



PREPARATORY INSTITUTE FOR PROJECT MANAGEMENT

WHAT IS IT?

- A new **online** program, intended to be a precursor to the MCAA's *Institute for Project Management*, overseen by the same committee that manages the IPM and AIPM.
- A 12-week curriculum, taught as a series of 90-minute classes, covering topics fundamental to project management at an introductory level.



WHO SHOULD ATTEND?

- Individuals on the project management track, who have relatively little (0-3 years) experience in the field.
- This includes:
 - Assistant Project Managers
 - Project Engineers
 - New Hires
 - Employees transitioning from field to office

COURSE STRUCTURE

- Pre-IPM is designed and taught by experienced contractors and professional instructors who have first-hand understanding of the challenges facing project managers, and the skills required to meet those challenges.
- Each session is a combination of lecture and Q&A, ensuring that students are involved in a dynamic learning experience.
- Participants will be quizzed after each class, and upon completion of 12 quizzes will receive MCAA Pre-IPM certification.

CURRICULUM OVERVIEW BY TOPIC

- Understanding The Project Manager's Role
- Planning: The Key to Successful Projects
- The Project Manager's Impact on Productivity
- Knowing Your Costs, Catching Problems Early, and Getting Paid
- Documentation: Why Great Projects Need Great Records
- Project Scheduling: The Importance of Having a Clear Game Plan
- Relationships Are Everything: Understanding Yourself and Managing Others
- Being A Professional: Problem-Solving and Issue Resolution
- Change Orders 101: Identification, Importance, and Management
- Time Management & Personal Efficiency
- Leadership at All Levels: Your Ability to Influence Others
- Project Completion: Starting Strong and Finishing Stronger

HOW WILL THIS BENEFIT MY WORKFORCE?

- The Pre-IPM curriculum is designed to build participants' understanding of key components of mechanical project management.
- Pre-IPM will improve participants' efficiency, management skills, and ability to adapt to change. Practical application is a core focus, and participants will walk away from each session with new ideas and skills to apply to their jobs.
- Developing students' understanding of fundamental issues surrounding project management can improve organizational efficiency, in effect 'buying back' the time of more senior PMs who might otherwise be called upon to help participants with basic project management issues and concerns.

QUESTIONS?

Want to know more about the curriculum?

Contact John Koontz, MCAA Director of Project Management Education
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Questions about booking/enrollment?

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