



COURSE OVERVIEW SE0009
Certified Construction Manager (CCM)
(CMAA Exam Preparation Training)

Course Title

Certified Construction Manager (CCM) (CMAA Exam Preparation Training)

Course Date/Venue

Session 1: September 22-26, 2024/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Session 2: December 15-19, 2024/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE



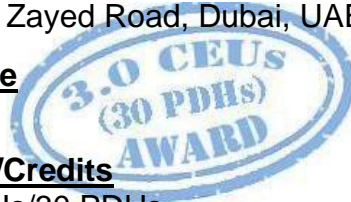
Course Reference

SE0009

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

This course is designed to provide participants with an up-to-date knowledge in Certified Construction Manager (CCM) and to prepare the participants to pass the CCM examination.



The course will cover the 7 domains comprising of CM Professional Management, CM Project Management, Cost Management, Time Management, Quality Management, Contract Administration and Safety Management.



The course will also discuss the delivery methods for construction projects; the forms of construction management; the procurement and compensation of professional CM services; the consultant agreements in CM practice and legal obligations of the construction manager; the CM project management, construction management plan and professional selection design; the construction contract documents development, procurement of construction services and information management; the cost management, project and construction budget and cost management system; and the cost compliance monitoring, design phase cost management, construction phase cost management and cost control.



During this interactive course, participants will learn the time management system, schedule development, pre-design scheduling, design phase scheduling and construction phase scheduling; the quality management plan, project team selection, design phase quality management and construction phase quality management; the field inspection services and construction quality control plan; the material acceptance and quality management documentation; contract administration, construction procurement and contract document preparation; the communications procedures, construction phase contract administration and project closeout; the safety management; the sources of safety liability, immunity and indemnity from safety risk; the safety records, project safety manual, project emergency plan and contractor's safety program; and the risk allocation, insurance for CM services and alternative forms of dispute resolution.

The course includes a comprehensive textbook entitled "*CCM Study Guide 2022*" published by CMAA, which will be given to the participants to help them appreciate the principles presented in the course.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Prepare for the next CMAA-CCM exam and have enough knowledge and skills to pass such exam in order to get certified as a "*Certified Construction Manager (CCM)*" from The Construction Management Association of America (CMAA)
- Apply delivery methods for construction projects and discuss the forms of construction management
- Explain procurement and compensation of professional CM services including consultant agreements in Cm practice and legal obligations of the construction manager
- Carryout CM project management, construction management plan and design professional selection
- Perform construction contract documents development, procurement of construction services and information management
- Employ cost management and recognize project and construction budget and cost management system
- Apply cost compliance monitoring, design phase cost management, construction phase cost management and cost control
- Illustrate time management system, schedule development, pre-design scheduling, design phase scheduling and construction phase scheduling
- Prepare quality management plan, select the project team, design phase quality management and perform construction phase quality management
- Identify field inspection services and apply construction quality control plan
- Discuss material acceptance and review quality management documentation
- Apply contract administration, construction procurement and contract document preparation
- Employ communications procedures, construction phase contract administration and project closeout
- Carryout safety management and identify the sources of safety liability and immunity and indemnity from safety risk
- Apply safety records, project safety manual, project emergency plan and contractor's safety program
- Allocate risk, apply insurance for CM services and review alternative forms of dispute resolution



Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

Who Should Attend

The course provides an overview of all significant aspects and considerations of project construction management for project managers, project team members, project support and those who are looking to pass the CCM examination.

Exam Eligibility & Structure

To become a Certified Construction Manager (CCM), you must have a requisite amount of experience and/or education. The eligibility requirements are outlined below:-

- 48 non-overlapping months of experience being responsible-in-charge (RIC)
- **ONE** of the following:-
 - An undergraduate (4-year BA/BS level) or graduate qualifying degree
 - A 2-year undergraduate qualifying degree (AA/AS level) AND 4 years experience in general design/construction (This experience is in addition to the 48 month CM requirement)
 - No degree in construction management, architecture, engineering or construction science AND 8 years experience in general design/construction (This experience is in addition to the 48 month CM requirement)
- Educational Requirements

The Board of Governors does not require formal education; however, a degree may be used in place of professional experience to accompany your RIC experience. If you choose to use your undergraduate or graduate degree in place of professional experience, the following are considered Qualifying CM degrees that are acceptable:-

 - construction management,
 - construction science/technology,
 - civil engineering,
 - industrial engineering,
 - mechanical engineering,
 - electrical engineering,
 - chemical engineering,
 - architectural engineering and
 - architecture.

CMCI accepts degrees from post-secondary institutions with accredited degree programs from ACCE (American Council for Construction Education), ABET (Accreditation Board for Engineering and Technology), and NAAB (National Architecture Accrediting Board).

If you hold and wish to apply credit for a degree from a foreign country, it must be authenticated by an approved Foreign degree equivalency evaluation company. The CMCI policy on evaluating international academic credentials is located on the CMAA website.



Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations


Certificates are accredited by the following international accreditation organizations:-

- 
The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- 
British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.



Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Tony Pantaridis, MSc, BSc, EUR ING, PMI-PMP, PMI-RMP, is a **Senior Civil Engineer & Project Management Consultant** with extensive industrial experience within the **Oil & Gas, Refineries, Petrochemical, Construction** and **Power** industries. His expertise lies extensively in the areas of **Project Management, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Project Risk Management, Project Procurement Management, Project Stakeholder Management, Risk Strategy & Planning, Risk Assessment Process, Risk Policies & Procedures, Risk Management Effectiveness, Risk Management Plan, Project Risk Process, Risk Attitude Concepts, Risk Breakdown Structure, Risk Tolerance Concepts, Project Risk Contingency & Management Reserve, Research Analysis Techniques, Strategy Development Methodologies, Stakeholder Risk Tolerance Assessment, Project Risk Thresholds, Effective Risk-based Decision Making, Risk Response Execution, Project Performance Information, Risk Identification Tools & Techniques, Quantitative Risk Analysis Tools & Techniques, Contingency, Management Tools & Techniques, Risk Monitoring Control & Techniques, Risk Register & Audits, Risk Response Metrics, Risk Process Performance Metrics, Risk Assessments Analysis Metrics and Risk Management Reserves**. Further, he is also well-versed in **Construction Planning**, Quantity Survey, Estimating **Civil Construction Cost**, **Construction Design Monitoring, Structural Design, Construction Supervision, Road Civil Works, Road & Bridges Rehabilitation, Claims Analysis & Dispute Resolution, Contract & Risk Management, Project & Construction Planning, Estimation & Cost Engineering, Supervision & Site Management** and Engineering Planning & Scheduling. Currently, he is the **Cost Control Expert** of **IRD Engineering Srl** wherein he is responsible in the development and implementation of cost variance analysis.

During his career life, Mr. Pantaridis has gained his practical and field experience through his various significant positions and dedication as the **Project Manager, Cost Control Expert, Claims Expert, Design Review Engineer** and **Patent Examiner Assistant** from various companies such as the Reck+Gas Ingenieursgesellschaft, Plaisio Kataskeuastiki, Panayiotis Pantaridis Consult, European Patent Office (E.P.O) and Greek Army.

Mr. Pantaridis has **Master** degrees in **Construction Management & Economics** and **Civil Engineering** and **Bachelor's** degree in **Civil Engineering Construction**, from the **University of Greenwich, University of East London** and **Conventry University, UK**, respectively. Further, he is a **Certified Instructor/Trainer**, a **Certified PMI Risk Management Professional (PMI-RMP)**, a **Certified Project Manager Professional (PMI-PMP)**, a **Chartered Civil Engineer**, a **Registered European Engineer** and a **Licensed/Registered European Public Works Contractor**. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.



Training Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. In addition to the Course Manual, participants will receive an e-book “*CCM Study Guide*”, published by Construction Management Association of America.

Exam Fee

US\$ 975 per Delegate + **VAT**.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	CM Professional Practice <i>The Construction Manager as a Professional • Historical Evolution of CM • Ethics of Professional Practice • Delivery Methods for Construction Projects</i>
0930 – 0945	<i>Break</i>
0945 – 1045	CM Professional Practice (cont'd) <i>Forms of Construction Management • Procurement and Compensation of Professional CM Services • Consultant Agreements in CM Practice • Legal Obligations of the Construction Manager</i>
10445 – 1215	CM Project Management <i>Definitions</i>
1215 – 1230	<i>Break</i>
1230 – 1420	CM Project Management (cont'd) <i>The Construction Management Plan</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>



Day 2

0730 – 0930	CM Project Management (cont'd) Design Professional Selection
0930 – 0945	Break
0945 – 1100	CM Project Management (cont'd) Construction Contract Documents Development
1100 – 1215	CM Project Management (cont'd) Procurement of Construction Services
1215 – 1230	Break
1230 – 1420	CM Project Management (cont'd) Information Management
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3

0730 – 0930	Cost Management Project and Construction Budget • Cost Management System • Estimating • Cost Compliance Monitoring • Design Phase Cost Management • Construction Phase Cost Management • Cost Control
0930 – 0945	Break
0945 – 1100	Time Management Time Management System • Schedule Development
1100 – 1215	Time Management (cont'd) Pre-Design Scheduling • Design Phase Scheduling • Construction Phase Scheduling
1215 – 1230	Break
1230 – 1420	Quality Management Preparing the Quality Management Plan • Selecting the Project Team • Design Phase Quality Management • Construction Phase Quality Management
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4

0730 – 0800	Quality Management (cont'd) Field Inspection Services • Construction Quality Control Plan • Material Acceptance • Quality Management Documentation
0800 – 0930	Contract Administration Project Contract Format • Design Phase Contract Administration • Construction Procurement
0930 – 0945	Break
0945 – 1115	Contract Administration (cont'd) Contract Document Preparation • Communications Procedures
1215 – 1230	Break
1215 – 1420	Contract Administration (cont'd) Construction Phase Contract Administration • Project Closeout
1420 – 1430	Recap
1430	Lunch & End of Day Three



Day 5

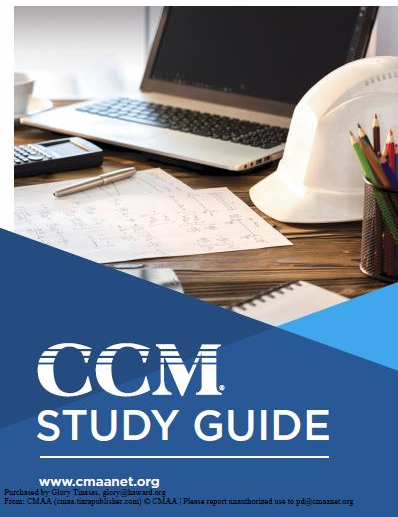
0730 – 0930	Safety Management <i>Sources of Safety Liability • Immunity and Indemnity from Safety Risk • Safety Records</i>
0930 – 1030	<i>Break</i>
1030 – 1130	Safety Management (cont'd) <i>Project Safety Manual • Project Emergency Plan</i>
1130 – 1230	Safety Management (cont'd) <i>Contractor's Safety Program • Allocating Risk</i>
1230 – 1245	<i>Break</i>
1245 – 1345	Safety Management (cont'd) <i>Insurance for CM Services • Alternative Forms of Dispute Resolution • Partnering</i>
1345 – 1400	Course Conclusion
1400 – 1415	POST-TEST
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

MOCK Exam

Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward’s Portal. Each participant will be given a username and password to log in Haward’s Portal for the MOCK exam during the 7 days following the course completion. Each participant has only one trial for the MOCK exam within this 7-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.

Book(s)

As part of the course kit, the following e-book will be given to all participants:



2022

CMAA

CCM STUDY GUIDE

www.cmaanet.org

Purchased by Ghazy Taha, ghazy@haward.org
From: CMAA (cmaanet@haward.com) © CMAA | Please report unauthorized use to gtl@cmaanet.org

Title : CCM STUDY GUIDE 2022

ISBN : 978-1-958976-02-9

Author: CMAA: Construction Management Association of America

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “Mindview Software” and “MS Project”.



Mindview Software



Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org

