WHO: EMERGING MINORITY, WOMEN, AND VETERAN OWNED BUSINESSES WELCOME

WHEN: 10 WEEK SESSION ON THURSDAYS FROM FEBRUARY 21, 2008 TO APRIL 24, 2008

WHERE: ROBERT MORRIS UNIVERSITY
600 FIFTH AVENUE, PITTSBURGH, PA  15219
MASSEY CENTER FOR BUSINESS INNOVATION AND DEVELOPMENT – 6TH FLR

TIME: REGISTRATION 5:30 PM CLASS 6:00 PM – 8:30 PM

For more information please contact:
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Sponsored by:
Turner Construction Company in cooperation with RMU Massey Center for Business Innovation & Development
Turner School of Construction Management for Emerging Businesses 2008

Registration Form

Name______________________________________________________________

Name of Firm_______________________________________________________

Address_____________________________________________________________________

Phone_________________ FAX____________________ email_____________________

Is your firm certified?  MBE________ WBE________ DBE________ SDVM________

Give us a brief summary of your business and target market. Are you a contractor or supplier? Tell us why you are in business and what makes your business unique.

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How long have you been in business?____________________________________

What are your expectations for this program? How do you see your business benefiting from this program?

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What do you expect to achieve from the program? What goals and objectives do you expect to have accomplished in two years?

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____________________________________________________________________________
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____________________________________________________________________________

Has anyone from your firm attended this course in the past? _________________

If so, who ______________________________________________________________

PLEASE MAIL TO: Turner Construction Co.
Two PNC Plaza, 27th Floor
620 Liberty Avenue
Pittsburgh, PA 15222

or FAX to: 412-255-0249
or EMAIL: akonieczka@tcco.com
or CALL: 412-255-5400  Amy Konieczka
Course Overviews

Class 1 - PROGRAM OVERVIEW AND ORIENTATION

This introduction class welcomes the participants (minority and women contractors) to the management training for emerging minority and women owned businesses course. The purpose of the class is to motivate the learners to participate enthusiastically in the training designed to give them a basic understanding of what it takes to survive in the construction industry. This class also orients them to the objectives and agenda of the 10-week program. Additionally, the participants will learn how to access Turner Knowledge Network (TKN).

Class 1 - SETTING UP A BUSINESS

This class introduces the basics of setting up a business in the construction industry. Topics include the components of a business plan, how to select an accountant, the type of legal counsel an emerging business should look for, how to select a bank, what the bank looks for in a company, and how to purchase insurance and bonding.

Class 2 - MANAGEMENT

This class, which introduces the participants to the fundamentals of managing a company, covers various business-side and project-side issues such as strategic planning, effective management practices, relationship building, government compliance, contract provisions, risk management, and notification requirements.

Class 3 - PROJECT DELIVERY SYSTEMS AND CONTRACT RISK MANAGEMENT

This class introduces the concept of project delivery systems and five commonly used project delivery systems: lump sum, cost plus a fee, construction management, design-build, and program management. It also provides a brief review of the commonly used contract forms. In addition, this class addresses the issues that relate to contract risk management such as the use of attorneys, avoiding litigation, and litigation management.

Class 4 - ACCOUNTING BASICS FOR CONSTRUCTION CONTRACTORS

This class introduces the accounting basics for construction contractors. It first reviews the major components of a financial statement. Then it discusses job costing and the main concepts associated with job costing. Finally, it addresses the issues of cash flow, change order management, and claims.

Class 5 - INSURANCE AND BONDING

This class introduces the basic concepts of insurance and bonding and the typical insurance and bonding requirements for construction projects. It also addresses the compliance issues and provides tips on how to purchase insurance and bonding and how to maintain insurance and bonding relationships.
Course Overviews

Class 6 - ESTIMATING, BIDDING, AND PROCUREMENT
This class introduces the basic concepts of estimating and procurement. It provides a detailed discussion of the bidding process, including the bidding process from the GC to the client in order to get the work and the bidding process from the subcontractors to the CC in order to select the subcontractors.

Class 7 - SAFETY
This class introduces the participants to the fundamentals of safety management in the construction industry. Topics include the importance of safety awareness business-side and project-side issues, and resources such as check lists and sample safety programs.

Class 8 - SCHEDULING
This class first provides an overview of scheduling and why it is important. It then introduces the scheduling process and reviews in detail the seven steps of the process:
- Establish the goal
- Identify work activities
- Estimate durations
- Determine the sequence
- Analyze and adjust the schedule
- Communicate with the schedule
- Measure and update the schedule
Finally, it introduces you to the two most commonly used construction schedules: the area schedules and the look-ahead schedules.

Class 9 - FIELD OPERATIONS
This class introduces the participants to the field operations management process. Additionally, business-side issues such as risk management plans, quality and safety programs, project oversight, relationships, and project post mortem are discussed. The class also focuses on project-side issues such as preparing for project start, job management, job review meetings, record keeping, relationships, and project closeout.

Class 10 - LOCAL OPTION, PROGRAM SUMMARY, AND GRADUATION
In this final class of the Construction Management program, participants will be quizzed on the main topics presented in the previous classes. They will also create an action plan for themselves. Additionally, this class provides an opportunity for the Business Unit to address some local issues such as presenting a local project opportunity. The class concludes with a graduation ceremony to congratulate the participants on their achievements.