ABC Alabama
Associated Builders and Contractors

ABC IN CONJUNCTION WITH AUBURN UNIVERSITY'S MCWHORTER SCHOOL OF BUILDING SCIENCE PRESENTS:

PROJECT ADMINISTRATOR CERTIFICATION

4 CLASS SERIES



INSTRUCTOR:
PROF. PAUL HOLLEY

AUBURN UNIVERSITY
McWhorter School of Building Science

WHO SHOULD ATTEND:

- Project Coordinators
- Secretary/Office Administrator
- Accounts Payable/Bookkeeper
- Entry Level Project Managers
- Recent Building Science Graduates
- Customer Service Representatives

DATES

All classes will be held at the ABC office in Homewood.

- April 25 (8am-12:30pm)
- May 22 (8am - 12:30pm)
- June 20 (8am - 12:30pm)
- August 1 (8am - 12:30pm)

Lunch with guest speaker is included each day.

SCAN QR CODE TO REGISTER OR CONTACT MONICA@ABC-ALABAMA.ORG.

$1,500
PER PERSON

INCLUDES ALL 4 CLASSES AND LUNCHES.

PART 1 - APRIL 25 FOUNDATION OF CONSTRUCTION PROJECT ADMINISTRATION

OBJECTIVE

Introduce the role of a Project Administrator (PA) and their essential functions in supporting Project Managers within general contracting and subcontracting.

1 . Understanding the Construction Industry
- Project lifecycle: Pre-Construction, Execution, Closeout
- Roles of a GC vs. Subcontractor in a project
- How Project Administrators bridge communication between the field and the office

2. The Role of a Project Administrator
- Key responsibilities when supporting Project Managers
- Workflow coordination between GCs, subcontractors, vendors, and clients
- Common administrative tasks in construction projects

3. Essential Documentation & Communication Managing RFIs (Requests for Information)
- Daily reports and meeting minutes
- Correspondence tracking between GCs, subcontractors, and vendors
- Handling project-related emails professionally

4. Safety & Compliance Support
- Construction safety basics (OSHA requirements)
- Tracking and maintaining Safety Data Sheets (SDS)

*Ensuring compliance with jobsite safety requirements



PART 2 - MAY 22 PROJECT FINANCIALS BUDGET ADMINISTRATION

OBJECTIVE

Teach Project Administrators how to track costs, manage invoices, and assist with project budgeting.

1 .Types of Contracts
- Cost Plus with a Guaranteed Maximum Price
- Cost Plus without a Guaranteed Maximum Price
- Design-Build
- Stipulated Sum

2. Understanding Construction Budgets & Cost Control
- Overview of job cost categories (labor, materials, equipment, overhead)
- How Project Administrators support cost tracking
- Budget reports & forecasting basics

3. Basic Contract Administration
- Overview of General Contracts vs. Subcontracts
- Understanding Scope of Work (SOW)
- Contract documents: AIA Contracts, Purchase Orders, Work Orders

4. Managing Invoices & Change Orders
- Processing and verifying invoices for approval
- Tracking and logging Change Orders (COs)
- Understanding how change orders affect project budgets

PART 3 - JUNE 20 CONTRACT ADMINISTRATION

OBJECTIVE

Demonstrate to Project Administrators how to accurately bill costs and the how to keep your project compliant.

1 . Processing Subcontractor & Vendor Payments
- Subcontractor pay applications (AIA G702/G703)
- Tracking work completed vs. payment schedules
- Handling retainage and lien waivers

2. Compliance & Financial Reporting
- Lien releases and ensuring payment compliance
- Preparing Certified Payroll Reports for prevailing wage projects
- Keeping track of insurance certificates (COIs) & bonds

PART 4 - AUGUST 1 PROJECT CLOSEOUT & ADMINISTRATIVE BEST PRACTICES

OBJECTIVE

Train PAS on their role in ensuring project closeout runs smoothly and establishing best practices for efficiency.

1. Project Closeout Process
   - Understanding punch lists & final inspections
   - Coordinating with subcontractors for final deliverables
   - Preparing and organizing as-built drawings & warranties

2. Documentation & Compliance for Closeout
   - Compiling and submitting O&M Manuals (Operations & Maintenance)
   - Finalizing all lien waivers & final payments
   - Ensuring permits & inspections are complete

3. Post-Project Financials & Reporting
   - Ensuring final budget reconciliation
   - Assisting PMS with final financial reports
   - Archiving project records for future reference

4. Administrative Best Practices & Professional Development
   - Strategies for improving workflow efficiency
   - Best practices for file management & record-keeping
   - How to advance in a Project Administrator career

