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SEPTEMBER 18, 2025

INSTRUCTOR

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Project Manager**

2025

**PROJECT
MANAGEMENT
SERIES**

REGISTRATION

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COST

**ABC Member: \$1,200
Future-Member: \$1,500**

- Includes materials for the course
- Includes nationally recognized certification

LOCATION

**12610 E. Mirabeau Pkwy, Suite 1200
Spokane Valley, WA 99216**

**NCCER Project Management
Series enables today's
Construction Industry
Managers to put
principles and theories
into immediate action
and teaches them to
complete projects on
time and on budget..**

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NCCER PROJECT MANAGEMENT SERIES

40-Hour Nationally Accredited Series Offered Exclusively for the Construction Industry!

Each participant will be required to complete 40 hours of instruction and complete the module exams. All exams' dates will be scheduled with the ABC Office at your convenience. Upon completion of this course, all participants will receive a **nationally recognized credential** from NCCER for Project Management. Additionally, this course satisfies the 35-hour requirement to sit for the Project Management Professional Exam through the Project Management Institute (PMI).

MODULES

1 . INTRODUCTION TO PROJECT MANAGEMENT

Introduces the role and responsibilities of Project Management, including technical and management skills and an overview of the phases in a construction project. Describes alternate project delivery methods.

2 . SAFETY

Stresses the importance of job site safety and identifies the Project Manager's duties and responsibilities regarding safety. Covers loss prevention and work on creating a zero-accident work environment. Presents several checklists as references.

3 . INTERPERSONAL SKILLS

Discusses the values and expectations of the workforce, building relationships, and satisfying stakeholders. Describes the principles of effective communication, applying the management grid, and using relationship skills to create a leadership environment. Discusses behavioral interviewing and professional development of personnel.

4 . ISSUES AND RESOLUTIONS

Describes the key elements of successful negotiations and negotiating techniques. Discusses how to recognize nonverbal signals, use negotiating tools, and apply conflict resolution strategies. Identifies symptoms and barriers to solving project-related problems and applying problem-solving techniques, brainstorming, and identifying root cause consequences.



MODULES CONT...

5 . CONSTRUCTION DOCUMENTS

Emphasizes the importance of documentation and explains the types of documents, drawings, and specifications used on a project. Explains methods of obtaining work in the industry, types of contracts and insurance requirements. Describes the change order process and the documents required to close out a project.

6 . CONSTRUCTION PLANNING

Discusses the importance of formal job planning and creating a performance-based work environment. The Work Breakdown Structure as the foundation that identifies deliverables, tasks, and time. Introduces the basics of quality control and defines the roles and responsibilities of an effective team and how to allocate resources.

7 . ESTIMATING & COST CONTROL

Emphasizes the importance of accurate estimating and summarizes the process and steps in developing an estimate. Defines the purpose of cost control methodology, and explains how to perform simple cost analysis. Covers the Project Manager's role in controlling cost and tracking rework cost.

8 . SCHEDULING

Provides instruction in the basics of scheduling from simple to-do lists through bar charts, network diagrams, and methods of managing resources. Discusses the importance of formal schedules, job planning, and establishing priorities. Describes alternative scheduling methods.

9. RESOURCE CONTROL

Identifies the resources that must be controlled, the major factors which affect production control, and production control standards. Explains the Project Manager's role in the process and how to distinguish between production and productivity. Explains how to evaluate and improve production control and productivity.

10. QUALITY CONTROL

Defines quality control and quality assurance, and stresses management's concerns about quality. Explains project quality management and how to develop an effective quality control plan. Discusses how to identify, assess, and measure weaknesses to avoid rework.

11 . CONTINUOUS IMPROVEMENT

Describes the Project Manager's role in creating a culture of continuous improvement. Explains the fundamentals of a continuous improvement program and how to identify the critical problems and processes that require improvement, implement a continuous improvement process, and measure results. Emphasizes the importance internal and external stakeholders.