

Adrian International Construction Education Institute

Distant Learning for Construction Industry Practitioners



- **Productivity Improvement**
- **Effective Supervision**
- **Cost Estimating**
- **Planning and Scheduling**



**DVD's, Newsletters, Books
For Supervisors**

- **Contracts, Changes, and Claims Management**
- **Equipment Management**
- **Financial and Cost Accounting**

A Message from Dr. Adrian



During my thousands of seminars that I have given for construction organizations, I have always stressed that the construction industry is an industry that offers individuals, individuals from the school of hard knocks, and individuals from a formal education background, unprecedented opportunities to success. It is an industry filled with opportunities for individuals that work hard, have high ethics, value experience, and most importantly, are willing to learn. The knowledge base that we currently have now regarding the ability to manage cost, schedule, quality, and safety is small compared to what we will know and implement in the next ten to twenty years. New technology, new materials, new partnerships, and new construction project delivery systems provide the opportunity to provide the project owner increased value while enabling the construction organization improved profitability. It is knowledge through education that opens the door to this improvement.

During my forty plus years of construction industry education, consulting, writing, and speaking, I frequently relay the story of the two brothers that both had a summer job in northern Wisconsin cutting down trees for the paper industry. They both worked hard; long hours and hard physical work. They both had work agreements with their company that paid them based on how much work they got done; how many trees they cut down every day. Kevin, the younger brother, typically got more trees cut down every day and therefore made more money than his older brother, Doug. Doug noticed that every day, Kevin took breaks and went off some place for several minutes, and Doug did not take breaks; nonetheless, Kevin got more work done and made more money; i.e. he was more productive. Out of frustration, Doug asked Kevin, how did he do it; how did Kevin manage to take breaks and still get more work done? Kevin, replied; “Doug, every once in while when you are working, I take a break and go sharpen my saw”.

The moral of the story is clear. It is difficult to outwork your competition in construction. One must outsmart them through experience, creativity, and knowledge.

My rule of thumb for construction organizations and construction supervisors is that they should attempt to get forty hours a year of education. In an industry that is changing so rapidly through new technology, new materials, and new management processes, one cannot afford to stand still; one must on occasion sharpen their saw!

It is with great pleasure that I announce that Adrian International LLC has now found the means to provide you and your employees the education that will enhance construction improvement by providing practitioners distant learning opportunities with the self-study DVD programs noted in this brochure. These DVD and on-line streaming video courses represent over forty years of my consulting and speaking engagements with 1000's of construction companies world wide. The individual DVD programs described provide a cost effective means of attending the many programs I have provided the industry on productivity measurement and improvement, cost estimating, planning and scheduling, contract administration, disputes management, and financial and cost accounting for the construction firm and project. Also included in this brochure are descriptions of available educational material to include books, my bimonthly productivity newsletter, and my job site procedures manual. The intent is to provide you the tools and education necessary to be competitive in the challenging and rewarding industry of construction!

James J. Adrian, PhD, PE, CPA

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DVD SELF STUDY COURSES BY HOURS / LENGTH

SEMESTER COURSES (40 + DVD'S/ HOURS)

Construction Productivity Measurement and Improvement	8
Construction Contracts, Changes, and Claims	22
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FOUR HOUR AND TWELVE HOUR COURSES

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Why Construction is a Great Career	40

DVD SELF STUDY PROGRAMS



CD with Workbook, quiz, solutions



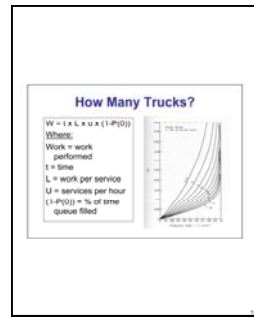
DVD's

Each of the DVD self-study programs that are described in the following pages is accompanied with a CD with the program workbook (the Power Point slides), a review quiz, and quiz solutions. Each DVD presents a 55 minute plus lecture by Dr. Adrian with accompanying Power Point slides on the screen, construction photographs, or construction clips that illustrate points Dr. Adrian is making during the lecture. Dr. Adrian presents his program in the lower right hand corner of your computer or TV screen. Each DVD program represents one of many seminars he has given in-house for firms.

I. PRINT WORKBOOK FROM CD with each Power Point slide shown on the DVD in PDF format using either 3 slides per page or 1 slide per page and follow DVD presentation with the workbook. You can print multiple copies of the workbook for use by employees such that you can have a seminar using the DVD. ALSO print out forms for your use.



3 SLIDES per page



1 SLIDE per page

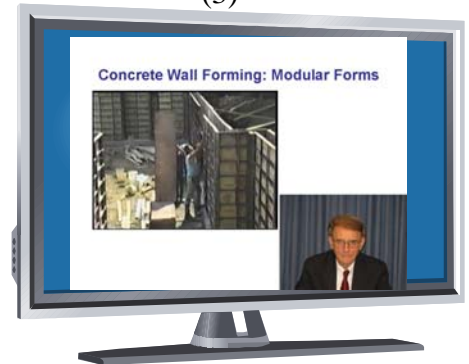
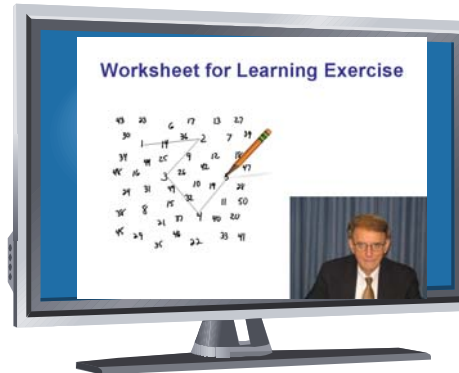


Each DVD is accompanied by a workbook with approximately 30 Power Point slides.

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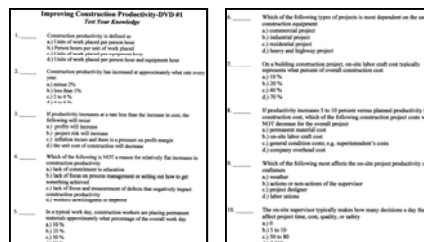


II. WATCH DVD lecture on TV or COMPUTER SCREEN
Each DVD is approximately 55 minutes long with Dr. Adrian lecturing via PIP and Power Point, pictures, or construction film clips illustrating points in lecture.

Example Screens on DVD Programs:
Dr. Adrian lectures appear in lower right screen (Picture in Picture) with
(1) Power Point presentation,
(1) Construction pictures,
(2) Live written notes on screen,
(3) Construction film clips illustrating points made in accompanying lecture

III. TAKE MULTIPLE CHOICE QUIZ (10 questions per DVD) and check your answers and understanding from printed solutions

10 quiz questions for each DVD



Improving Construction Productivity-DVD #1 Test Your Knowledge - Answers

Answers for quiz questions

IV. WATCH THE DVD again and again for review; NOTE: Unlike one time opportunity at live seminar.

NOTE: As an alternative, you can watch any DVD ON LINE via streaming video on your computer and payment via INTERNET. Check Adrian International LLC homepage for instructions and availability.

James J. Adrian - Your Course Instructor

About Jim Adrian

James J. Adrian, PhD., PE, CPA has spend forty years serving the construction industry via teaching, consulting, lecturing, and authoring numerous industry publications.

Educator and Lecturer



Seminar for Granite;
& speaking at
convention



In addition to serving as a professor of Civil Engineering and Construction at three universities, Dr. Adrian has given over 2,500 days of seminars or lectures to construction conventions, construction firms, and construction organizations. His classes and seminars typically address construction productivity improvement, cost estimating, and construction claims and disputes. He has given seminars at the World of Concrete each year since the inception of the show. He is a featured speaker at contractor annual conventions to include the AGC, MCAA, NECA, and NAHB annual conventions. He was recognized by the Associated General Contractors of America as the National Construction Educator of the Year and also was named Distinguished Alumni of the Year at the University of Illinois for his contribution to construction education and research.

Construction Industry Experience, Clients, Projects

Dr. Adrian has done construction industry productivity improvement, cost estimating, or disputes consulting or an in-house seminar for 284 of the ENR's Top 400 contractors and for more than 200 of the largest specialty contractors. He has been a consultant to virtually every sized construction firm from a small one owner firms to large firms such as Fluor, Bechtel, and Kiewit. He has been a productivity, cost, scheduling, and financial consultant on landmark projects such as the Big Dig, the Golden Gate retrofit, the Getty Museum, and international projects to include public works, power plants, and refineries. In addition to arbitrating and mediating construction disputes for the American Arbitration Association; he been successful serving as an advocate in over \$40 billion dollars of construction disputes. He has served as a consultant to over 1,500 construction contracting firms.



Consulting at Big Dig,
Boston, MA



Consulting at Hamaca
Refinery, Venezuela



Consulting at Golden
Gate Bridge Retrofit



Consulting on Waste Wa-
ter Treatment Plant



Consulting High
Rise in London

Dr. Adrian Expertise on Subject Matters Covered in DVD Self-Study Courses

Construction Productivity; Ph.D. Construction Productivity Measurement; Recognized Internationally as the Expert on Construction Productivity Measurement; Author of three books and bimonthly Newsletter on Construction Productivity; Consultant to national contractors on projects world wide.

Construction Cost Estimating; Named one of four US Experts on Cost Estimating by National Society of Professional Estimating; Textbook on Estimating; Seminar speaker at 100's of conventions on Estimating.

Construction Scheduling; Author of one of the first textbooks on Planning and Scheduling. Teaches university class on the topic as well as doing consulting for construction contractors and project owners on scheduling.

Construction Contracts, Changes, and Disputes; Has served as a mediator and arbitrator (for American Arbitrator Association) on over 150 contract disputes. As an advocate on projects world wide, has successfully prepared the financial damages and productivity losses on over 40 billion dollars of construction claims.

Construction Equipment; Has performed valuation studies on equipment; teaches equipment estimating, and serves as consultant to Caterpillar, and Mack.

Construction Accounting and Financial Management; CPA and served as national director of services for large CPA firm serving the construction industry. Author and lecturer on topics. Author of AICPA manuals.

Benefit from Dr. Adrian's Extensive Project Experience



Golden Gate Bridge Retrofit
Productivity improvement consultant for Shimmick

Big Dig: Boston Central Artery
Cost and productivity consultant for tunnel work for Kiewit



Oak Creek Coal Power Plant
Productivity measurement consultant for Bechtel

Getty Museum—Los Angeles
Change order consultant for Harmon Glazing



Staple Center-Los Angeles
Cost consultant for project owner and design firm



Superdome-New Orleans
Cost and productivity consultant to New Orleans Authority

Hamaca Refinery-Venezuela
Productivity measurement consultant for Fluor



Malaysia Twin Towers
Scheduling consultant for project developer



Wheaton Sanitary: Amp-Rite
Consultant on use of total cost claim method-precedent case



Hyatt Regency: Hawaii
Consultant on productivity measurement for Hawaiian Dredging

Boone Bridge: Missouri
Equipment cost consultant for Massman Construction

Arizona Science Museum
Productivity measurement consultant for Sundt



Millennium Park: Chicago
Cost and productivity consultant for resolution of changes



Federal Antitrust Highways
Consultant to Federal Anti-Trust Division regarding bidding



London Underground Rail System
Consultant on productivity measurement for Fluor on construction of security system for the entire Tube



WPS Power Plant
Consultant on costs for resolution of construction termination and financial damages



Benefit from Dr. Adrian's Extensive Working with Clients



Dr. Adrian has been engaged by 284 of ENR's top 400 contractors (by size)

Over a forty plus year career, Dr. Adrian has been engaged by clients world wide to aid them with productivity measurement and improvement, estimating costs, planning and scheduling, or cost control. You will benefit from this experience in the described DVD self study courses and publications in this brochure.

Representative Construction Contractor Clients

Granite Construction	Fluor	Bechtel	URS
Moretrench	Kiewit	Baker Concrete	The Shaw Group
Sundt	The Law Company	Bravos Masonry	Tarlton Group
McCarthy Brothers	Webcor Construction	Ceco Construction Group	Gracom
Kvaerner	Egan Mechanical	Balfour Beatty	Harmon, Inc.
The Flintco Companies	Hawaiian Dredging	AECON	Flatiron Construction
Herzog Construction	Brasfield & Gorrie	Shimmick Construction	O'Neil Construction



Dr. Adrian has been engaged by 188 of ENR's top 600 specialty contractors (by size)

Representative Project Owner and Designer Clients

General Electric	Intel	Entergy Energy	University of Las Vegas
City of Seattle	City of San Francisco	Joliet Junior College	Florida Hospital
US Federal Antitrust	Pitney Bowes	GMK Designers	General Motors
Caterpillar Tractor	Mirage / MGM	Federal Highway DOT	Illinois DOT
American Arbitration	AGC	SMACNA	NAHB



Dr. Adrian has been engaged by 112 of ENR's top 425 project owners (by size)

CONSTRUCTION PRODUCTIVITY MEASUREMENT AND IMPROVEMENT

Semester Course - 42 Hour / DVD's Self Study Course



This all encompassing course presents a thorough and all inclusive coverage of the critical topic of managing and improving job site productivity. The 42 hours of DVD's provide an exhaustive presentation of topics on personnel management; leadership skills for supervisors; quantitative methods for measuring and improving productivity; new approaches such as MORE, TQM, Six Sigma, and Lean; and a practical approach to implementing the concepts through the use of a job site productivity procedures manual (manual included). The BENEFIT to cost ratio of this course is huge for the construction firm. This course represents forty years of experience of Dr. Adrian's consulting, writing, and speaking on construction productivity. It is a must for practitioners as well as students.

CONSTRUCTION PRODUCTIVITY MEASUREMENT AND IMPROVEMENT– Semester Course

ITEM: DVD PD1: Cost: \$4,495.00 42 DVDs /Hours, Workbooks, Quizzes, Solutions

ITEM: DVD PD2: Cost: \$4,695.00 Item PD1, PD15 (Procedures Manual);

PN2 (Past Productivity Newsletters on CD)

Save \$300 from price if items purchased separately

I. INTRODUCTION TO CONSTRUCTION PRODUCTIVITY MEASUREMENT AND

The learning objective of these two DVDs is to understand how productivity is defined, why the construction industry has had small increases in productivity, why a small increase in productivity can yield significant benefits, and different approaches to improving productivity.

IMPROVEMENT

DVD I.1. Understanding Construction Productivity

DVD I.2 The Potential to Improve Construction Productivity

The learning objectives of these twelve DVDs is to provide the construction supervisor the leadership skills necessary to being an effective supervisor of time and cost for craft labor, other supervisors, and subcontractors.

II. EFFECTIVE SUPERVISION AND PRODUCTIVITY IMPROVEMENT

DVD II.1 Ten Reasons to be Proud to be a Construction Supervisor

DVD II.2 Leadership Skills to Improve Productivity

DVD II.3 Time Management for the Construction Supervisor

DVD II.4 Applying Good Ethics as a Supervisor to Increase Productivity

DVD II.5. How to Motivate Workers: Classical Approaches

DVD II.6 Motivating Workers by Addressing Worker Needs

DVD II.7 Supervisor Communication Skills

DVD II.8 Motivating and Managing Your Support Team

DVD II.9 How to Resolve and Remove Conflicts that Curtail Productivity

DVD II.10. Five Pro-Active Supervisor Actions to Increase Productivity

DVD II.11 Improving and Tracking Your Supervisor Skills to Increase Productivity

DVD II.12. Tracking Project Success Indicators to Increase Productivity

III. PROJECT PLANNING AND SCHEDULING AND PRODUCTIVITY IMPROVEMENT

Learn the relationship and importance of how specific planning and scheduling procedures can maximize the use of company and job resources and how to attain productivity increases via planning versus reacting to unexpected events.

- DVD III.1. Using Project Pre-Planning to Increase Productivity**
- DVD III.2. Daily and Look Ahead Scheduling to Increase Productivity**
- DVD III.3. Project Planning, Scheduling, and Resource Management**
- DVD III.4. Planning Project Closeout, How to Avoid Profit Fade**

IV USING PRODUCTION MODELS TO MEASURE AND IMPROVE PRODUCTIVITY

Learn practical models and techniques for analysis of work methods with the objective of identifying how work methods can be improved. The emphasis is on providing the supervisor practical tools for analysis for improvement.

- DVD IV.1. Production Rating Models**
- DVD IV.2. Work Sampling Models**
- DVD IV.3. Crew Balance Model**
- DVD IV.4. Process Chart and Flow Diagram**
- DVD IV.5. Time Study Model**
- DVD IV.6. MPDM: Method Productivity Delay Model**
- DVD IV.7. MPDM: A Workshop to Improve Productivity**
- DVD IV.8. Learning Curve Model**
- DVD IV.9. Queuing Model for Interdependent Resources**
- DVD IV.10. Modeling Production With Simulation**
- DVD IV.11. Models for Analyzing Hauling Production**
- DVD IV.12. Linear Programming: Modeling Transportation Problems**

V. IMPROVING PRODUCTIVITY USING MORE, TQM, SIX SIGMA, AND LEAN

Learn how the application of process models, defect reduction, and benchmarking of best work practices can aid in productivity improvement. Learn what works and what does not work with these current management processes.

- DVD V.1. Implementing MORE: Measurement, Opportunity, Risk, and Estimate Costs**
- DVD V.2. Implementing TQM: Total Quality Management**
- DVD V.3. How to Use Six Sigma Techniques to Improve Productivity**
- DVD V.4. Using LEAN to Reduce Waste**

VI. MODELING A WORKER'S ABILITY TO DO WORK AND THE RESULTING IMPACT ON PRODUCTIVITY AND THE PROJECT SCHEDULE

Learn the importance of understanding the worker as an energy producing body that can perform work but is also sensitive to external factors such as weather, work area, temperature, etc. Learn how to calculate the loss of productivity.

- DVD VI.1. Modeling a Worker's Ability to Do Work**
- DVD VI.2. How External Factors Affect Construction Worker Productivity**
- DVD VI.3. Quantification of Lost Worker Productivity Due to External Factors**
- DVD VI.4. How External Factors and Loss of Productivity Impact the Project Schedule**

VII. IMPLEMENTING A CONSTRUCTION PRODUCTIVITY IMPROVEMENT AND PROCEDURES MANUAL TO INCREASE PRODUCTIVITY

Learn the importance of using a set of specific defined steps and processes on each and every project to improve productivity.

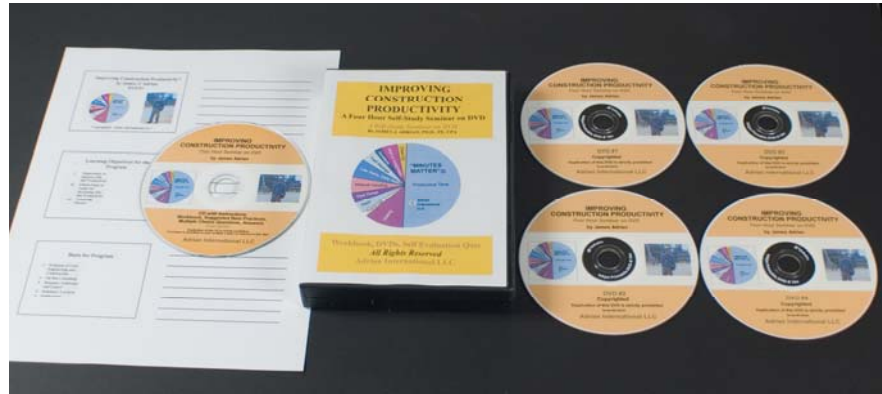
- DVD VII.1. The Need and Benefit of a Project Specific Procedures Manual**
- DVD VII.2. Implementing Pre-Construction Procedures**
- DVD VII.3. Implementing Construction Phase Procedures**
- DVD VII.4. Implementing Project Close Out Procedures and Job Site Reviews**



IMPROVING CONSTRUCTION PRODUCTIVITY

(Jim Adrian's 4 Hour In-House Seminar)

Four DVD's (4 Hours), Workbook, Quizzes, Solutions



Improving Construction Productivity: A Four Hour Self Study Seminar Item PD3: 4 DVDs (4 Hours), Workbooks, Quizzes, Solutions \$495.00

This four hour DVD self-study program and accompanying workbook presents the acclaimed Improving Construction Productivity seminar that Dr. Adrian has given to thousands of practitioners at conventions and in-house for hundreds of construction firms; small and large. Now you can get the same seminar on DVDs with Power Point slides, construction clips, and Dr. Adrian's presentation on screen. You can use the DVDs for a self-study seminar, or you can project the DVDs onto a screen or TV set and conduct your own in-house productivity improvement seminar. The purchase of the program entitles you to print multiple copies of the workbook that is on the CD such that multiple individuals can participate in an in-house seminar / workshop.

In addition to learning the importance of construction productivity, and how as little as a five percent increase in productivity can double project profits, you will learn step by step procedures for implementing a practical job site productivity improvement program. Included in topics presented are:

- How productivity is defined and improved
- The importance of the job site supervisor in increasing productivity
- How a small percent increase in productivity multiplies project profitability
- How to use pre-planning to enable a productive construction phase
- How to implement effective personnel management practices
- How to use the Method Productivity Delay Model for measuring productivity defects
- How to implement a material management program to minimize unnecessary material handling
- How to implement a defect reduction program
- How to develop equipment management procedures to increase method productivity
- How to use practical planning and scheduling initiatives
- How to use productivity variation as a means of benchmarking improvement potential
- How to develop supervisor and worker pride to make a "job look like a firm"
- How to effectively close out projects without losing productivity and incurring profit fade.

This is a must 4 hour program for construction firms and supervisors. The program will enforce the premise that the best profit center is not the project you are bidding, but the project you already have.
NOTE: This program is not part of the 42 DVD Construction Productivity semester course (item PD1)

EFFECTIVE CONSTRUCTION SUPERVISION (Skills To Increase Job Site Productivity)

3 - Four Hour DVD Self Study Courses

(Purchase Separately or Save \$'s with the Entire Series)

Studies done by Dr. Adrian indicate that the construction supervisor makes on the order of 50+ decisions a day that affect project success. This series of 12 hours of DVDs are focused on providing the construction supervisor the skills and leadership needed to effectively manage the project. The effective supervisor makes a difference in the outcome of each and every project. This series of self-study programs will empower your supervi-

Skills to be an Effective Construction Supervisor

Item PD4: 4 DVDs, Workbooks, Quizzes, Solutions **\$495.00**

Learn fundamental and essential supervisor leadership skills; real life examples.



- DVD 1 Demonstrating Pride and Productivity as a Supervisor
- DVD 2 Learning Effective Supervisor Leadership Skills
- DVD 3 Supervisor Time Management and Setting Priorities
- DVD 4 Applying Proper Ethics as a Supervisor
- CD: Workbooks, Quizzes, Solutions

Construction Supervisor Motivational and Communication Skills

Item PD5: 4 DVDs, Workbooks, Quizzes, Solutions **\$495.00**

Learn how to motivate and communicate to your craft workers, management team, and subs



- DVD 1 Applying Classical Motivational Theories
- DVD 2 Understanding and Satisfying the Needs of Your Workers
- DVD 3 How to Motivate Your Management Team
- DVD 4 Communication Skills for the Supervisor
- CD: Workbooks, Quizzes, Solutions

Tracking and Improving Construction Supervisor Skills

Item PD6: 4 DVDs, Workbooks, Quizzes, Solutions **\$495.00**

Learn how to be pro-active and learn how to track and improve your skills and project indicators



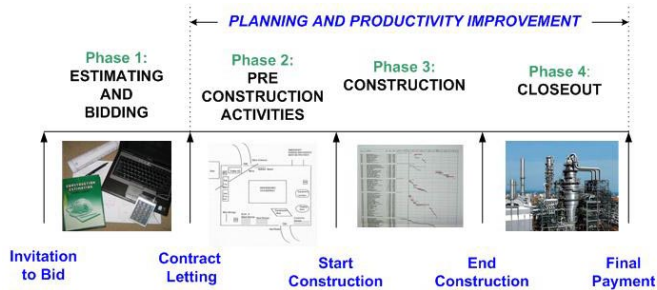
- DVD 1 How to Resolve Worker Conflicts
- DVD 2 Five Pro-Active Actions for Supervisors
- DVD 3 Supervisor Skills: How to Improve
- DVD 4 Tracking Project Success Indicators and Keeping a Supervisor Resume
- CD: Workbooks, Quizzes, Solutions

ITEM PD7: (all three above programs (PD4, PD5, PD6) \$1,195.00 (save \$300)



PLANNING AND PRODUCTIVITY IMPROVEMENT

Four DVDs (4 Hours), Workbook, Quizzes, Solutions



Planning and Productivity Improvement: A Four Hour Self Study Seminar Item PD8: 4 DVDs (4 Hours), Workbooks, Quizzes, Solutions \$495.00

One of the main defects that negatively impacts productivity is the lack of formalized project planning in the pre-construction phase of a project, during the construction phase, and during the project close out phase. Lack of formalized on paper planning leads to excess project delays, waiting, worker frustration, and low quality of work. In this set of DVDs you will learn practical planning and scheduling procedures that can enable required work tasks to be completed on time, on budget, and with high quality.



DVD #1 Project Pre-Planning and Productivity

Learn how the consistent use of project pre-planning procedures such as preparing and evaluating alternative job layouts; identification of vital work activities that dictate project cost, schedule, and risk; and the transformation of the estimate into production goals can set the productivity pace of a project during the construction



DVD #2 Planning Tomorrow's Work Today and the Look Ahead Schedule

Learn why it is important to plan tomorrow's work today and to set the quantity of work goals, and ready resources to enhance productivity. Learn the importance of using a formal process to look ahead several weeks to identify long lead ideas and to take steps to provide necessary resources to enable productivity goals to be met.



DVD #3 Using the Master Project Schedule to Increase Productivity

Learn the relationship between productivity and the scheduling of project resources to include labor craft resources and equipment. Learn how the use of project schedule float can enable the setting out and implementation of a project schedule that best utilizes available resources to attain productivity goals.



DVD #4 Maintaining Project Productivity During the Close out Phase

Learn how to avoid decreased labor productivity during the final stages of a project to include the close out phase of the project. Learn the causes of project profit fade and how to take steps to reduce or eliminate the reasons for productivity decreases.

CD: Print out workbooks (one for each DVD), quizzes, and solutions

MODELS FOR MEASURING AND IMPROVING WORK METHOD PRODUCTIVITY

3 - Four Hour DVD Self Study Courses

(Purchase Separately or Save \$'s with the Entire Series)

The knowledge and use of production models can aid the construction supervisor to analyze and improve the productivity of existing construction methods. Models are like a tool box of wrenches, screwdrivers, etc. While you will not use them all the time, the construction supervisor's knowledge of the models will enable the supervisor to use the correct model at the appropriate time and be pro-active in seeking work improvement. The models covered by these DVD self study programs are practical; easy to learn, and easy to use. The models presented will enable the supervisor to calculate benefit and costs of proposed work method changes.

Sampling Models for Measuring Productive Work States and Value Added

Item PD9: 4 DVDs, Workbooks, Quizzes, Solutions **\$495.00**

Learn practical tools for benchmarking and improving the work states of labor and equipment .



DVD 1: Production Rating Factor Models

DVD 2: Work Sampling Model

DVD 3: Crew Balance Model

DVD 4: Flow Diagram and Process Chart Models

CD: Workbooks, Quizzes, Solutions

Productivity Measurement and Improvement: Production Cycle Models

Item PD10: 4 DVDs, Workbooks, Quizzes, Solutions **\$495.00**

Learn models that will quantify productivity improvement potential for repetitive cycle processes.



DVD 1: Time Study Model

DVD 2: MPDM (Method Productivity Delay Model)

Note: Invented by Dr. Adrian

DVD 3: MPDM: A Workshop (analyze data from a construction film)

DVD 4: The Learning Curve Model

Productivity Measurement and Improvement: Transportation Models

Item PD11: 4 DVDs, Workbooks, Quizzes, Solutions **\$495.00**

Learn models that will aid in the analysis of work methods that require interdependent resources.



DVD 1: Queuing or Waiting Line Model

DVD 2: Simulation Model for Studying Interdependent Production

DVD 3: Hauling Models

DVD 4: The Transportation Model: Linear Programming Model

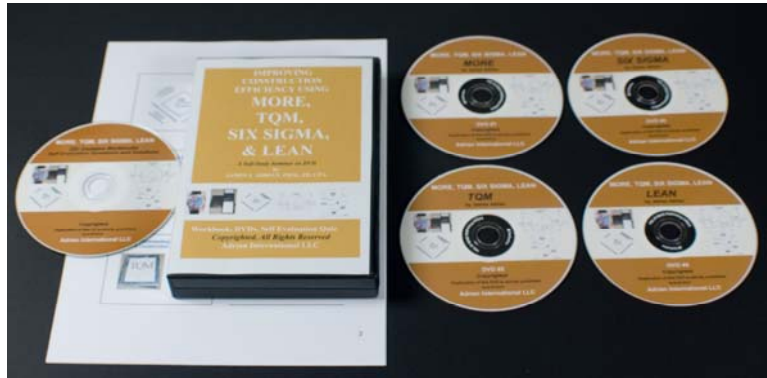
CD: Workbooks, Quizzes, Solutions

ITEM PD12: (all three above programs (PD9, PD10, PD11) \$1,195.00 (save \$300)

MORE, TQM, SIX SIGMA AND LEAN

Applications for Improving Construction Productivity

Four DVDs (4 Hours), Workbook, Quizzes, Solutions



MORE, TQM, Six Sigma, LEAN: A Four Hour Self-Study Seminar

Item PD13: 4 DVDs (4 Hours), Workbooks, Quizzes, Solutions \$495.00

The four hour DVD program and accompanying workbooks cover current day management processes that are being utilized by construction organizations to increase productivity, quality, and profits. Dr. Adrian explains MORE, a process he has promoted for twenty plus years. He also removes the theory and explains practical applications of the related practices of TQM, SIX SIGMA, and LEAN to construction projects.



DVD #1 MORE: Using Measurement, Opportunity, Risk, Expect Cost
Learn the process for which Dr. Adrian has given hundreds of in-house seminars on how to use his innovative 10 step MORE program to increase efficiency and productivity throughout the work process.



DVD #2 TQM: Total Quality Management
Learn how to utilize TQM concepts to implement on-going improvement and target zero defects. Learn the six measurement techniques that aid the improvement of quality and processes.



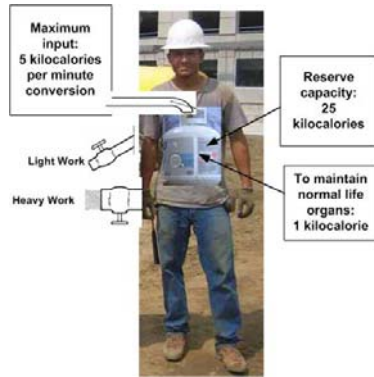
DVD #3 SIX SIGMA: Improvement Through Statistical Concepts
Many companies have implemented Six Sigma to improve profitability and productivity. Learn how the process can be applied to the construction process to yield improvement in operations.



DVD #4 LEAN: Eliminating Waste and Improving Efficiency
Learn concepts that grew out of applications to the manufacturing process. Learn how to eliminate the seven defects that are characteristic of work processes and learn how to improve processes by planning and using a stream value approach.

UNDERSTANDING A WORKER'S ABILITY TO DO WORK

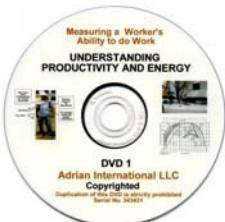
Four DVDs (4 Hours), Workbook, Quizzes, Solutions



PRODUCTIVITY IMPROVEMENT

Understanding A Worker's Ability to do Work: A Four Hour Self-Study Seminar Item PD14: 4 DVDs (4 Hours), Workbooks, Quizzes, Solutions \$495.00

Understanding a worker as an energy producing entity is relevant to productivity and the safety concerns of the construction organization. It is also especially important to understanding how productivity of a worker is affected by factors such as overtime, adverse weather, work space area, etc. In this program you will learn different methods of quantifying lost worker productivity caused by factors outside the control and responsibility of the firm; how to quantify impact on cost as well as schedule.



DVD #1 MODELING A WORKER'S ABILITY TO DO WORK

Learn how human factor engineering and ergonomics enable one to measure how much energy a worker expends to perform various construction work tasks. Learn the importance between energy, worker performance, and safety.



DVD #2 FACTORS THAT AFFECT A WORKER'S ABILITY TO DO WORK

Learn how various external factors such as overtime, hot or cold temperature, and work space affect worker productivity. Learn typical ranges of lost productivity caused by these and other external factors.



DVD #3 QUANTIFYING LOST PRODUCTIVITY DUE TO EXTERNAL IMPACT FACTORS

Learn different methods for quantifying the lost productivity caused by external factors on the construction worker. Learn the advantages and disadvantages of each of the methods.

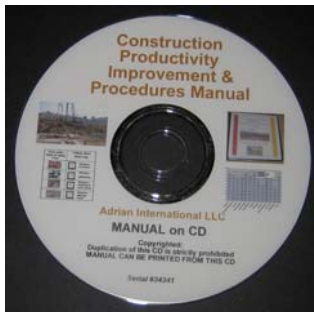
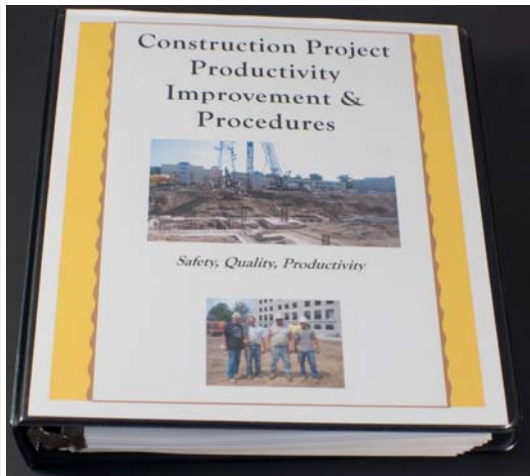


DVD #4 IMPACT OF LOST PRODUCTIVITY ON SCHEDULE

Learn how to quantify the impact of lost worker productivity caused by external factors on the overall project schedule. Learn how to calculate the extended project duration

CONSTRUCTION PRODUCTIVITY IMPROVEMENT AND PROCEDURES MANUAL

A "How To" Procedures Manual for Implementing Consistent Procedures on Each Project



Multiple copies of the Procedures Manual can be printed from the CD for use by the firm. This is a "HOW TO" manual.

TABLE OF CONTENTS

Introduction	1	The Importance of Productivity Improvement
	2	Common Defects That Limit Construction Productivity
Preconstruction	3	Pre-construction Checklist
	4	Identification of Potential "Killer Clauses"
	5	Hand Off of Estimate
	6	Production Budgeting: The Vital Few and The Useful Many
	7	Pre-planning a Productive Job Layout
	8	Project Organizational and Functional Structure
Construction	9	Personnel Management: Motivating the Work Force
	10	Focus on a Defect for Improvement
	11	Benchmarking Best Practices
	12	Planning and Scheduling
		a. Planning Tomorrow's Work Today: Short Interval Scheduling
		b. Secondary Backup Plan
		c. Planning: Use of a One to Four Week Look Ahead Schedule
		d. Planning Supervisor Time
	13	Work Day Policies
	14	Safety Policies
	15	Subcontractor Management
Close Out	16	Change Order and Claims Process
	17	Claims Management
Audit	18	Historical Data, Post Job Meeting
	19	Job Audit

Construction Productivity Improvement and Procedures Manual

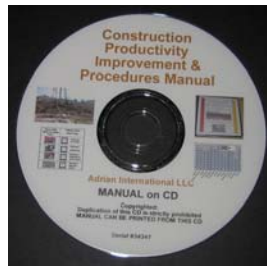
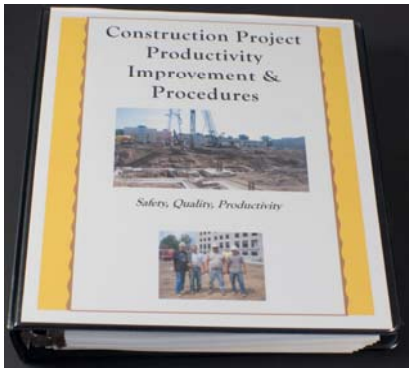
Item PD15: Procedures Manual on a CD \$225.00

Objective and Use of the Productivity Improvement and Procedures Manual

Construction supervisors are and should be empowered to make numerous decisions each day at the job site. However, the supervisor should not be empowered to set their own policies and procedures. The use of set out policies and procedures from one project to the next helps ensure consistency which leads to quality, which in turn can lead to productivity increases. Most firms have a safety policy manual and perhaps an employment policy manual. However few have a productivity improvement procedures manual. The end result is that the firm often lacks a formalized process or guide that the job site supervisor can follow to address the productivity issue. The Construction Productivity Improvement and Procedures Manual developed by Dr. Adrian provides for standardized procedures, lists, and forms that each supervisor can use. The entire Procedures Manual can be printed from the CD. Included are checklists, flowcharts, and forms to be used by the construction organization. It is in WORD format such that the construction firm can use it as is, or can make modifications to serve their specific needs. Once adapted, the construction organization can conduct job reviews to evaluate project team compliance with the set out procedures. The premise is that if project teams are following agreed to procedures, then the project goals of time, cost, quality, and safety will be attained.

CONSTRUCTION PRODUCTIVITY IMPROVEMENT AND PROCEDURES MANUAL

*Procedures Manual and
Four DVDs (4 Hours), Workbook, Quizzes, Solutions*



PRODUCTIVITY IMPROVEMENT

Construction Productivity Improvement and Procedures Manual And 4 DVD (4 Hours) Accompanying Self-Study Course

Item PD16: Procedures Manual on a CD & 4 DVD Program \$595.00

In addition to the Construction Productivity Improvement and Procedures Manual that can be printed from the CD, this item also includes a four DVD (four hour) self-study program by Dr. Adrian whereby he explains the use of each section of the Procedures Manual as well as the benefit of using each section. The Procedures Manual on the CD is the same Procedures manual that can be purchased as Item PD15. Item PD16 includes the manual as well as a four hour DVD program that explains the use of the various sections.

DVD #1 THE NEED FOR A JOB SITE PROCEDURES MANUAL

Variation in job profits, job productivity, accidents, and quality issues are the result of inconsistent supervisory practices in running projects. This DVD will explain why it is important to empower the supervisor to make decisions but at the same time use consistent company job site management procedures to ensure quality and productivity improvement. The program promotes consistent procedures, compliance with the procedures, while enabling the supervisor to be creative and a decision maker.

DVD #2 PRE-CONSTRUCTION PROCEDURES

Learn specific procedures to be implemented during the pre-construction phase of a project to ensure that each project is properly pre-planned.

DVD #3 CONSTRUCTION PHASE PROCEDURES

Learn the importance of using agreed to construction procedures for each and every project to include using the same planning and scheduling procedures and forms, record keeping procedures and forms, etc.

DVD #4 PROJECT CLOSE OUT PROCEDURES AND JOB REVIEWS

Learn the importance of using specific project close out procedures to ensure that projects close profitably and consistently. A job site review audit process is presented to ensure project compliance with procedures.

JIM ADRIAN'S CONSTRUCTION PRODUCTIVITY IMPROVEMENT NEWSLETTER

Written Bimonthly for Twenty-Four Years for Subscribers

Subscribe, Purchase Past Issues, Purchase Individual Issues



Jim Adrian's Construction Productivity Improvement Newsletter



Item PN1: Annual INTERNET Subscription **\$58.00 / year**
(Note: Delivered via email via the INTERNET)

You receive the bimonthly newsletter via email which enables you to read the issues via your computer screen and print hard copies for future reference. The practical topics covered will not become outdated.



Item PN2: Past Issues on a CD (Issues #12.6 thru #24.2) **\$225.00**
 The CD contains all the issues listed on the right (over 60 issues). Each issue covers a topic that will enable the construction supervisor and firm to increase job site productivity via focusing on opportunity and innovation to reduce non-productive time for both labor and equipment.



Item PN3: Individual Issues of Productivity Newsletter **\$15.00 each**
 Each issue listed on the right is available in either hard copy or electronically. When placing your order either copy the page on the right and check the issue(s) you are ordering or indicate the issue number(s) with your order.



Item PN4: Issues forwarded to all company supervisors **\$995/year**
 Provide us the names and emails of the individuals that you want to receive the bimonthly newsletter. We will forward the newsletter to up to 100 company individuals directly via the INTERNET to their email addresses.

Each issue has the objective of providing the reader the following:

- Innovation and creativity to implement new procedures and practices to improve job site productivity
- Practical procedures and best practices Dr. Adrian has observed or helped implement with his construction industry clients
- Improvement of job site productivity by focusing on opportunities, pride in construction, and pro-active supervisor actions.

AVAILABLE PAST ISSUES

12.6 ___ Improving Construction Productivity (Part I)	18.5 ___ Continuous Education: The Key to Productivity Increases
13.1 ___ Improving Construction Productivity (Part II)	18.6 ___ Ten New Themes for Productivity Improvement (Part 1)
13.2 ___ Improving Construction Productivity (Part III)	19.1 ___ Ten New Themes for Productivity Improvement (Part II)
13.3 ___ Planning a Productive Jobsite Layout	19.2 ___ Managing Subcontractors by Forcing Them to Manage Themselves
13.4 ___ Measuring Productivity Benefits	19.3 ___ How Much and What Type of Supervision is Best for Productivity Improvement
13.5 ___ The Ten Deadly Sins of the Construction Process: Aiming for Zero Defects	19.4 ___ Supervisor Best Practices for Productivity Improvement
13.6 ___ The Effective Supervisor: A Manager of Cost, Time, and Risk Management	19.5 ___ The Impact of Temperature on Construction Productivity
14.1 ___ Quantification of Lost Productivity	19.6 ___ The Impact of the Loss of Learning on Construction Productivity
14.2 ___ Benchmarking: A Key Element to Improving a Process	20.1 ___ The Seven Sins of the Construction Process
14.3 ___ Improving Construction Productivity by Risk Analysis and Process Analysis	20.2 ___ Monitoring Dashboard Gauges to Reduce Productivity Defects
14.4 ___ Total Quality Management (TQM) Defined	20.3 ___ Leadership Skills for Productivity Improvement
14.5 ___ Ten Skills of the Effective Supervisor	20.4 ___ Nighttime Construction: Is It Cost Effective?
14.6 ___ "MORE" A New Approach to Improving Construction Productivity	20.5 ___ Impact of Out of Sequence Work on Productivity
15.1 ___ Using the Cost Method to Prove Lost Labor Productivity	20.6 ___ Keeping a Proactive Construction Supervisor Resume
15.2 ___ Methods of Quantifying Alleged Lost Labor Productivity	21.1 ___ Construction Productivity Quiz
15.3 ___ Types of Schedules to Illustrate Project Delays and Productivity Impact	21.2 ___ Five Proactive Things To Do When Visiting a Job Site
15.4 ___ Critiquing the Firm's Estimating and Scheduling Process	21.3 ___ Modeling Productivity for Improvement
15.5 ___ Critiquing the Firm's Control System and Productivity Programs	21.4 ___ Implementing a Best Proactive Program for Productivity Improvement
15.6 ___ Acceleration of the Construction Process: Impact on Productivity	21.5 ___ Change Order Impact on Cost, Schedule, and Productivity
16.1 ___ Increasing Construction Equipment Productivity (Part 1)	21.6 ___ Planning the Work Day of the Supervisor
16.2 ___ A Ten Point Program to Increasing Construction Equipment Productivity (Part 2)	22.1 ___ What the Supervisor Needs to Know About Change Orders
16.3 ___ New Job Site Signs to Increase Productivity	22.2 ___ Cold Weather: Impact on Productivity
16.4 ___ Increasing Productivity by Identifying Profit Centers	22.3 ___ Enjoy Work and Improve Productivity
16.5 ___ Understanding a Worker's Ability to do Work	22.4 ___ Cumulative Productivity Impact
16.6 ___ Challenging the Work Method for Improvement: Seven Questions	22.5 ___ Re-Engineering the Accounting System to Improve Productivity
17.1 ___ Planning and Scheduling and Productivity Improvement (Part 1)	22.6 ___ To Work Overtime or Not: Charts to Help You Make the Decision
17.2 ___ Increasing Construction Productivity with Scheduling (Part 2)	23.1 ___ MINUTES MATTER: The Key to Improving Productivity
17.3 ___ Planning Tomorrow's Work Today	23.2 ___ Conducting a Job Site Audit
17.4 ___ Pre-Planning: Making Better Use of the Dormant Phase	23.3 ___ Supervision and Leadership
17.5 ___ Improving Construction Productivity by Eliminating an Impact	23.4 ___ Defect Analysis, TQM, Six Sigma, and Lean Demystified
17.6 ___ Ten Reasons Why You Should Convince Your Son or Daughter to be a Construction Supervisor	23.5 ___ Work Force Development and Retaining Workers
18.1 ___ Selecting the Most Productive Use of Equipment: Buy or Rent	23.6 ___ Control Systems; Today and Tomorrow
18.2 ___ Change Orders: How They Affect Time and Cost	24.1 ___ Motivating Today's Workforce
18.3 ___ Implementing New Technology to Improve Construction Productivity	24.2 ___ Time for Some Good News! Innovations That Have Improved Construction Productivity
18.4 ___ The Quality Audit: Increasing Productivity by Adopting Consistent Practices	

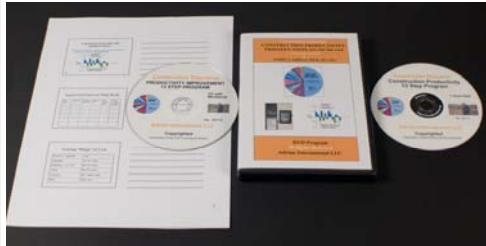


PRODUCTIVITY IMPROVEMENT

One Hour DVDs Self-Study Short Courses

Workbook, Quizzes, Solutions

Increasing Construction Job Site Productivity: A Thirteen Point Program Item PD17: DVD, Workbook, Quiz, Solutions **\$135.00**



In this fast paced one hour DVD self-study program, you will learn the following”

- The importance of productivity improvement
- How a small increase in productivity can significantly increase profits
- Thirteen separate productivity initiatives to increase project productivity

Each of the thirteen steps or initiatives offer the construction firm a practical approach to productivity improvement that can decrease project cost while maintaining project quality and safety. Included in the 13 point program are topics planning steps, personnel management practices, measurement models, and material and equipment management.

MORE: A New Approach to Increasing Job Site Productivity by James Adrian Item PD18: DVD, Workbook, Quiz, Solutions **\$135.00**

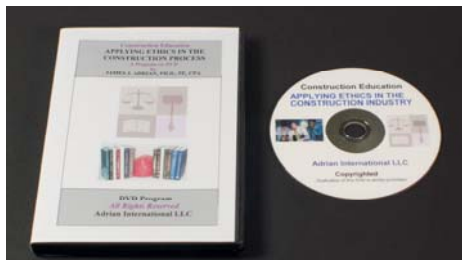


For some thirty plus years, Dr. Adrian has been promoting the improvement of construction productivity via the use of the innovation and new approaches to include:

- Measurement
- Defect reduction
- Variation and risk analysis
- Process management
- Benchmarking best practices

He has combined these approaches to productivity improvement into a management approach he refers to as MORE (measure, opportunity, risk management, and estimating of cost). In this DVD, he explains the steps required to implement MORE and increase productivity.

Ten Reasons Why You Should Encourage Your Son or Daughter to be a Construction Supervisor Item PD19: DVD, Workbook **\$135.00**



To be productive, it helps to be proud of what you do. Perhaps no one should be more proud of what they do than the construction supervisor. The typical construction supervisor make numerous decision every day that impacts project time cost (productivity), quality, and safety. Even given the many challenges that confront the supervisor, to include a high dependence on craft labor, managers, and subcontractors; numerous material deliveries; equipment; and a variable environment; the supervisor somehow completes the many buildings, bridges, highways, and residential units one sees in each and every city. The supervisor has every right to be proud; pride enhances productivity. This DVD explains at least ten reasons why the supervisor should be proud! It will help motivate your supervisors.

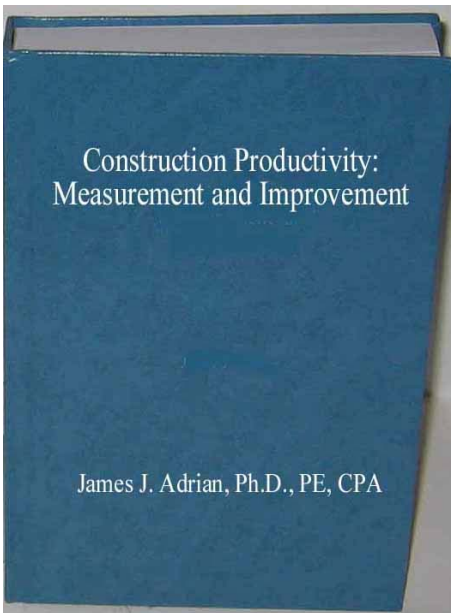
TOOLS FOR INCREASING PRODUCTIVITY

Books, Supervisor Tools

Construction Productivity: Measurement and Improvement by James J. Adrian
Item PN5: Hard Cover Books, 18 Chapters, 558 pages \$59.95

The eighteen chapters provide state of the art construction productivity measurement and improvement knowledge. The book is the 4th edition / revision of the textbook that has been used by universities and practitioners as the benchmark on topic. Chapters include lists and forms for implementation as well as exercises after each of the chapters that enable the reader to apply chapter topics.

Latest Construction Productivity Book by Dr. Adrian
Construction Productivity: Measurement and Improvement



CHAPTERS

1. Construction Productivity: An Introduction
2. Productivity and the Project Owner
3. Productivity and Design
4. The Construction Firm's Need to Increase Productivity
5. Job Site Productivity Organizational Structure
6. The Role of the Supervisor in Productivity Improvement
7. Personnel Management and Productivity
8. Labor Productivity Standards
9. Construction Productivity: Scientific Models
10. Total Quality Management and "MORE"
11. Change Orders and Productivity
12. Impact Factors that Affect Productivity
13. Quantifying Lost Productivity
14. Construction Productivity and Equipment
15. Project Planning, Scheduling, and Productivity
16. Estimating, Cost Control and Productivity
17. Managing Subcontractor Productivity
18. Using New Technology to Improve Productivity

Minutes Matter: Supervisor Notepad and Wrist Watch

Item PN6: Minutes Matter Notepad and Calculator \$17.95 each

Item PN7: Minutes Matter Wrist Watch \$29.95 each

Item PN8: Minutes Matter Notepad, Calculator, Wrist Watch \$39.95 each



It is critical that the on-site supervisor and the crew members have a hard hat, work shoes, safety glasses, and a vest on while performing construction work. These are accepted "tools" of the trade.

However, Dr. Adrian has taught thousands of supervisors at his seminars that they must also carry "tools for increasing construction productivity". These tools include a wrist watch, a notepad, and a calculator. They are essential tools of the proactive construction supervisor. By having a wrist watch, notepad (with pencil), and a calculator, the on-site supervisor can benchmark best practices, take measurement of productivity variation to focus on causation, do cost benefit analysis, and prepare "to do" reminder lists.



CONSTRUCTION CONTRACTS, CHANGES, AND CLAIMS

Semester Course - 42 Hour / DVD's - Self Study Course



CONSTRUCTION CONTRACTS, CHANGES, AND CLAIMS:

42 Hours / DVD's Semester Course

ITEM: DVD CD1: 42 DVDs, Workbooks on CDs, Quizzes, Solutions \$4,495.00

The understanding and application of the construction contract is an essential part of a successful construction project. In this comprehensive 40 plus hour self study course, you will learn the essential components of the construction contract, requirements of a valid contract, and what to look for in each of the contract documents to include the special conditions, drawings, and specifications. You will learn contract strategies for fixed fee, unit price, and cost plus contracts. The course also provides training for the effective and timely management of change orders to the contract and how to quantify and win construction disputes and claims.

I. FACTORS THAT SHAPE CONSTRUCTION CONTRACTS

Learn the unique aspects of the construction industry and process that shape construction contract relationships, contracts, and contract administration.

DVD I.1 Construction Industry Characteristics

DVD I.2 Unique Industry Characteristics that Shape Construction Contracts

II. UNDERSTANDING CONSTRUCTION CONTRACTS

Learn the requirements for a valid construction contract to include unique construction industry issues such as the importance of the contract documents, the type of contract relationship between two entities, and unique contracts such as fixed fee, unit price, and cost plus contracts.

DVD II.1 Requirements for a Valid Contract

DVD II.2 Consideration, Legal Subject Matter, and Competent Parties

DVD II.3 Contract Documents: Specifications and Drawings Including CAD and BIM

DVD II.4 Contract Completion: Performance, Bonds, Retainer, Liens

DVD II.5 AGC, AIA, Consensus Contract Comparisons

DVD II.6 Project Delivery Systems: GC, CM, Design Build

DVD II.7 Independent Contractor, Agency, and Subcontractor Contracts

DVD II.8 Strategies for Fixed Fee, Unit Price, and Cost Plus Contracts

III. CONTRACT ADMINISTRATION: ESTIMATING, SCHEDULING, AND CONTROL

This series of lectures will provide you the basics of contract administration to include how an understanding of how the contract affects contract administration tasks

- DVD III.1 Integrated Contract Administration: Estimating, Planning, and Control
- DVD III.2 Cost Accounting for Construction
- DVD III.3 Contract Administration: Labor, Material, and Subcontractor Costs
- DVD III.4 Contract Administration: Equipment and Overhead Costs
- DVD III.5 Project Estimating
- DVD III.6 Planning and Scheduling
- DVD III.7 Productivity Management and Improvement
- DVD III.8 Project Control

IV. CONSTRUCTION CONTRACT FINANCIAL MANAGEMENT

Learn the importance of contract financial management to include a layman's understanding of financial accounting, percent complete calculations, and the significance of the financial audit.

- DVD IV.1 Unique Financial Accounting Aspects of Construction
- DVD IV.2 Understanding the Financial Statements Via an Equation
- DVD IV.3 Revenue Recognition Methods
- DVD IV.4 Understanding Journals, Ledgers, and Financial Statements
- DVD IV.5 Example Audit of Construction Contracts and Contractors
- DVD IV.6 Understanding Important Financial Ratios
- DVD IV.7 Financial Analysis and Management Audits
- DVD IV.8 Valuation Analysis

V. CONTRACT CHANGE ORDERS AND CLAIMS

Learn types and reasons for change and learn how to spot, manage, and quantify the cost and schedule impact of changes on the base bid contract. Learn how to manage, quantify and win construction claims to include quantifying lost productivity, overhead, and schedule impact.

- DVD V.1 Change Orders: Causes and Types
- DVD V.2 Contract Clauses for Change Orders and Killer Clauses
- DVD V.3 Impact of Changes on Productivity and Schedule
- DVD V.4 An Overview of Construction Claims
- DVD V.5 How to Quantify Non-Productivity Financial Damages for Changes and Claims
- DVD V.6 How to Quantify Lost Productivity Financial Damages for Changes and Claims
- DVD V.7 How to Quantify Schedule Impact for Changes and Claims
- DVD V.8 Case Studies: Changes and Claims

VI. CONTRACT CONFLICT RESOLUTION

Learn steps to prevent contract disputes. Learn how contract disputes are resolved favorably.

- DVD VI.1 How to Foresee and Prevent a Conflict
- DVD VI.2 The Partnering Process: A Proactive Approach
- DVD VI.3 Legal Processes for Resolving Disputes and Claims
- DVD VI.4 Witnessing a Construction Arbitration: Do's and Don'ts

VII. CURRENT DAY CONTRACT ISSUES

Learn how current environmental and regulatory issues affect the construction contract.

- DVD VII.1 Contracts and Requirements to Meet Preference Programs
- DVD VII.2 Green Construction and Sustainability
- DVD VII.3 Contract Issues with New Contracts; BIM, AIA, AGC
- DVD VII.4 Contract Ethics: Doing the Right Thing

CONSTRUCTION CONTRACTS, CHANGES, AND CLAIMS

3 - Four Hour DVD Self Study Courses
(Purchase Separately or Save \$'s with the Entire Series)



Dr. Adrian has over thirty-five years experience acting as an expert for construction industry clients on hundreds of small and large projects to include the Big Dig, LA Getty Museum, and London Underground railroad project. His testimony has successfully focused on the quantification of productivity losses, financial damages, and schedule impact. As an American Arbitration Association mediator and arbitrator, he has successfully mediated or arbitrated billions of dollars of construction disputes. In these 3 – four hour DVD programs he shares his experience, knowledge, and creativity to enable you to successfully manage your contracts, and change orders. He will illustrate keys to drafting, managing, and winning construction disputes and claims.

Construction Contracts, Changes, and Claims

Item CD2: (all three programs); Items CD3, CD4, and CD5

Workbooks, Quizzes, and Solutions

\$1,195.00 (save \$300)

Management of Construction Contracts and Changes

Item CD3: Four DVDs / Hours, Workbooks, Quizzes, Solutions \$495.00



The four hour program presents a working knowledge of contracts to include checklists to identify unique clauses, specific procedures for managing change orders, and how to quantify the impact of changes on project cost and schedule.

DVD#1 Construction Contracts: Unique Contracts

Learn required components for a valid contract, understand contract documents, and how contracts are completed.

DVD#2 Construction Contracts: Types of Contracts

Learn the unique features and advantages and disadvantages of lump sum, unit price, and cost plus contracts.

DVD#3 Construction Changes and Change Orders: Reasons and Types

Learn how to manage directed changes and constructive changes (changed working conditions). Learn how to quickly identify changes, notify, quantify, and negotiate change requests.

DVD#4 Quantifying the Cost and Schedule Impact of Changes

Learn how to quantify the productivity loss associated with change orders and how to quantify the impact on schedule.

Construction Disputes and Claims: How to Quantify and Win Item CD4: Four DVDs / Hours, Workbooks, Quizzes, Solutions \$495.00



The four hour program provides extensive coverage of how to quantify and “win” the financial damage component of the construction dispute/claim. You will learn how to quantify the largest and most disputed components of the typical claim to include lost labor and equipment productivity, overhead damages, and schedule impact.

DVD#1 Types of Disputes and Claims: Entitlement, Quantum, and Resolution

Learn the difference between the four types of disputes and claims. Learn the difference between entitlement and damages.

DVD#2 How to Quantify Financial Damages (Non- Productivity Losses)

Learn how to use the matrix provided to identify claims components and how to quantify each financial component.

DVD#3 How to Quantify Lost Craft Productivity

Learn methods of calculating lost labor craft productivity damages, and learn the factors and quantification of impact factors that negatively impact craft productivity.

DVD#4 Schedule Analysis for Disputes and Claims

Learn methods for quantifying the schedule impact of changes, added work, and changed work conditions.

Preventing and Resolving Construction Disputes and Claims Item CD5: Four DVDs / Hours, Workbooks, Quizzes, Solutions \$495.00



The four hour program presents approaches as to how to avoid a dispute and claim, and also how to effectively manage, participate in, and win a construction claim. Benefit from Dr. Adrian’s extensive experience in mediation, arbitration, and litigation. Watch, analyze, and learn from an example arbitration of a construction dispute.

DVD#1 How to Foresee and Prevent a Dispute or Claim: Warning Signs

Learn the early warning signs of construction disputes and claims to include work conditions and personality traits.

DVD#2 Partnering in Construction: Building a Team to Avoid Disputes

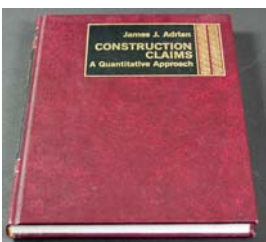
Benefit from Dr. Adrian’s experience and pro-active approach to partnering to reduce the potential for claims.

DVD#3 Legal Processes for Resolving Disputes and Claims

Learn the advantages and disadvantages of different methods of resolving disputes and learn tips for a favorable outcome at a mediation, arbitration and litigation process.

DVD#4 An Example Construction Arbitration

Watch and learn from observing a representative arbitration process to include attorneys and witness presentations.



Construction Claims: A Quantitative Approach by James J. Adrian

Item CN1: Textbook (Available in Soft cover), 305 pages. \$54.95

In addition to presenting reasons, types, and causes of various types of construction disputes and claims, the fourteen chapters illustrate how to quantify the three most important (and often largest dollar value amount claim components); lost craft productivity, equipment cost damages, and project and company overhead.

CONSTRUCTION ACCOUNTING AND FINANCIAL MANAGEMENT

3 - Four Hour DVD Self-Study Courses

(Purchase Separately or Save \$'s with the Entire Series)

The construction process, to include managing the project and the construction firm is one of managing assets and cash management. The effective supervisor and construction firm should have a layman's understanding of the accounting and financial topics; especially as to the uniqueness of these topics to the construction process. Dr. Adrian was an engineer before he obtained his accounting degree and CPA. As such, he is able to present the construction accounting topic in a non-accounting based presentation; i.e. a layman's presentation. In this series of 3 - four hour DVD self-study courses you will benefit from Dr. Adrian's experience in performing financial as well as management /operational audits and financial valuations of numerous construction firms. In addition, he was engaged by the American Institute of Certified Public Accountants to prepare training courses for the CPA professional as to how to perform services for contractors.

Construction Accounting and Financial Management

Item AD1: (all three programs); Items AD2, AD3, and AD4;

Workbooks, Quizzes, and Solutions \$1,195.00 (save \$300)

Cost Accounting Fundamentals for Managing Construction

Item AD2: Four DVDs / Hours, Workbooks, Quizzes, Solutions \$495.00



Cost accounting principles are important to understanding and preparing an accurate estimate and also for effective control of project time and cost. In this 4 hour DVD self-study program, cost accounting principles are explained using construction project examples. This program is focused on the construction supervisor, estimator, and accountant. Practical applications are illustrated in layman's language.

DVD#1 Cost Accounting Fundamentals and Types of Costs

Learn the basics of cost accounting to include direct and indirect costs, unit and total costs, and variable versus fixed costs.

DVD#2 Labor, Material, and Subcontractor Costs

Learn how the process of labor, material, and subcontractor costing flows through the accounting system of the firm.

DVD#3 Equipment and Overhead Costs

Learn how the process of equipment and job & company overhead costs flow through the accounting system of the firm.

DVD#4 Time Value of Money

Learn the importance of the time value of money and how it affects the cash management of the project and firm.

Financial Accounting for Managing Projects and the Construction Firm Item AD3: Four DVDs / Hours, Workbooks, Quizzes, Solutions \$495.00



Construction financial accounting can seem complex; debits, credits, reversing entries, etc. However, if presented in layman's language, it is no more than keeping track of a financial equation that expresses the firm assets as a function of the liabilities, net worth, revenue, and expense. The construction supervisor as well as construction firm employees will be more effective if they have a layman's understanding of the financial process.

DVD#1 Unique Factors Affecting Construction Financial Accounting

Learn industry unique factors to include dependence on external entities and the importance of job cost accounting.

DVD#2 Financial Equation of State: Financial Accounting in Layman's Language

Using a financial equation format, you will learn the entire financial accounting process in layman's language.

DVD#3 Revenue Recognition Methods

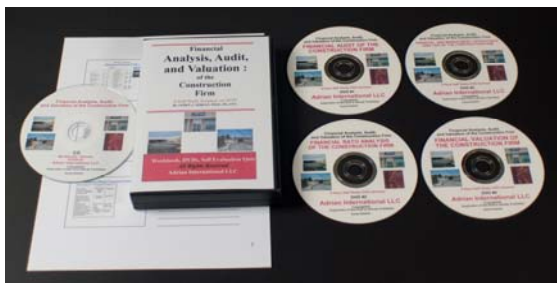
Learn the unique construction process that results in unique revenue recognition methods to include percentage completion.

DVD#4 Journals, Ledgers, and Construction Financial Statements

Learn in layman's language, how journals and ledgers work such that financial statements are prepared.

Financial Analysis, Audits, and Valuation of the Construction Firm

Item AD4: Four DVDs / Hours, Workbooks, Quizzes, Solutions \$495.00



Construction firms are unique in regard to their profit center (the project), and various financial processes and line items on their financial statements; e.g. over or under billings and work in process. In this program, using layman's language, you will learn how to critique and value the construction firm and construction project. You will also understand the purpose and steps that are performed to prepare a financial and operational audit.

DVD#1 Financial Audit of the Construction Firm

Learn in layman's construction firm and supervisor language the why's, how's, and what's of the financial accounting audit.

DVD#2 Financial Ratio Analysis of the Construction Firm

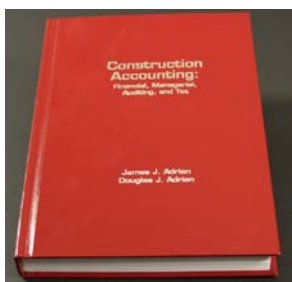
Learn the importance of various construction firm financial statement and project financial ratio's to external entities

DVD#3 Financial and Management Operational Audit of the Construction Firm

Learn how a management / operational audit of the construction firm and project can add more value than the financial audit.

DVD#4 Financial Valuation of the Construction Firm

Learn how to determine the financial value of the construction firm including income, balance sheet, and liquidation methods.



Construction Accounting by James J. Adrian

Item AN1: Textbook (Available in Hardcover), 419 pages. \$59.95

In addition to presenting a layperson's presentation of how financial accounting works for the construction project and organization, and the unique aspects of revenue recognition and the percentage of completion method; the book also covers cost accounting, and the managerial and financial audit of the firm.

CONSTRUCTION COST ESTIMATING

Semester Course—42 Hour / DVD's Self Study Course



CONSTRUCTION COST ESTIMATING: 42 DVD / HOUR Semester Course
ITEM: DVD ED1: 42 DVDs, Workbooks on CDs, Quizzes, Solutions \$4,495.00

Construction cost estimating is an essential component of a successful construction firm and project. This extensive estimating course reflects Dr. Adrian's recognized innovative, and practical approach to cost estimating. Dr. Adrian, has been recognized by the National Society of Professional Estimators as one of the world wide experts on construction estimating. This 42 DVD / hour course reflects the semester class he has taught on construction estimating to students and practitioners for thirty-five years; each year incorporating new methodologies, technology, and strategies for improving the accuracy and efficiency of the overall construction estimate and bid.

I. INTRODUCTION TO CONSTRUCTION ESTIMATING: PROJECT OWNER, DESIGNER, AND CONTRACTOR

Learn the purpose of each estimate prepared during a construction project; to include the project owner feasibility estimate, the design phase conceptual estimate, the construction contractor bid estimate, the percent complete estimate for interim billings, and the final estimate to determine final payment.

- DVD I.1 Five Cost Estimates: From Project Conception to Completion**
- DVD I.2 Themes for Improving the Construction Estimate**
- DVD I.3 Productivity Fundamentals for Cost Estimating**
- DVD I.4 Productivity Models for Cost Estimating**
- DVD I.5 Cost Accounting Fundamentals for Cost Estimating**
- DVD I.6 Time Value of Money Concepts for Cost Estimating**
- DVD I.7 Project Owner Project Feasibility Estimate: Input Information**
- DVD I.8 Project Owner Project Feasibility Estimate: Estimate Calculations**
- DVD I.9 Designer Estimates**
- DVD I.10 Appraisal Estimates for Existing Projects**

II. CONSTRUCTION CONTRACTOR ESTIMATING: IMPROVING THE ACCURACY AND EFFICIENCY

This series of DVDs reviews, critiques, and provides procedures and forms to improve each step of the construction contractor bid estimate. While the program focuses on understanding the current day practices of construction firms, the emphasis is on improvement and using new processes focused on improving the accuracy and profitability of the estimate and bid.

- DVD II.1 Construction Contractor Estimate: Overview
- DVD II.2 Contract Document Review
- DVD II.3 Project Site Review and Drawing Take-Off
- DVD II.4 Estimating Material Costs and Subcontractor Costs
- DVD II.5 Labor Craft Cost Estimating: Productivity and Labor Rates
- DVD II.6 Equipment Cost Estimating
- DVD II.7 Estimating General Condition and Company Overhead Costs
- DVD II.8 Profit Strategy and Bidding
- DVD II.9 Change Order Cost Estimating
- DVD II.10 Percent Complete Estimates
- DVD II.11 Integrated Project Estimating, Scheduling, and Cost Control
- DVD II.12 Computerized Construction Cost Estimating
- DVD II.13 Estimating Cash Flow: Budgeting

III. COST ESTIMATING SPECIFIC WORK AND MATERIALS

Learn how to take-off and cost specific types of work required on various projects to include general contractor and specialty type work. The emphasis is on estimating labor and equipment.

- DVD III.1 Quantity Take-Off of Site Work
- DVD III.2 Cost Estimating for Site Work
- DVD III.3 Cost Estimating of Concrete Mix Design
- DVD III.4 Cost Estimating Non-Paving Concrete Work
- DVD III.5 Cost Estimating for Pavement
- DVD III.6 Cost Estimating for Masonry Work
- DVD III.7 Cost Estimating for Structural Steel Work
- DVD III.8 Cost Estimating for Rough Carpentry Work
- DVD III.9 Cost Estimating for Interior Walls
- DVD III.10 Cost Estimating for Exterior Walls
- DVD III.11 Cost Estimating for Roofing Work
- DVD III.12 Cost Estimating for Plumbing Work
- DVD III.13 Cost Estimating for Electrical Work
- DVD III.14 Cost Estimating for HVAC Work
- DVD III.15 Cost Estimating for Repair Work

IV. CONSTRUCTION COST ESTIMATING WITH COMPUTERS

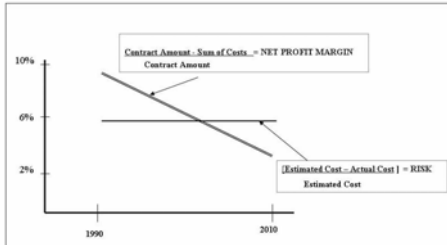
Practical and cost effective computer contractor estimating applications are demonstrated.

- DVD IV.1 Using Microsoft EXCEL for Construction Cost Estimating
- DVD IV.2 Using Microsoft ACCESS for Construction Cost Estimating
- DVD IV.3 Industry Computer Software: TIMBERLINE for Building Construction
- DVD IV.4 Industry Computer Software: HCSS for Heavy Construction



HOW TO PREPARE A CONTRACTOR COST / BID ESTIMATE

12 Hour DVD Self Study Course



Studies indicate that the typical bid estimate varies by plus or minus six percent from the actual cost the contractor incurs to construct the project. This is troublesome given that the typical profit margin is less than six percent. The end result is that the construction firm must prepare more accurate estimate /bids. This 12 hour DVD program has the objective of aiding the construction firm to improve the efficiency and accuracy of the construction estimate and bid.

HOW TO PREPARE A CONTRACTOR COST / BID ESTIMATE

ITEM: ED2: 12 DVD / Hours, Workbooks on CDs, Quizzes, Solutions \$1,195.00



DVD #1 Construction Contractor Estimate: Overview

The construction estimate is a prediction of the actual costs to construct a project. The estimate includes the estimate of labor craft costs, material costs, equipment costs, subcontractor costs, and job related (general condition) and company overhead. This DVD will focus on the need to estimate each cost correctly.



DVD #2 Contract Document Review

Learn what to look for in each of the contract documents, to include the special conditions, specifications, and general conditions that could influence the cost of the overall project. You will learn to use checklists and procedures to consider relevant issues in each of these contracts documents.



DVD #3 Project Site Review and Drawing Take-Off

Learn the importance of visiting and critiquing the job site conditions in considering whether to bid a project and how to cost the project. Learn efficient steps and processes for taking-off the project work quantities. Learn quality control processes for reducing quantity take-off errors.



DVD #4 Estimating Material Costs and Subcontractor Costs

Learn alternative means of estimating material cost and do's and don'ts for taking off and costing material costs and subcontractor costs. Learn how to use variance analysis to determine specific causes of cost overruns.



DVD #5 Labor Craft Cost Estimating: Productivity and Labor Rates

Learn how to estimate labor craft productivity and reduce the labor estimate risk. Learn how to accurately cost labor rates to include all the labor indirect costs and burdens. Learn both an accounting approach and analytical approach to labor cost estimating.



DVD #6 Equipment Cost Estimating

Learn how to estimate equipment ownership as well as operating costs. Learn how to increase equipment productivity via making equipment a cost object and treating individual pieces of equipment like labor.



DVD #7 Estimating General Condition and Company Overhead Costs

Learn procedures for estimating general condition costs to include making general condition costs a direct cost to a project. Learn considerations in figuring the amount of supervision required for a project. Learn different bases for allocation company overhead costs to a project.



DVD #8 Profit Strategy and Bidding

Learn bidding strategies for determining the best profit to add to the bid to enable the firm to be low bidder while maximizing the potential for profit. Learn factors to be considered in determining short term as well as long term profits to add to the estimate. Learn how to adjust profits for unique project considerations.



DVD #9 Change Order Cost Estimating

Learn the difference between cost estimating base bid work versus change order work. Learn how to calculate the productivity impact costs of change orders, and the cost impact of change orders on the project schedule. Learn how the cost of doing change order work is in part determined by the form of contract.



DVD #10 Percent Complete Estimates

Learn the importance of the percent complete estimate for accurate interim billings. Learn how to calculate percent complete correctly and to make adjustments for issues such as stored material, steel ply forming systems, and equipment. Learn how the classification of various costs affect the percent complete.



DVD #11 Integrated Project Estimating, Scheduling, and Cost Control

Learn the relationship between the project estimate, schedule, and cost control system. Learn why it is essential that the systems tie together, both in terms of efficiency and also to be able to prove the correctness of any single system should you have a dispute and need to prove your process. Learn the problems that can occur if the individual functions are not integrated.



DVD #12 Estimating Cash Flow: Budgeting

Learn how to determine a cash budget for the project as well as the firm. Learn how cash flow and billings can be determined from the estimate and project schedule. Learn why cash flow considerations should be included in the determination of the finance cost in the construction estimate and bid.

HOW TO IMPROVE THE CONTRACTOR ESTIMATE AND BID

Four Hour DVD Self-Study Course

FOUR KEY WAYS TO IMPROVE THE CONTRACTOR

ITEM: ED3: 4 DVD / Hours, Workbooks on CDs, Quizzes, Solutions 495.00



This four hour DVD program addresses the four most critical cost components of the estimate. You will learn the uniqueness of each of these estimating components and the steps and procedures required to accurately estimate each component part; the labor, equipment, material and subcontractor costs, and the general condition and company overhead cost components.

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DVD #1 LABOR COST ESTIMATING

Labor craft estimating has the highest risk in the overall estimate. However, labor also offers the largest potential profit. The key is to be able to estimate and control craft productivity. In this DVD, you will learn the importance of historical labor productivity data and how to set up a data base that will enable accurate labor craft estimates.



DVD #2 ESTIMATING EQUIPMENT COSTS

You will learn how to make equipment a more direct cost; how to estimate owned equipment as a direct cost to a project rather than allocated as a percent. You will learn how to calculate and estimate equipment costs that are a function of time (ownership costs) versus costs that are a function of use (operating cost)



DVD #3 ESTIMATING MATERIAL AND SUBCONTRACTOR COSTS

Learn how to best estimate and purchase material and subcontractors. Learn why it is important to minimize material movement, how to reduce handling costs, and how to estimate and reduce material wastage and theft. Learn how to evaluate subcontractor bids to determine a responsible bid.



DVD #4 ESTIMATING OVERHEAD

Learn why the overhead estimate component, both the general condition component, and the company overhead component often are the weak link in the overall estimate. Learn how to trace and estimate these costs more accurately.

TOOLS FOR IMPROVING THE ESTIMATE

1 DVD / Hour Program and Book

CRITIQUING THE CONSTRUCTION CONTRACTOR ESTIMATE

ITEM: ED4: 1 DVD / Hour, Workbooks on CDs, Quizzes, Solutions 135.00

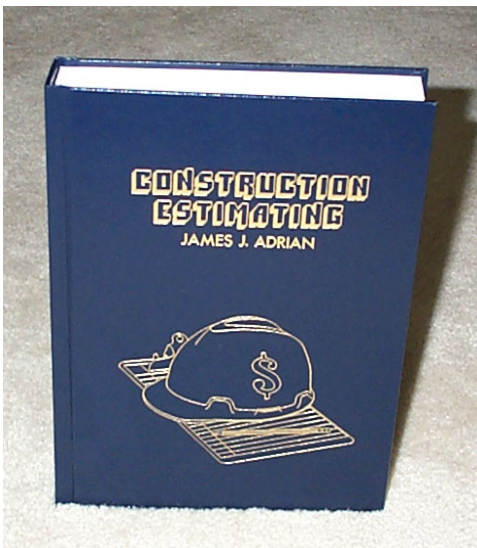


This one hour DVD program reviews each step of the construction contractor estimating process and sets out typical weaknesses and procedures for improving each of the estimating steps. The steps include labor craft costing, equipment costing, overhead determination, and profit considerations and strategy. The objective is to prepare construction contractor bids that are competitive and enable the contractor to realize planned profits. Procedures are given for tracking the accuracy of estimates relative to actual costs incurred.

CONSTRUCTION ESTIMATING book by James Adrian

ITEM: EN1: Hardcover book (520 pages)

\$59.95



This book is used by universities nationwide to teach students proper estimating practices. The eighteen chapters include the following topics

- Conceptual estimates
- Quantity take-off
- Estimating productivity
- Labor costing
- Equipment costing
- Estimating overhead
- Integrated estimating
- Computer applications

Each chapter is followed by thought provoking exercises

CONSTRUCTION PROJECT PLANNING AND SCHEDULING

Semester Course -- 42 Hour / DVD's Self Study Course



The 42 DVDs / Hours of self-study provide the supervisor practical and up to date project planning skills. You will learn how to use plans and schedules to make things happen, not just plan what you hope will happen. You will learn manual as well as computer planning and scheduling. You will also learn how to use plans and schedules to prove project impact and extension of project time. The course reflects Dr. Adrian's 35 plus years of working with project plans and schedules and resource management.

Project Planning and Scheduling: 42 DVD / HOUR Semester Course

ITEM: MD1: 42 DVDs, Workbooks on CDs, Quizzes, Solutions \$4,495.00

DVD I.1 Introduction 1: Construction Industry Characteristics

DVD I.2 Introduction 2: Unique Aspects of the Construction Industry

II. PREPARING THE INFORMATION FOR THE PROJECT PLAN

Project plans and schedules are only as good as the input data. In this series of DVDs, you will learn the importance of collecting and setting up input data.

DVD II.1 The Need for Planning and Scheduling

DVD II.2 Organizational Structure for Project Planning and Scheduling

DVD II.3 Construction Project Pre-Planning

DVD II.4 Integrated Project Management

DVD II.5 Construction Project Activity Definition, Duration, and Sequencing

DVD II.6 Construction Productivity Measurement and Activity Durations

DVD II.7 Factors That Affect Construction Productivity and Activity Durations

DVD II.8 Alternative Methods for Calculating Activity Durations

III. PROJECT PLANNING AND SCHEDULING CALCULATIONS

While computers can be used to do these calculations, it is important that you also know how to do the calculations such you understand computer output and also are able to do the calculations for on the spot situations.

DVD III.1 Drawing and Mapping the Project Schedule

DVD III.2 Critical Path Method (CPM) Calculations

DVD III.3 Types of Project Float

DVD III.4 Precedence Diagram Network Calculations

DVD III.5 PERT Calculations

DVD III.6 Adjusted PERT Calculations

DVD III.7 Calendar Day CPM

DVD III.8 Linear Scheduling

IV. RESOURCE MANAGEMENT

This series of DVDs will show you how you can manage project resources effectively by using plans and schedules. You will learn how to best utilize limited resources and how to staff and schedule resources to enable increased job site productivity. You will also learn effective procedures for updating the project schedule.

- DVD IV.1 Resource Loaded Schedule**
- DVD IV.2 Planning and Using Limited Resources**
- DVD IV.3 Leveling Resources**
- DVD IV.4 Budgeting and Cash Management**
- DVD IV.5 Planning Tomorrows Work Today**
- DVD IV.6 Accelerating the Schedule**
- DVD IV.7 Time Cost Tradeoff CPM**
- DVD IV.8 Updating the Schedule**

V. PLANNING AND SCHEDULING TO ILLUSTRATE ISSUES AND IMPACT

The focus of this series of DVDs is on the close out phase of the project and on the use of plans and schedules to prepare, present, and prove productivity losses and schedule slippage caused by events outside the control of the construction firm.

- DVD V.1 Planning for Project Closeout**
- DVD V.2 Analysis of Schedule for Impacts**
- DVD V.3 Window Analysis**
- DVD V.4 Earned Value Method**
- DVD V.5 Excusable and Compensable**
- DVD V.6 Delay Claim Schedule Analysis**
- DVD V.7 Contractor Schedule Do's and Don'ts**
- DVD V.8 Project Owner Do's and Don'ts**

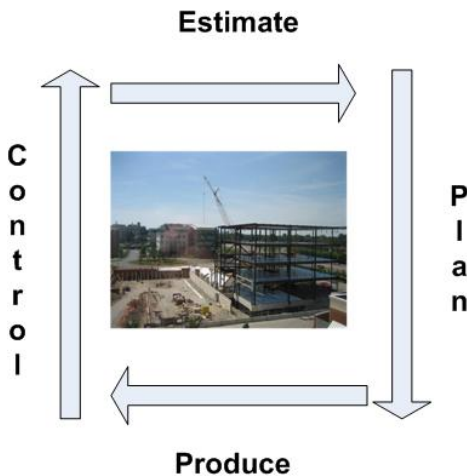
VI. PROJECT PLANNING AND SCHEULING WITH COMPUTERS

You will learn computer software applications that perform the various functions and processes described during prior section DVD presentations. You will learn how to best utilize these programs to yield effective use of plans and schedules.

- DVD VI.1 Using Microsoft VISIO for Scheduling Calculations**
- DVD VI.2 Using Microsoft VISIO for Scheduling Graphics**
- DVD VI.3 Using Microsoft PROJECT to Prepare Plans and Schedules**
- DVD VI.4 Using Microsoft PROJECT to do Resource Scheduling**
- DVD VI.5 Using Microsoft PROJECT for Updating and Control**
- DVD VI.6 Using Primavera to Prepare Plans and Schedules**
- DVD VI.7 Using Primavera to do Resource Scheduling**
- DVD VI.8 Using Primavera for Updating and Control**

PROJECT MANAGEMENT SHORT COURSES

3 - Four Hour DVD Self Study Courses



Project management has the objective of completing the construction project while achieving the following four variables / goals:

- Project time
- Project cost
- Project quality
- Project safety

The use of formalized innovative project management procedures and practices can support the hard work, experience, and ethical practices of the constructor to achieve project goals. The goals of these DVD programs is working smarter, not harder.

PRACTICAL PLANNING AND SCHEDULING OF CONSTRUCTION PROJECTS

ITEM: MD2: 4 DVD / Hours, Workbooks on CDs, Quizzes, Solutions \$495.00



This four hour DVD program and accompanying workbook show you how to increase job site productivity and increase the probability of completing projects on schedule by the use of reminder lists, short interval scheduling, look ahead schedules and the overall master project plan and schedule (critical path method schedules). You will be shown how to do practical master schedule calculations and how to plan and manage project resources.

DVD #1 THE NEED FOR PLANNING AND SCHEDULING

Learn how planning and scheduling affect project cost and schedule. Learn how to use reminder lists, short interval schedule, and look ahead schedules.

DVD #2 ACTIVITY DEFINITION, DURATION, AND SEQUENCING

Learn the importance of defining a practical list of project activities. Learn how to determine activity durations accurately and also how to develop activity sequencing.

DVD #3 CRITICAL PATH METHOD CALCULATIONS

Learn in layman's language, the project calculations necessary to determine activity start times, finish times, and activity and project float.

DVD #4 MANAGING PROJECT RESOURCES AND UPDATING

Learn how to use project float or opportunity to make things happen; to control project time and cost. Learn the importance of resource management and how to do properly update the schedule.

MANAGING CONSTRUCTION

ITEM: MD3: 4 DVD / Hours, Workbooks on CDs, Quizzes, Solutions \$495.00



This four hour DVD program and accompanying workbook includes one hour of extensive education on each of the four critical topics for managing a construction project; DVD 1 is Estimating, DVD 2 is Planning and Scheduling, DVD 3 is Productivity Improvement, and DVD 4 is Project Control. Each DVD explains the management task in detail and provides procedures to improve each project management step such that projects can be completed on time, and on budget. This is a comprehensive and innovative course for anyone managing construction.

DVD #1 CONSTRUCTION ESTIMATING

Learn the process of preparing an accurate bid estimate. Learn how to do each step efficiently.

DVD #2 CONSTRUCTION PROJECT PLANNING AND SCHEDULING

Learn the importance of the overall plan and schedule to completing a project on time and achieving productivity improvement. Learn why waiting and disruptions are caused by a lack of planning.

DVD #3 CONSTRUCTION PRODUCTIVITY IMPROVEMENT

Learn how productivity offers the most potential for improvement. Learn how a small increase in productivity can significantly impact profits and how to take actions to increase productivity.

DVD #4 CONSTRUCTION PROJECT CONTROL SYSTEMS

Learn the importance of the five elements of an effective control system and how to improve them.

CONSTRUCTION PROJECT CONTROL SYSTEMS

ITEM: MD4: 4 DVD / Hours, Workbooks on CDs, Quizzes, Solutions \$495.00



The estimate sets out the potential for profit, It is the control function that enables the construction firm to realize the profits. Decentralized accounting (jobs managed away from the contractor office) make it even more critical that the construction firm implement an effective control system. In this series of four DVDs, you will learn how to ensure accurate field reports, timely processing of the data, and consistent use of the control reports via examples, lists, and set out procedures.

DVD #1 TYPES OF CONTROL

Learn the different methods construction firms use to monitor and control project cost and time to include different procedures, levels of control items, and timeliness of the process.

DVD #2 EFFECTIVE JOB CONTROL REPORTS

Learn the five key elements of an effective control system that will enable the timely detection and correction of production problems.

DVD #3 EARNED VALUE CONTROL

Learn how to make earned value calculations to effectively monitor productivity on a timely basis such that productivity problems can be identified and corrected.

DVD#4 USE OF CONTROL CHARTS

Learn how non-construction firms have used control charts to detect variation and potential productivity issues such that corrective actions can be made more quickly.

EQUIPMENT MANAGEMENT, ESTIMATING, AND PRODUCTIVITY IMPROVEMENT

3 - Four Hour DVD Self Study Courses



Equipment Management, Estimating, and Productivity Improvement

ITEM: QD1: All 3 items QD2, QD3, QD4

\$1,195.00

Construction equipment and craft labor is used by the construction organization to turn material into finished roads, bridges, buildings, and residential units. In this series of DVD self study programs you and your supervisors will learn the importance of knowing what equipment costs (both the ownership and operating cost components), how to estimate and control equipment productivity, how to manage equipment, when to rent versus purchase the equipment, and when to replace the equipment. Equipment, like craft labor is either in a productive or non-productive state. In this program you will also learn how to improve the productivity of equipment, and how to effectively manage the cost of the equipment.

Equipment Costing and Productivity

ITEM: QD2: 4 DVD / Hours, Workbooks on CDs, Quizzes, Solutions \$495.00



Learn how various construction firms estimate and account for equipment expenses. Learn how to calculate equipment costs that are a function of time (ownership costs) and costs that are a function of use (operating cost). Learn the importance of and how to calculate the life cycle cost of equipment and why capital budgeting and the time value of money must be considered when comparing alternative equipment types.

DVD #1 How to Determine the Hourly Cost of Equipment: Ownership vs Operating

Learn the cost components of equipment ownership cost and operating cost and the importance of each and how to calculate the costs.

DVD #2 Alternative Methods for Estimating and Accounting for Equipment

Learn different methods construction firms use to determine equipment costs for a project estimate to include accounting for equipment as a direct cost versus an overhead cost.

DVD #3 Equipment and Life Cycle Costing

Learn the importance and components of life cycle costs to include initial and annual costs.

DVD #4 Combining Capital Budgeting with Life Cycle Costing

Learn the importance of considering time value of money when evaluating alternative equipment.

Equipment Replacement, Renting, Strategy, Valuation

ITEM: QD3: 4 DVD / Hours, Workbooks on CDs, Quizzes, Solutions \$495.00



Learn how to make the correct decision as to if equipment should be rented or purchased. Learn alternative strategies for costing equipment to include standby rates. Learn how to establish an accurate value of used equipment and when equipment should be replaced versus repaired or maintained. Learn how equipment productivity can be improved by means of using different equipment costing models.

DVD #1 Consideration for Renting Versus Purchasing Equipment

Learn factors to be considered in making a rent versus purchase decision regarding construction equipment to include productivity and cost considerations.

DVD #2 Models for Analyzing Equipment Replacement

Learn how to make an analysis as to when to replace equipment to minimize overall cost while maintaining maximum production.

DVD #3 Strategies for Costing Equipment

Learn how various equipment costing strategies can be used to increase equipment productivity and accountability at job sites to include using productive and standby equipment rates.

DVD #4 Valuation of Construction Equipment

Learn valuation techniques for establishing the value of new and used equipment.

Equipment Production Models

ITEM: QD4: 4 DVD / Hours, Workbooks on CDs, Quizzes, Solutions \$495.00



Learn various production models that can be used to model and improve equipment productivity. Learn how to determine the production of equipment when it is working with another piece of equipment and how the output of one piece of equipment is dependent on another. Learn how simulation can be used to model and measure equipment productivity when the process is complex and models are not available that fit the production process to be analyzed.

DVD #1 Modeling Production with the Queuing Model

Learn how to model the production of two pieces of equipment working together and how to balance them.

DVD #2 Simulating the Production Process

Learn how to model production for complex production systems using modeling techniques and random events.

DVD #3 Hauling Models and Productivity

Learn models that can be used to optimize production when there is a loading and hauling work activity.

DVD #4 Linear Programming: The Transportation Model

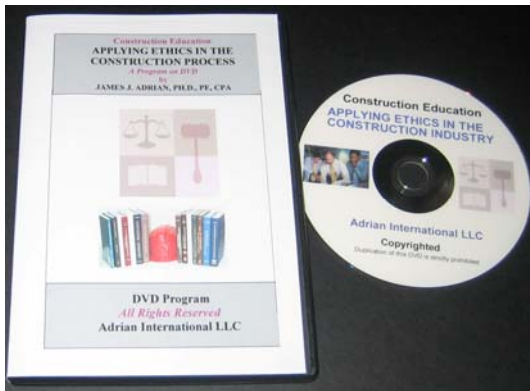
Learn how to model and increase productivity and lower cost for distributing limited resources. Learn how to model the production problem as a linear programming model such that it can be optimized.

OTHER DVD PROGRAMS

APPLYING PROPER ETHICS IN CONSTRUCTION

ITEM XD1: 1 DVD / HOUR

\$135.00

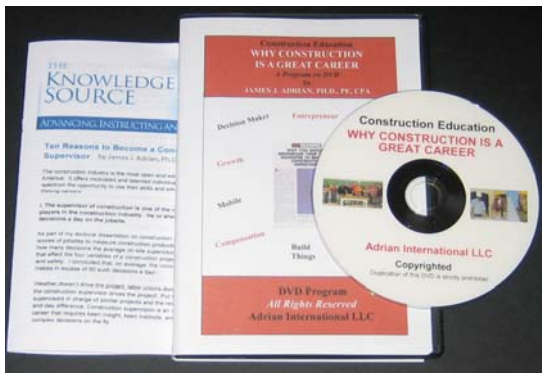


The DVD program addresses some of the unique situations that challenge the ethical practices of the construction supervisor and practitioner. The program presents ten everyday situations that the constructor may confront that requires the constructor to make a decision between proper and improper ethical practices. The program promotes ethical practices that will aid the firm to positively market itself and aid supervisors succeed during their careers.

WHY CONSTRUCTION IS A GREAT CAREER

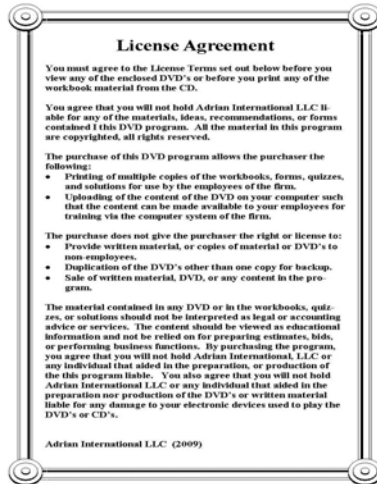
ITEM XD2: 1 DVD / HOUR

\$135.00



The DVD program is targeted at promoting and highlighting the many benefits of the construction industry and a career in the industry. The program expands on the widely read and acclaimed article that Dr. Adrian wrote for the Associated General Contractors titled “Ten Reasons to Convince your Daughter or Son to be a Construction Supervisor”. The program should be watched by every construction supervisor as a boost to their pride in being a constructor and also by individuals contemplating making a career decision. The program provides an “positive” message throughout.

DVD Policies and Licenses



The purchase of any of the DVD programs described in this publication entitle the purchaser to the following:

- Printing of multiple copies of the workbooks, forms and checklists, quizzes and solutions for use by employees of the firm.
- Uploading the content of the DVD on your company computer such that the content can be make available to your employees for training via the computer system of the firm.

The purchase does not give you the license to:

- Provide written material or DVD content to non-employees.
- Duplication of the DVDs.

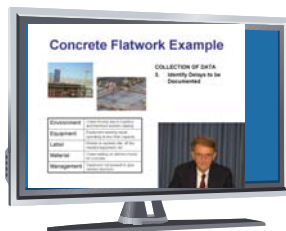


ONLINE DISTANT LEARNING VIA STREAMING VIDEO VIA THE INTERNET



NOTE:

In the spring of 2009, the self-study DVD educational courses described in this brochure will be available ONLINE via the INTERNET and streaming video. Courses will be available through the Adrian International LLC homepage.



ORDER FORM INFORMATION

CONSTRUCTION PRODUCTIVITY AND IMPORVEMENT

Item PD1: Construction Productivity Measurement and Improvement (42 DVD semester program)	# ___ @ \$4,495.00 = _____
Item PD2: All three Items: PD1, PD15, PN2	# ___ @ 4,695.00 = _____
Item PD3: Improving Construction Productivity: Jim Adrian's Four Hour Seminar (4 DVD Program)	# ___ @ 495.00 = _____
Item PD4: Skills to be an Effective Construction Supervisor (4 DVD / Hour Program)	# ___ @ 495.00 = _____
Item PD5: Construction Supervisor Motivational and Communication Skills (4 DVD / Hour Program)	# ___ @ 495.00 = _____
Item PD6: Tracking and Improving Construction Supervisor Skills (4 DVD / Hour Program)	# ___ @ 495.00 = _____
Item PD7: All three of Items PD4, PD5, and PD6 (12 DVD's / Hour Program)	# ___ @ 1,195.00 = _____
Item PD8: Planning and Productivity Improvement (4 DVD / Hour Program)	# ___ @ 495.00 = _____
Item PD9: Sampling Models for Measuring Work States and Value (4 DVD's / Hour Program)	# ___ @ 495.00 = _____
Item PD10: Production Measurement and Improvement: Production Cycles (4 DVD / Hour Program)	# ___ @ 495.00 = _____
Item PD11: Transportation Models for Productivity Improvement (4 DVD / Hour Program)	# ___ @ 495.00 = _____
Item PD12: (All three programs: PD9, PD10, PD11 (12 DVD / Hour Program)	# ___ @ 1,195.00 = _____
Item PD13: MORE, TQM, Six Sigma, and LEAN (4 DVD / Hour Program)	# ___ @ 495.00 = _____
Item PD14: Understanding A Worker's Ability to do Work: (4 DVD / Hour Program)	# ___ @ 495.00 = _____
Item PD15: Construction Productivity Improvement and Procedures Manual on a CD	# ___ @ 225.00 = _____
Item PD16: Item PD15 and Construction Productivity Procedures Manual DVD Program (4 DVD)	# ___ @ 595.00 = _____
Item PN1: Jim Adrian's Construction Productivity Newsletter (INTERNET Subscription)	# ___ @ 58.00/yr = _____
Item PN2: Jim Adrian's Construction Productivity Newsletter (Past Issues on CD)	# ___ @ 225.00 = _____
Item PN3: Jim Adrian's Construction Productivity Newsletter (Individual Issues)	# ___ @ 15.00/ea= _____
Item PN4: Jim Adrian's Construction Productivity Newsletter (Company -Multiple Subscribers)	# ___ @ 995/yr = _____
Item PD17: Increasing Job Site Productivity: 13 Point Program (1 DVD / Hour Program)	# ___ @ 135.00 = _____
Item PD18: MORE: A New Approach to Increasing Job Site Productivity (1 DVD / Hour Program)	# ___ @ 135.00 = _____
Item PD19: Ten Reasons Why You Should Encourage Your Children to be a Supervisor (1 DVD / Hr)	# ___ @ 135.00 = _____
Item PN5: Construction Productivity: Measurement and Improvement; Book by James Adrian	# ___ @ 59.95 = _____
Item PN6: Minutes Matter: Notepad and Calculator	# ___ @ 17.95 = _____
Item PN7: Minutes Matter: Wrist Watch	# ___ @ 29.95 = _____
Item PN8: Minutes Matter: Notepad and Calculator and Wrist Watch	# ___ @ 39.95 = _____

SUBTOTAL _____

CONSTRUCTION CONTRACTS, CHANGES, AND CLAIMS MANAGEMENT

Item CD1: Construction Cost Estimating (42 hour / DVD semester program)	# ___ @ \$4,495.00 = _____
Item CD2: All three of Item CD3, CD4, and CD5 (12 DVD's / Hour Program)	# ___ @ \$1,195.00 = _____
Item CD3: Management of Construction Contracts and Changes (4 DVD Hour Program)	# ___ @ 495.00 = _____
Item CD4: Construction Disputes and Claims: How to Quantify and Win (4 DVD Hour Program)	# ___ @ 495.00 = _____
Item CD5: Preventing and Resolving Construction Disputes and Claims (4 DVD Hour Program)	# ___ @ 495.00 = _____
Item CN1: Construction Claims Book	# ___ @ 54.95 = _____

SUBTOTAL _____

CONSTRUCTION ACCOUNTING AND FINANCIAL MANAGEMENT

Item AD1: All three of Item AD2, AD3, and AD4 (12 DVD's / Hour Program)	# ___ @ \$1,195.00 = _____
Item AD2: Cost Accounting Fundamentals for Managing Construction (4 DVD / Hour Program)	# ___ @ 495.00 = _____
Item AD3: Financial Accounting for Managing the Construction Project /Firm(4 DVD Hour Program)	# ___ @ 495.00 = _____
Item AD4: Financial Analysis, Audit, and Valuation of the Construction Firm (4 DVD Hour Program)	# ___ @ 495.00 = _____
Item AN1: Construction Accounting Book	# ___ @ 59.95 = _____

SUBTOTAL _____

CONSTRUCTION COST ESTIMATING

Item ED1: Construction Cost Estimating (42 Hour / DVD semester program)	# ___ @ \$4,495.00 = _____
Item ED2: How to Prepare a Contractor Cost / Bid Estimate (12 DVD / Hour Program)	# ___ @ 1,195.00 = _____
Item ED3: How to Improve the Contractor Estimate and Bid (4 DVD / Program)	# ___ @ 495.00 = _____
Item ED4: Review of the Construction Contractor Estimate (1 DVD / Hour Program)	# ___ @ 135.00 = _____
Item EN1: Construction Estimating Book	# ___ @ 59.95 = _____

42 SUBTOTAL _____

ORDER FORM INFORMATION

CONSTRUCTION PROJECT MANAGEMENT

Item MD1: Construction Project Planning and Scheduling (42 DVD semester program)	# ___ @ \$4,495.00 = _____
Item MD2: Project Planning and Scheduling (4 DVD / Hour Program)	# ___ @ 495.00 = _____
Item MD3: Project Management (Estimating, Planning, Productivity, Control (4 DVD/Hour Program)	# ___ @ 495.00 = _____
Item MD4: Project Control (4 DVD / Hour Program)	# ___ @ 495.00 = _____
SUBTOTAL	_____

CONSTRUCTION EQUIPMENT COSTING, MANAGEMENT, PRODUCTIVITY

Item QD1: All three of items QD1, QD2, QD3 (12 DVDs /Program)	# ___ @ \$1,195.00 = _____
Item QD2: Equipment Costing and Productivity (4 DVD / Program)	# ___ @ 495.00 = _____
Item QD3: Equipment Replacement, Renting, Strategy, Valuation (4 DVD / Hour Program)	# ___ @ 495.00 = _____
Item QD4: Equipment Production Models (4 DVD / Hour Program)	# ___ @ 495.00 = _____
SUBTOTAL	_____

OTHER

Item XD1: Applying Good Ethics in the Construction Process	# ___ @ 135.00 = _____
Item XD2: Why Construction is a Good Career	# ___ @ 135.00 = _____
SUBTOTAL	_____

HOW TO ORDER

1. Complete these two order pages and figure \$ TOTAL below

TOTAL of Items Checked above	= _____
Add Illinois Sales Tax if you are ordering from Illinois	+ _____
Add Shipping and Handling	+ <u>8.00</u>
TOTAL	= _____

2. Choose Payment Option

 PAY by check via mail (enclose check And send copy of completed 2 page order form)

Make Payable to: Adrian International LLC
 Send to: Adrian International LLC
 5317 N. Woodview Ave.
 Peoria, IL 61614

Or
 PAY via by credit card using PAY PAL: Go to www.paypal.com (we confirm payment)

Using Pay Pal site, make payment to: adrianinternational@comcast.net

And send copy of completed 2 page order form via email or fax to
adrianinternational@comcast.net or fax to (309) 692-2371

Or
 —Send PO with completed order form (mail, email, or fax)

We will ship order to: (Please complete)

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 Organization / Firm: _____
 Address: _____
 City: _____
 State and Zip: _____ ZIP _____
 Telephone _____ Fax _____
 Your email: _____

Questions: call (309) 692-2370

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