

## Jobsite Management Training On-Line Course (Instructor- Led)

*The installation phase of a typical project presents the highest risk for Systems Integrators. In the current climate with restrictions due to Site Conditions and Other trades Coordination, Field work is even more critical for profitable projects.*

*Most integrators lose more than 10% margin points at the project completion due to labor cost overrun and/or missed change orders.*

*This course is designed to help **Lead Installers and Field Managers** to effectively manage the installation phase of projects, avoid scope creep and capture every opportunity for Change Orders.*

*This course also offers a foundation to prepare individuals for a career in project management.*

### **Learning Objectives:**

- *Overview of Frontline Project Management principles and best practices*
- *Review of the basic project financials terms*
- *Provide a guide on how to effectively manage the field team, subcontractors and other trades*
- *Provide tools and processes on how to manage the project scope creep and field changes*
- *Establish guidelines and etiquettes on what to do and say on the jobsite*

**Audience:** *Project Leads, Installers, Technicians and the Project Field Team.*

**Duration:** *Two Hours of Self-Study Prerequisite Work and Five Hours of Instructor-Led On-Line Sessions.*

### **Upcoming Sessions Schedule:**

*Check NSCA website for available session dates.*

**Format:** *Self-Study and Instructor-Led On-Line*

#### **A) Self-Study Prerequisite (2 hours):**

Study the “Project Management Fundamentals” Booklet and Take Test

#### **B) On-Line Interactive Session (4 hours):**

**Module 1: Project Team Responsibilities Matrix (RACI)**

**Module 2: Frontline Systems Project Management Overview**

**Module 3: Managing the Project Field Work**

Installation Team Supervision

Ensure Site Readiness

Working with other trades

Managing Scope Creep

Installers On-Site Behavior Etiquettes

**Module 4: Job Safety and OSHA Guidelines**

**Module 5: Projects Financials Review**

Burden Rates Calculation

Margin and Markups

Project Cost Slippage

Labor Utilization Rates and Efficiencies

**Module 6: Field Manual Review**

Field Binder Best Practices, Checklists and Forms

Project Team Job Descriptions

Typical Project Schedule

**Fee:** *\$225/Person (NSCA Members)*

**For more information and Registration:**

**Web:** <https://www.nasca.org/pm-training/>