



**Name of the Program(s): - Diploma in Construction Project Management (DCPM),**

**Graduate Diploma in Construction Project Management(GDCPM),  
Post Graduate Diploma in Construction Project Management (PGDCPM).**

Are you interested in earning your Construction Project Management Professional? (CPM)<sup>™</sup> certification, but you're unsure how to start the process? While this is a great step for your individual career, it doesn't have to be a complex one really if you study from GEPEA. This is the ultimate guide on CPM<sup>™</sup> certification and it can be your easy roadmap for navigating this process. You may explore some common questions you might have about CPM certification, and learn what steps you need to take to become an international CPM<sup>™</sup> credential holder.

**Why Graduate Diploma or Diploma in Construction Project Management?**

Someone Already working in the construction industry and want to move into project management? To develop the knowledge and skills to effectively organise and manage activities on a construction site. Then the Diploma in Construction Project Management will be very effective ones.

The Graduate Diploma in Construction Project Management is a great stepping stone if you want to move into management positions in the construction sector. Learn to apply project management knowledge to the construction industry to ensure contracts are completed on time and on budget. You'll be able to solve complex industry-related problems, in teams and alone, and provide leadership in a team environment.



# **CONSTRUCTION PROJECT MANAGEMENT PROFESSIONAL TRAININGS**

**Training Hours: 85 hours or 120 hours.**

**Program Duration:** 6 Months or 1 Year (Certifications).

**Admission Requirements:** A high school diploma or an associate degree (or global equivalent), Secondary degree (high school diploma, associate degree, or the global equivalent).

**Other Requirements:** No special requirements or prerequisites are needed to take this course, but some extra reading about projects, project management, project life cycle, organizational project management, project scope, project schedule, project costs, project quality, project human resources and project communications will help.

**Training Delivery:** The course duration will comprise 85 hours or 120 hours of self-study home based or lecture based delivery. The 85 or 120 hours will be delivered in 5-7 sessions online distance learning based on given course materials.

## **Syllabus Outline**

| Serial No. | Syllabus component   | Assignment<br><b>TMA</b> (Tutor Mark Assignment) or <b>Case Study</b> | Board Questions ( <b>OBS</b> = Open Book System) Exam. | <b>MCQ</b> (Multiple Choice Questions) 10 Questions (each @ 2 marks) |
|------------|--|---|--|--|
|            | <b>TOTAL HOURS REQUIRED TO BE COMPLETED FOR THE CONSTRUCTION PROJECT MANAGEMENT CERTIFICATIONS = 7 Lessons will count 15 hours each (7 Lessons x 15 hours = 105 hours total) + Project Exercises Minimum 15 hours = Grand Total 120 Hours. OR 5 Lessons will count 15 hours each (5 Lessons x 15 hours = 75 hours total) + Project Exercises Minimum 10 hours = Grand Total 85 Hours only.</b> | <b>45</b>   | <b>35</b>  | <b>20</b>  |
|            | <b>SEMESTER -1</b><br><br><b>1. Project Management Professional</b>  | <i>85 Hours (Time) or 120 Hours (Time)</i>                            |  |  |
|            | <b>What Is Project Management:</b><br><br><i>DEFINITION OF A PROJECT<br/>OPERATIONAL WORK<br/>WHAT IS A PROGRAM?<br/>WHAT IS A PORTFOLIO?<br/>PROJECT MANAGEMENT OFFICE (PMO)</i>  | <b>45</b>   | <b>35</b>  | <b>20</b>  |

BUSINESS VALUE  
MANAGEMENT BY OBJECTIVES (MBO)  
CONSTRAINTS  
STAKEHOLDERS AND STAKEHOLDER  
MANAGEMENT

**Organizational Influences and Project Lifecycle:**

ORGANIZATIONAL STRUCTURE  
FUNCTIONAL ORGANIZATION  
PROJECT-CENTRIC ORGANIZATION  
MATRIX ORGANIZATION  
LIFE CYCLE  
PRODUCT LIFE CYCLE  
PROJECT LIFE CYCLE  
PROJECT MANAGEMENT PROCESS  
LESSONS LEARNED

**Project Management Processes:**

PROJECT MANAGEMENT PROCESSES  
INITIATING PROCESS GROUP  
INPUTS TO INITIATING PROCESS GROUP  
PROGRESSIVE ELABORATION  
PROJECT MANAGER ASSIGNED  
BUSINESS CASE  
HIGH-LEVEL PLANNING IS DONE DURING PROJECT  
INITIATING  
PLANNING PROCESS GROUP  
EXECUTING PROCESS GROUP  
MONITORING AND CONTROLLING PROCESS GROUP  
CLOSING PROCESS GROUP

**Roles in Project Management:**

ROLES IN PROJECT MANAGEMENT CYCLE  
ROLE OF A PROJECT MANAGER  
ROLE OF A PROGRAM MANAGER  
ROLE OF A PRODUCT MANAGER  
ROLE OF A SERVICE MANAGER  
ROLE OF A PRODUCT QUALITY MANAGER  
ROLE OF A PROCESS REQUIREMENTS ANALYST  
ROLE OF A SPONSOR  
ROLE OF THE TEAM  
ROLE OF STAKEHOLDERS AS A GROUP  
ROLE OF A FUNCTIONAL MANAGER  
ROLE OF A PORTFOLIO MANAGER

**Scope Management:***SCOPE MANAGEMENT**PRODUCT SCOPE**PROJECT SCOPE**SCOPE MANAGEMENT PLAN**SCOPE MANAGEMENT PROCESS**SCOPE MANAGEMENT PROCESS**REVIEWING HISTORICAL RECORDS**INTERVIEWING**FOCUS GROUP**FACILITATED WORKSHOPS**BRAINSTORMING**NOMINAL GROUP TECHNIQUE**DELPHI TECHNIQUE**MIND MAPS**AFFINITY DIAGRAMS**QUESTIONNAIRES AND SURVEYS**OBSERVATIONS**PROTOTYPES**GROUP DECISION-MAKING etc.***Time Management:***SCHEDULE MANAGEMENT PLAN**DEFINE ACTIVITIES**MILESTONES**SEQUENCE ACTIVITIES**METHODS TO DRAW NETWORK DIAGRAMS**PRECEDENCE DIAGRAMMING METHOD (PDM) or ACTIVITY-  
ON-NODE (AON)**GRAPHICAL EVALUATION AND REVIEW TECHNIQUE  
(GERT)**TYPES OF DEPENDENCIES etc.***Cost Management:***COST MANAGEMENT PLAN**LIFE CYCLE COSTING**VALUE ANALYSIS**COST RISK**ESTIMATE COSTS**TYPES OF COST**INPUTS TO ESTIMATING COSTS**HOW IS ESTIMATING DONE?**BOTTOM-UP ESTIMATING**PROJECT MANAGEMENT SOFTWARE**DETERMINING RESOURCE COST RATES etc.***Quality Management:**

|   |  |  |  |
|---|--|--|--|
| <p> <i>DEFINITION OF QUALITY</i><br/> <i>DEFINITION OF QUALITY MANAGEMENT</i><br/> <i>QUALITY THEORISTS</i><br/> <i>ACTIONS REQUIRED TO ENSURE QUALITY ON THEPROJECT</i><br/> <i>GOLD PLATING</i><br/> <i>MARGINAL ANALYSIS</i><br/> <i>CONTINUOUS IMPROVEMENT (OR KAIZEN)</i><br/> <i>JUST IN TIME (JIT)</i><br/> <i>TOTAL QUALITY MANAGEMENT (TQM)</i><br/> <i>RESPONSIBILITY FOR QUALITY</i><br/> <i>IMPACT OF POOR QUALITY</i><br/> <i>UNDERSTANDING THE DIFFERENCE BETWEEN PLAN</i><br/> <i>QUALITY, PERFORM QUALITY ASSURANCE AND</i><br/> <i>PERFORM QUALITY CONTROL</i><br/> <i>PLAN QUALITY etc.</i> </p> <p> <b>Human Resources Management (HRM):</b><br/> <i>HUMAN RESOURCES MANAGEMENT INVOLVES</i><br/> <i>ROLES AND RESPONSIBILITIES</i><br/> <i>ROLE OF A PROJECT SPONSOR / INITIATOR</i><br/> <i>HUMAN RESOURCE RESPONSIBILITIES FOR</i><br/> <i>PROJECT MANAGERS</i><br/> <i>DEVELOP HUMAN RESOURCE PLAN</i><br/> <i>ORGANIZATION CHARTS AND POSITION</i><br/> <i>DESCRIPTIONS</i><br/> <i>RESPONSIBILITY ASSIGNMENT MATRIX</i><br/> <i>RACI CHART (Responsible, Accountable, Consult, and Inform)</i><br/> <i>POSITION DESCRIPTIONS</i><br/> <i>HUMAN RESOURCE PLAN</i><br/> <i>STAFFING MANAGEMENT PLAN</i><br/> <i>REWARDS AND RECOGNITION SYSTEM</i><br/> <i>ACQUIRE PROJECT TEAM</i> </p> <p> <b>Communications Management:</b><br/> <i>COMMUNICATIONS MANAGEMENT REQUIRES</i><br/> <i>STAKEHOLDERS</i><br/> <i>IDENTIFY STAKEHOLDERS</i><br/> <i>STAKEHOLDER ANALYSIS</i><br/> <i>STAKEHOLDER REGISTER</i><br/> <i>STAKEHOLDER MANAGEMENT STRATEGY</i><br/> <i>PLAN COMMUNICATIONS</i><br/> <i>COMMUNICATION MODELS</i><br/> <i>EFFECTIVE COMMUNICATION</i><br/> <i>EFFECTIVE LISTENING</i><br/> <i>COMMUNICATION TECHNOLOGY</i><br/> <i>COMMUNICATION METHODS etc.</i> </p> |  |  |  |
|---|--|--|--|

**Risk Management:**

*RISK MANAGEMENT INCLUDES  
THREATS AND OPPORTUNITIES  
UNCERTAINTY  
RISK FACTORS  
RISK AVERSE  
RISK TOLERANCES AND THRESHOLDS  
THE RISK MANAGEMENT PROCESS  
PLAN RISK MANAGEMENT  
OUTPUTS OF RISK MANAGEMENT PLAN  
RISK CATEGORIES  
TYPES OF RISK  
IDENTIFY RISKS  
DOCUMENTATION REVIEWS etc.*

**Procurement Management:**

*AN OVERVIEW OF PROCUREMENT MANAGEMENT  
PROCESS  
  
BUYERS AND SELLERS  
IMPORTANT POINTS RELATED TO PROCUREMENT  
MANAGEMENT  
  
THE PROJECT MANAGER'S ROLE IN PROCUREMENT  
CENTRALIZED / DECENTRALIZED CONTRACTS  
  
PROCUREMENT MANAGEMENT PROCESS  
INPUTS TO PROCUREMENT MANAGEMENT  
PROCESS  
  
PLAN PROCUREMENTS  
MAKE OR BUY ANALYSIS  
PROCUREMENT MANAGEMENT PLAN  
PROCUREMENT STATEMENT OF WORK  
TYPES OF PROCUREMENT STATEMENTS OF WORK  
CONTRACT TYPES  
FIXED PRICE (FP, or LUMP SUM, or FIRM FIXEDPRICE)  
FIXED PRICE INCENTIVE FEE (FPIF) etc.*

**Stakeholder Management:**

IDENTIFY STAKEHOLDERS  
 STAKEHOLDER ANALYSIS  
 BRAINSTORMING  
 OUTPUTS OF IDENTIFY STAKEHOLDERS  
 PLAN STAKEHOLDER MANAGEMENT  
 INPUTS FOR PLAN STAKEHOLDER MANAGEMENT  
 ANALYTICAL TECHNIQUES  
 OUTPUTS OF PLAN STAKEHOLDER MANAGEMENT  
 MANAGE STAKEHOLDER ENGAGEMENT  
 INPUTS FOR MANAGE STAKEHOLDER  
 ENGAGEMENT  
 OUTPUTS OF MANAGE STAKEHOLDER  
 ENGAGEMENT  
 CONTROL STAKEHOLDER ENGAGEMENT

## **2. Construction Project Management**

*(A practical guide to field construction management)*

### **SEMESTER -2**

## **3. Construction Contract Administration**

## **4. Advances in civil, architectural, structural and constructional engineering/Advanced Construction Site Operations and Control**

### **SEMESTER -3**

## **5. Advanced Construction Project Scheduling & Control**

## **6. Advanced Construction Technology**

|  |  |  |  |  |
|--|--|--|--|--|
|  | <p><b>7. Research Methods in the Built Environment</b></p> <p>(In order to pass the Post Graduate Diploma level, respective student should have to be completed Semester 2 and 3)</p> <p><b>FOLLOWING ADDITIONAL TASKS SHOULD HAVE TO DONE BY PARTICIPANTS OR STUDENTS:</b></p> <ul style="list-style-type: none"> <li>a) Project Management Diploma/Certification Test MCQ Questions answer practicing</li> <li>b) Project Management Diploma/Certification Test Board Questions/TMA (Tutor Mark Assignment)</li> <li>c) Project Management Diploma/Certification Case Studies</li> </ul> <p><b>Exercises and projects</b></p>  |  |  |  |
|  |  |  |  |  |
|  | <b>Project/Thesis/Case Studies</b>   |  |  |  |
|  | <p>Student have to take a Project/Thesis/Case studies as per their major subject in order to complete his/her Diploma/Graduate Diploma/PG Diploma.</p> <ul style="list-style-type: none"> <li>• In case Project/Thesis, respective students should submit 25 to 45 (A4 Size) pages long report. <i>Course Tutor or Concern Authority will assign/fix Project/Thesis Topic or Title with consultation with respective student.</i></li> <li>• In Case Studies, respective students should submit case studies answer script in written form to the GEPEA within stipulated time frame. <i>Concern Authority will assign case studies question paper in time.</i></li> </ul> |  |  |  |
|  | <p><b>TOTAL HOURS REQUIRED TO BE COMPLETED FOR THE CONSTRUCTION PROJECT MANAGEMENT CERTIFICATIONS = 7 Lessons will count 15 hours each (7 Lessons x 15 hours = 105 hours total) + Project Exercises Minimum 15 hours = Grand Total 120 Hours. OR 5 Lessons will count 15 hours each (5 Lessons x 15 hours = 75 hours total) + Project Exercises Minimum 10 hours = Grand Total 85 Hours only.</b></p>  |  |  |  |



## WHY CONSTRUCTION PROJECT MANAGEMENT CAREER?

- Site manager
- Project manager
- Construction manager
- Consulting and specialist subcontracting organisations
- Multinational construction corporations

## COURSE MATERIAL

Besides using the traditional books GEPEA has also modernized the learning process by providing students with online portal consisting of –

- **Study Materials (Soft copies)** – PDF of books are provided to students making studies nomadic & convenient. GEPEA Department of Students Affairs will assign Study Materials via Email or other methods after registration and admission.
- The focal point of **GEPEA** study materials is enhancing Practical Education. **GEPEA** Kit provided to applicants is a world full of practical scenarios, explanation in terms of facts rather than theoretical phrases. Customized to be self-explanatory & easy to understand.
- **Faculty Guidance** – GEPEA panel of intellectuals guide students personally with regards to any query through email about any concept in the notes provided, being the author of the same.

## EXAMINATION

**GEPEA** Professionals are given the privilege to answer exams from any examination center in the world along with the freedom to pick the exam schedule for the same, as time permits in the particular examination months of GEPEA. Students are allotted 2 modes of examinations – Home Based/Center Based.

- Question papers would be drafted by **GEPEA** panel of veteran professors which would be TMA (Tutor Mark Assignment), OBS (Open Book System) and MCQ study pattern. A single course will consist 100 marks based on these three pattern of exam types. In each program will consist a major (Thesis Research) course or theory in order to complete the respective Diploma Program.
- This unique & novel methodology teaches a student how to assess business situations and make decisions based upon those assessments, allowing students to display their potential.
- In case of home based/distance learning exams question paper would be emailed to the students, which they would have to answer & courier back to GEPEA office or GEPEA directed authority in the respectable exam slab.
- Candidate also has the option of appearing for Center Based Examination wherein they would have to visit one of the many GEPEA exam centers & complete answering the exam in the duration of 3 hours which wouldn't be an open book examination.

## CASE STUDY METHOD & STUDY MATERIAL:

Today communication systems have advanced so much that it is much easier, convenient and quicker to gain expertise via online distance learning. GEPEA offer potential students the opportunity to study through an autonomous online distance learning program. This means that people who can't get traditional further education can still achieve what they want and get their qualifications through Online Distance Learning. That gives the opportunity for a much wider range of people to get the qualifications that they want.

Today, thanks to technological advances, higher education is more readily available to those who want it.

GEPEA is an institute of excellence offering widest range of autonomous programmes in the field of Business Management and different Professional Training education. In response to the rapidly changing economic environment and the process of globalization, the Academy has made sustained efforts to bring an international perspective to all its wide range of areas and activities.

## **BENEFITS AND FETURES:**

- (i) **Flexible Programs & Curriculum:** You can earn and study at the same time! From GEPEA International Curriculum, Flexibility is the biggest advantage of distance learning courses. This stands true especially if you are a working professional. Not everyone has the luxury of taking their own time to finish their studies. For those who had to take a break from studies to start working, such courses are a boon and provide the opportunity to pursue higher education.
- (ii) **Saves Time & Energy:** You save up a lot of time and energy on commuting. You can stay at any place and pursue a course that is available at GEPEA. Or you might be based out of a remote village or town which does not have enough options for higher studies. Distance learning courses eliminate these obstacles.
- (iii) **MCQ, Case Based Learning:** MCQ, A Case-based approach engages students in discussion of specific situations, typically real-world examples of Indian and International companies. Allowing the students to put their theoretical knowledge to practice.
- (iv) **Study at your own Pace:** Not everyone has the same pace of learning. Some students pick up things fast, others need time to grasp a concept. One of the biggest advantages of distance learning is that you can study at a pace that is comfortable for you.
- (v) **Saves Money:** These courses are almost always cheaper as compared to their on-campus counter-parts. You also cut down on the costs incurred while commuting etc.
- (vi) **Personal Fulfillment:** An MBA is the key to unlocking both a professionally and personally rewarding future. Education is the foundation upon which you can build lifelong business and personal achievements. The GEPEA MBA program is designed to enrich your personal life, as well as to keep you informed about a constantly changing industry.
- (vii) **Convenient:** You can submit your assignment with the click of a button or simply drop it off at a post-office! It's sometimes as simple as that!
- (viii) **24X7 Access to Study Material & fellow Students:** This is the best way to study if you are comfortable with internet and technology. You can access your study material online whenever you want and also clear doubts, exchange views and discuss with your virtual class-mates!
- (ix) **Study any Topic You Want:** Since you'd already have all your books/online study material with you, you can pick up any topic/chapter that interests you and tackle that first! This way your interest in the subject is sustained.
- (x) **Higher Level of Self-Confidence:** The knowledge gained through our Correspondence MBA program will enhance your effectiveness in your current position and help define your future career path. It will sharpen your skills in critical business areas, giving you the self-confidence you need to become a leader in your profession.
- (xi) **Specialization:** We provide more than 80 specializations which allow students to gain additional knowledge and background on specific business topics.

## **ACCREDITATIONS AND RECOGNITIONS:**

### **ITQSM Accredited & International Partnered Professional Academies.**

GEPEA has proudly claimed the Excellence in Online Distance Learning Award presented by its Governing Body Really Matters as a token of appreciation for providing top notch education to professionals globally. This solely proclaims that GEPEA is one of the best Professional Academy in the field of online distance learning.

## **PROFESSIONAL FACULTIES:**

GEPEA Faculty members are highly professional, qualified & experienced. Professors provide substantial assistance through 24\*7 web support. Each & every query regarding studies, assignments, cases, projects, research are resolved on time & responded with clear, relevant answers on par with syllabus. They update themselves from time to time about the changing market scenario & syllabus. Thus working professionals have chance to get resourceful information by interacting with professors through web-support from time to time. Timely communication & assistance is key to our successful association with our students & our professors believe in same.

### ***GEPEA (Global Educational & Professional Excellence Academy)***

*In case any query, please feel free to contact us via E-Mail:  
[gepea.official@gmail.com](mailto:gepea.official@gmail.com) , [office@gepea.eu](mailto:office@gepea.eu) or visit Website: [www.gepea.eu](http://www.gepea.eu) or  
[www.gepea.education](http://www.gepea.education)*