# Certificate in Construction Project Management

**RICS**®

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**Language**: English
**Market sector**: Construction
**Course type**: Blended training programme

## Welcome

We are very excited that you have chosen to study the Certificate in Construction Project Management.

This guide will set out some helpful information and tips for you to get the most out of this course. This guide contains the basic information about your course materials.

## First steps

1. Familiarise yourself with the guidance materials provided on the main page of your course.
2. Bookmark the course page.
3. We recommend that you use Google Chrome.
4. Disable pop-up blockers in the settings of your Internet browser.

## Method of study

The course is delivered online and designed to be flexible around your professional and personal life. There are six technical modules, plus an exam at the end of the course. In each module, you have access to eLearning, reading, case study and a quiz. You also have access to live consolidation sessions, where a tutor will take you through the module, case study, and any tricky elements of learning. Each technical module is expected to take you one month. You are given one month to complete your exam and a further month to complete any further outstanding work. After this time, the course will end, and you will no longer have access to these materials.

## What support do you receive?

During the course, you will have access to a course discussion forum. If you have any technical questions about the subject, don't hesitate to post for support from our tutors.

For **any other issues** which are not related to your course materials, please contact the Online Academy team: onlineacademy@rics.org

# Course description

As a project manager, you'll oversee the construction project lifecycle, from start to finish. This involves working with clients on requirements, managing design, procurement, construction, and final handover. Mastering this enhances your skills as a construction professional and project executor. Throughout the course, you'll explore each project stage and its key steps. This includes planning, organizing, and controlling construction operations, and managing feasibility studies, design, construction, maintenance, refurbishment, and demolition. The content provides a well-rounded view of construction project management and essential skills.

# Course structure

Module 1 – Initiation

Module 2 – Pre-construction

Module 3 – Procurement

Module 4 – Construction Stage

Module 5 – Post-Construction/Close-out

Module 6 – Soft Skills in Construction Project Management

Module 7 – RICS PM Competencies

# Learning outcomes

At the end of this course, you will be able to:

- Identify and develop the client brief
- Manage the feasibility and strategy stages
- Establish the project budget and project
- Identify and manage project risks
- Coordinate legal and other regulatory consents
- Advise the selection/appointment of the project team
- Manage the integration and flow of design information
- Manage the preparation of design and construction programmes/schedules and Critical Path Method networks
- Advise on alternative procurement strategies
- Conduct tender evaluation and contractor selection
- Establish time, cost, quality and function control benchmarks
- Control, monitor, and report on project progress
- Administering consultancy and construction contracts.
- Lead and manage project teams
- Establish communication and management protocols programme

# Learning resources

The resources in each technical module include various learning components to ensure you achieve the right level of knowledge for each competency.

**eLearning** - Interactive and responsive eLearning modules deliver the technical content of the learning objectives. The content will be delivered in bite-size chunks, including examples, top tips, scenarios and interactive activities. Please select the 'Exit course' button at the top right-hand corner of the screen before closing the eLearning. This is to ensure your progress is saved.

**Reading materials** - Each module is supported by structured reading materials such as professional guidance and standards, videos or the latest insight articles and research.

Essential reading files require you to view all files for the section to be marked as completed.

Further reading materials have been provided should you wish to expand your knowledge a bit further, but they are not mandatory.

**Discussion forum** - Forums are a great social learning tool for you to share information and experiences with your fellow students about the course topics, how they apply to you and/or your industry as well as to ask questions to your trainer. There is one discussion forum per module.

**Case study** - This is an activity based on simulated projects for you to put the theory into practice. The case studies are not marked by the course tutor. Instead, the Case Study Exchange Forum will serve as a platform for you to share your work with peers, a valuable practice that can broaden your perspectives and generate a diverse range of insights and ideas as they may offer unique viewpoints that you hadn't previously considered, ultimately enhancing the depth and quality of your case study.

Upon sharing your case study, you will gain access to its model answer, which includes both a downloadable PDF and a recorded video in which your tutor explains the solution.

This activity has no completion requirement, but we strongly recommend completing your case studies and sharing them in the Case Study Exchange forum.

**Consolidation session** - This is a one-hour live webclass that consolidates learning from the e-learning modules, reading materials, case studies and common questions that have been raised in the forum. The recording of the session will be provided in case you miss the live session along with the slides from the session. You do not need to mark this activity as completed.

**End of module quiz** - A short assessment at the end of each module tracks your progress in the course. Quizzes do not have a passing grade, but you must attempt them to have the activity marked as completed.

**End of course exam** - The exam will be available on the date shown on the course calendar. The exam consists of 50 multiple-choice questions. The passing grade is 65% and you will have one hour to complete it. You are allowed 2 attempts; however, the second attempt is only released 24 hours after the first attempt.

Your certificate can be downloaded once you have passed the exam and answered the feedback survey.