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

Course Title
Certified Construction Manager (CCM) *(CMAA Exam Preparation Training)*

Course Date/Venue
January 07-11, 2024/Boardroom 2, 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:

Professor Engin Aktas, PostDoc, PhD, MSc, BSc, is a **Senior Civil & Structural Engineer** with over **25 years** of extensive experience and academic experience as a **University Professor**. His wide expertise includes **Structural Engineering & Design**, **Wind & Seismic** Requirements, Pipe Support Frames & Modular Construction, **3D System Modeling**, **2D CAD Drafting**, **Reinforced Concrete & Structural Steel Models**, **Engineering Drawings**, **Structural Reliability**, **Earthquake Engineering**, **Design of Concrete & Steel Structures**, **Structural Reliability Design**, **Structural Damage Assessment & Safety Evaluation**, **Structural Health Monitoring**, **Concrete Mixing & Testing**, Advanced **Concrete Technology**, **Concrete Structural Material**, **Mixing** & **Handling Concrete**, **Concrete & Steel Structural Analysis & Design**, **Design of Reinforced Concrete Structures**, **Concrete Structures** in Process Plants, **Concrete Inspection** & **Repair**, **Structural Analysis** Calculation, **Matrix Structural Analysis**, **Structural Engineering**, **Structural Dynamics**, Advanced Techniques in **Structural Engineering**, **Structural Optimization**, **Engineering Design**, **Road Design** Skills, **GPS** & **Building Seismic Designs**, **Pavement Design**, Composite Structures, Oil & Gas Installations and Related Structures, **Damage Assessment** & **Rehabilitation**, **Structured Reliability Analysis**, **Building Preventive Maintenance**, **Cement Properties**, Admixtures, Backfiling & Asphalting, Asphalt Paving Installation, **Road Maintenance** & Safety, **Road Construction**, Engineering Projects Surveying, **Land Surveying**, **Surface Drainage**, **Materials Engineering**, Construction & Management of **Heavy Civil Engineering**, **Civil Engineering System Analysis**, Buildings/Housing, Infrastructures & Utilities, **Civil Works**, **Sloping**, **Benching**, **Embankments** & **Bundwalls**. He is currently the **Associate Professor** of Izmir Institute of Technology wherein he is responsible for designing and developing the overall curriculum as well as managing research and other collaboration partnerships with other educational institutions or other external bodies.

During his career life, Professor Aktas performed the design, construction and installation of numerous buildings and industrial structures. Previously, he was the **Structural Design Engineer** with an international company handling multi-million design projects. He is renowned for his enthusiasm and tremendous instructing skills. Moreover, he had been a **Post-Doctoral Fellow** of **NRL/ASEE** and the recipient of the **Naval Research Laboratory/American Society for Engineering Education Fellowship** for his dedication and contributions to his field and was engaged with the **US Naval Research** for a project on "**Damage Detection on Composite Wing of Unmanned Air Vehicle using FBG sensors**". Further, he held various significant positions and dedications as the **International Relation Office Director**, **Civil Engineering Department Chairman**, **Design Engineer**, **Research Engineer**, **Visiting Professor**, **Senior Technical Consultant**, **Senior Trainer/Lecturer**, **Research Assistant**, **Teaching Assistant**, **Analyst** and **Lab Assistant** for various universities and institutions like the Izmir Institute of Technology, Kazakh-British Technical University (KBTU), US Naval Research Laboratory, University of Pittsburgh, Modul Construction Co., Atak Engineering & Construction and Evtam Engineering, Inc.

Professor Aktas has **PhD** and **Master** degrees in **Civil & Environmental Engineering** from the **University of Pittsburgh**, **USA** and a **Bachelor** degree in **Civil Engineering** from the **Middle East Technical University**, **Turkey**, respectively. Further, he is a **Certified Instructor/Trainer**, **a Certified Internal Verifier/ Assessor/Trainer by the Institute of Leadership and Management** (**ILM**) and had served as a **Post-Doctoral Fellow** in **US Naval Research Laboratory** (**ASEE/NRL Fellow**) in **Washington DC**, **USA**. Moreover, he is well-respected member of the Union of Chambers of Engineers and Architects, the Earthquake Engineering Association, and the International Association for Bridge Maintenance and Safety (**IABMAS**). He has further delivered numerous technical courses, trainings, workshops, seminars and conferences worldwide.

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$ 950 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: ***Sunday, 07th of January 2024***

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

Day 2: Monday, 08th of January 2024

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: Tuesday, 09th of January 2024

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: Wednesday, 10th of January 2024

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: ***Thursday, 11th of January 2024***

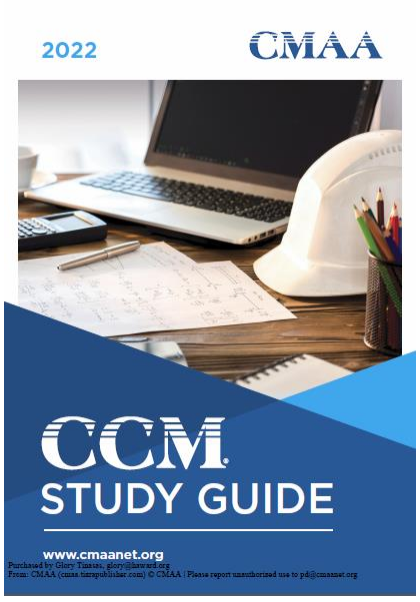
0730 – 0930	***Safety Management*** *Sources of Safety Liability ● Immunity and Indemnity from Safety Risk ● Safety Records*
0930 – 1030	*Break*
1030 – 1130	***Safety Management (cont'd)*** *Project Safety Manual ● Project Emergency Plan*
1130 - 1230	***Safety Management (cont'd)*** *Contractor's Safety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

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)

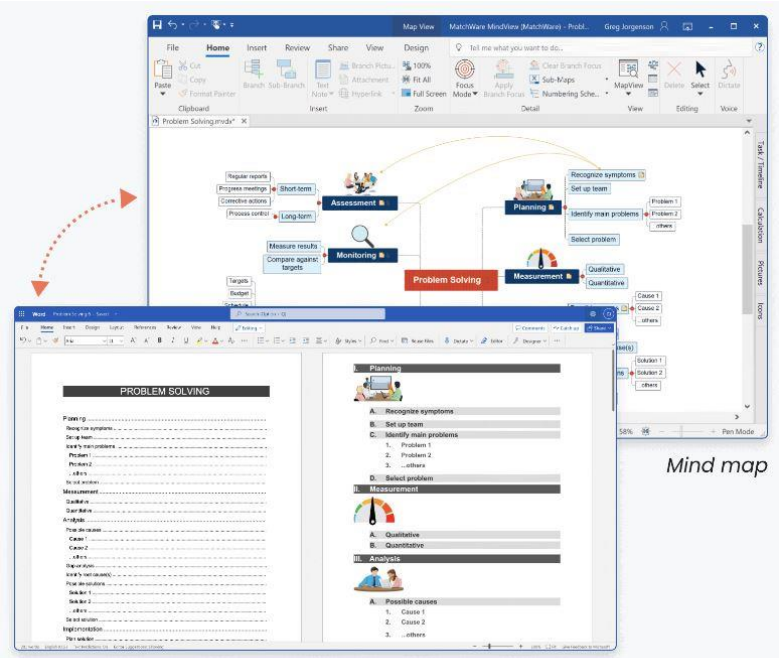
As part of the course kit, the following e-book will be given to all participants:



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

Microsoft Office Project
Enterprise Project Management Solution

Course Coordinator

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