reward Systems;
- Reinforcement Theories;

- Reinforcement Theory;
- Motivation and Contingency Theory;
- Designing an Effective Motivation Strategy;
- The Collectivist vs. the Individualist Perspective of Motivation;
- Common Trends in Motivation Theories;
- Intrinsic and Extrinsic Values of Motivation;
- Motivation and Worker Behaviour;
- The Extent to Which Salary or Wages Inducement Motivate Workers;
- Performance Related Pay (PRP);

Module 6

Modern Quality Systems

- Quality: A Definition;
- Clients' Quality Consciousness;
- The Law and Development of Quality Assurance;
- Using Quality As A Tool To:
- Modern Control Systems;
- Management Information System;
- Computerised Information Systems;
- Information Speed;
- Information Retrieval;
- Management Accounting System;
- The Import- Conversion –Export Process;
- Controlling Utilisation of Organisational Resources;
- Co-Ordinating As a Control Mechanism;
- Mutual Adjustment;
- Direct Supervision;
- Standardisation of Work Process;
- Standardisation of Input-Skills, Knowledge and Attitudes;
- Standardisation of Output;
- Organisational Structure as a Control Function;
- Communication Dissemination;
- Decision Making Involvement;
- The 'In' Inventory;
- The 'Out' Inventory;

- Establishing Quality Assurance from Quality Objectives;
- Quality Benchmarking;
- Guidelines for Achieving Quality:
- Quality and Internal and External Environmental Analysis;
- Quality and Strategic Operational Review;
- Incremental Quality Improvement;
- Identifying Areas for Quality Improvement;
- Communication for Quality Improvement;
- Researches and Development for Quality Improvement.

Module 7

Advanced Value Engineering and Construction Project Management

M7. Part 1: Project Participants

- Owner as Participant:
- Owner Representative as Participant;
- Design Professionals as Participants:
- Constructor as Participant:
- Specialty Contractors as Participant;
- The Trades;
- Union Vs. Merit Shops;
- Material Suppliers;
- Other Participants:
- Characteristics of a Good Project Manager.

M7. Part 2: Project Delivery Methods

- Project Risk and Liability;
- Source of Risk;
- Delivery Methods:
- Modified Design-Build;
- Constructors as Construction Manager;
- Pure Construction Manager.

M7. Part 3: Contract Management

- Contract Types:

M7. Part 4: Construction Project Management Stages

- Project Initiation;
- Feasibility Study;
- Design Team Selection;
- Design and Value Engineering;
- 4 Stages of Project Design:
- Procurement Phase:
- Kick-off Meeting;
- Construction Phase;
- Turnover and Startup;
- Operation and Disposal.

M7. Part 5: Advanced Value Engineering for Construction Management

Advanced Value Engineering for Construction Management

- What is Value Engineering?;
- Value Engineering History;
- 5 Precepts of Value Engineering;
- Addressing the Problems Through Value Engineering;
- Benefits of Value Engineering;
- The Reasons for Unnecessary Costs;

Project Scope and Budget

- Elements of the Project Budget;
- Prevalent Budgeting Techniques;
- Contingency Amount;
- Cost Control;
- Defining Project Scope;
- Parameters and Parameter Cost.

Preparation for Cost Models in Advanced Value Engineering

- Making Models;

- Construction Cost Models;
- Other Resources;
- Types of Models.

Planning for Advanced Value Engineering Services

- VE Objectives;
- Level of Effort;
- VE and Total Project Management;

Advanced Value Analysis

- Phase 1 – Information Phase;
- Phase 2 – Function Phase;
- Phase 3 – Creative Phase;

Life Cycle Costing

- Decision Maker's Impact on LCC;
- LCC and Total Building Costs;

Integrating Value Engineering into the Construction Industry

- Planning and Design;
- Construction;
- Maintenance and Operations (M&O).

Project Life Cycle, Creative Thinking and Costing

- Planning – conceptualization, analysis, proposal, justification, agreement;
- Acting – feedback;
- Development of a Project Life Cycle, Project Brief and Proposal;
- Balancing Costs and Benefits;

M7. Part 6: Construction Services during the Design Process

- Request for Proposal (RFP) Response;
- Typical Format of a Request for Proposal;
- Developing a Successful Request for Proposal;
- Preconstruction Services:

- Long Lead Items;
- Construction Work Packages.

M7. Part 7: Bidding, Procurement and Construction

- Bidder Prequalification;
- Bidding Process;
- Bidding Strategies;
- Work Breakdown Packages;

M7. Part 8: Project Cost Estimation

- Defining 'Estimate';
- Uses of Estimate;
- Estimating Time vs. Accuracy;
- Determinants of Estimate Accuracy;
- Estimate Considerations;

M7. Part 9: Project Planning and Scheduling

- Construction Schedule;
- Objectives of Schedule;
- Scheduling Uses;
- The Critical Path Method;
- Diagramming Formats;
- Establishing Sequence;
- Construction Project Manager Job Calculations;
- Definition:
- Total Float;
- Calculation Steps:
- How to Plan a Project?
- Planning a Project: Initial Idea;
- Breaking the Job Down Into Activities;
- Activity Types;
- System for Description;
- Separating the Activities;
- Level of Detail:

- Activity List Development: Tips;
- Planning the Sequence of Work;
- Priority of Relationships;
- Development of the Overall Logic Diagram;
- Establishing Work Sequences;
- Rules for Estimating Durations;
- Adjustment of Calculated Times;
- Calculations of Activity Durations;
- Derivation Typical Means Line;
- Durations Using the BCCD;
- Goals of the Project Calculation Procedure;
- Calculating Overall Job Duration;
- Advanced Calculations;
- Analyzing Job Status;
- What to Look For In Project Reports;
- Taking Corrective Action;
- The Key Element of Communication

M7. Part 10: Controlling Project Cost, Time and Quality

- Basic Control Question;
- Excessive Control;
- Insufficient Control;
- Projects as Iterations;
- Control Objectives;
- Considerations of Good Reports;

M7. Part 11: Job Site Administration

- Project Communication;
- Notice to Proceed;
- Meeting Minutes;
- Request for Information;
- Daily Reports;
- Diaries;
- Progress Photos;

M7. Part 12: Construction Project Commissioning

- Closeout Documents:
- Closeout Decommission Field Office;
- Closeout Contracts;
- Owner Startup Programme.

Service Contract, incorporating Terms and Conditions

Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.

https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extenuating_Circumstances_Payment_Protocol_Location.htm

The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

Prof. Dr. R. B. Crawford - Director HRODC Postgraduate Training Institute