

PROJECT MANAGEMENT ONLINE CLASS SERIES

This 6 session series
will be held virtually:

Tuesdays & Thursdays

2:00—3:30pm

11/28, 11/30

12/5, 12/7

12/12, 12/14

This is a beginner level course but is appropriate as a refresher to those more experienced in the industry and for individuals looking to improve their current project management practices and procedures.

MAIN TOPICS

- Submittals: Identify and organize submittals using specs, status & material tracking, learn how to review and properly submit.
- RFI's: Identify the proper application for use of an RFI as well as writing, tracking & transmitting.
- Budget Management: Understand how to use the AIA payment application for billing, learn how to manage project budget, track current billing and submit change orders.
- Quality Control: Understand how to manage on-site quality control from start to closeout.
- Schedule: Identify different methods for managing a construction schedule.
....and applying best practices for all main topics

About Our Instructor:

Megan Humphreys holds an MBA, BS in Construction Management and BA in Architecture Studies from Kent State University. She is a construction professional with over 10 years in the industry as well as 8 years educating college students and professionals.



REGISTER TODAY!

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Member Price \$225

Nonmember Price \$350

Builders Exchange, Inc.

2023 Fall Educational Series

PROJECT MANAGEMENT SERIES

This is a virtual class held over Zoom.

Cancellation Policy: Cancellations must be made no later than 5 business days prior to the start of either class to receive a full refund.

REGISTRATION FORM

COMPANY NAME _____

FULL ADDRESS _____

CONTACT (if different than attendee): _____ PHONE: _____

PAYMENT TYPES:

- 1) ___ Register and pay with credit card online at <http://home.bxohio.com/calendar/>
- 2) ___ Check (made payable to Builders Exchange, Inc.) Mail registration form and payment to: Builders Exchange, Inc., Attn: John Grandetti, 9555 Rockside Rd., Cleveland, OH 4425. Phone: 216-393-6300, Fax: 216-393-6304

NAME OF ATTENDEES:

1) NAME _____ EMAIL _____ CLASS _____

2) NAME _____ EMAIL _____ CLASS _____

3) NAME _____ EMAIL _____ CLASS _____

4) NAME _____ EMAIL _____ CLASS _____