

# Intro to Project Coordination

Online Webseries

\*This is program 1 of the 5 program Project Coordinator Track

## ABOUT THIS CLASS

We begin with a high-level view of the industry including safety, rewards and risks, specialties within the industry, and an overview of delivery methods. The second module in the program looks at the project management and project supervision teams with an emphasis on collaboration with all stakeholders. The project life cycle module discusses benchmarks of typical projects from the initial dream to completion, and the final module covers how to set and achieve goals in one's current professional and personal roles.

## Who Should Attend

This is for the project management team. This includes, project supervisors, project coordinators, assistant project managers, and newer project managers. This program is also suitable for field personnel who aspire to project management along with associate and supplier member employees who want to gain a better understanding of the industry.

## THE SPEAKER

**Andy Lee**  
LeeCon,  
LLC



Andy Lee is a recently retired general contractor who continues his contribution to the industry by teaching what he has learned over the last 40 years. Andy has been an ABC member contractor since the 90s and has taught ABC classes for 10 years. For specific industry experience, see [LeeCon.us](http://LeeCon.us).

## ONLINE SCHEDULE

### 1. The Construction Industry Big Picture

**Tuesday, March 30, 2021**

10:00 a.m. to 12:00 p.m. Central |  
11:00 a.m. to 1:00 p.m. Eastern

Introduction to the construction industry. This includes how the industry is structured. Learn commonly used terms and concepts. Industry risks and rewards will be reviewed. In addition, participants will identify the importance of Safety and will discuss specialties within the industry as well as delivery methods.

### 2. The Project Management and Supervision Teams

**Thursday, April 1, 2021**

10:00 a.m. to 12:00 p.m. Central |  
11:00 a.m. to 1:00 p.m. Eastern

Construction is a collaborative industry. This module will discuss the client, the design team, the contractor team, and the Trade Partners, examining the project coordinator's role in ensuring success in the construction process, with an emphasis on truly collaborating with all stakeholders to create a team that can complete multiple projects successfully over the long term.

### 3. The Project Life Cycle

**Tuesday, April 6, 2021**

10:00 a.m. to 12:00 p.m. Central |

11:00 a.m. to 1:00 p.m. Eastern

Explore how projects are built, from conception to completion. The module will first review the development and design phase. It will then move to the construction process through to closeout. Each part of the cycle is reviewed from the perspective of the project coordinator.

### 4. The Art and Science of Making Things Happen

**Thursday, April 8, 2021**

10:00 a.m. to 12:00 p.m. Central |

11:00 a.m. to 1:00 p.m. Eastern

Participants will have the opportunity for positive self-reflection, including assessing current skills and knowledge. Participants will then work on personal and professional goal setting, how to achieve goals, and how to keep track of progress. Students will leave the class with specific written goals in hand. The instructor is particularly passionate about teaching the goal system he has developed over the last 30 years.

## REGISTRATION INFORMATION

Register online at  
<http://bit.ly/36XanxS>

**Cost for Members:** \$189 per seat

**Need an Invoice Instead?** Contact ABC of Wisconsin at [info@abcwi.org](mailto:info@abcwi.org) or call 608-244-5883.

**CLICK TO REGISTER**