



Mastering Construction Documentation and Project Records

Fee: \$600 + HST

Accurate and effective construction documentation is essential to successful project delivery, risk management, claims prevention, compliance, and communication among project stakeholders.

The Construction Institute of Canada (TCIC) is pleased to introduce:
Mastering Construction Documentation and Project Records

This practical, industry-focused e-learning course equips construction professionals with the knowledge and tools needed to effectively manage project documentation in accordance with Canadian construction standards and best practices.

Why This Course Matters

Strong project records can help organizations:

- Improve communication and coordination
- Reduce disputes and project risk
- Support claims management and compliance
- Maintain accurate project histories
- Enhance project efficiency and accountability

What You Will Learn

Participants will gain practical knowledge in:

- Construction documentation systems and processes
- Managing project records from planning through closeout
- Best practices for document control and compliance
- Construction communication and reporting
- Organization and retention of project records
- Industry standards and documentation workflows

Course Highlights

- Self-paced online learning
- Flexible 24/7 access
- Industry-aligned practical content
- Designed for construction professionals across all sectors
- Gold Seal accredited

Who Should Attend

Ideal for:

- Project Managers
- Project Coordinators
- Site Superintendents
- Contract Administrators
- Estimators
- Owners' Representatives
- Construction Administrators
- Anyone responsible for construction documentation and project records



Construction Project Management Essentials

Fee: \$550 + HST

Module 3 – Cost Estimating, Budgeting, and Financial Control

- Principles of cost estimating and budgeting
- Types of estimates: conceptual, detailed, and unit price
- Managing project budgets and financial reporting
- Progress payments and financial documentation

Module 4 – Planning and Scheduling

- Project planning fundamentals
- Developing work breakdown structures
- Scheduling techniques
- Monitoring progress and adjusting schedules

Module 5 – Managing Risks in Construction Projects

- Principles of risk management
- Risk management processes
- Risk management plan
- Identification of risks

Module 6 – Construction Project Monitoring and Control

- Managing project documentation
- Project meetings
- Quality control
- Jobsite safety

Week 7 – Project Closeout

- Substantial performance and project completion criteria
- Commissioning processes and documentation
- Handover procedures and final documentation
- Lessons learned and post-project evaluation

Week 8 – Final Examination

The eighth week culminates with a final examination to assess participants' understanding of the course material.

Learning Outcomes:

By successfully completing the course, participants will be able to:

- Describe core construction project management competencies



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- Explain key process functions and skills required by construction project managers
- Apply concepts of cost estimating, planning, and scheduling
- Assess procurement strategies using industry standard contracts
- Identify and manage project risks
- Establish and implement quality metrics for successful completion of projects

Course Evaluation and Grading:

- Quizzes (Modules 1–7): 56% of the final grade (8% per module)
- Final Examination: 44% of the final grade
- Passing Grade: 60%

Delivery Method:

The course is delivered fully online, featuring self-paced modules. The components include:

- Interactive lessons and presentations
- Self-study materials, resources, videos, and practical instructions
- Quizzes and a final examination

All course content, resources, and instructions are accessible through the TCIC course website. Participants are encouraged to complete the course within an 8-week period, with a recommended total of 24 hours.

Who Should Attend:

- Aspiring Project Managers
- Junior Estimators
- Site Superintendents
- Project Coordinators
- Tradespeople
- Construction Management Professionals

Certification:

This course is Gold Seal accredited and awards 8 credits upon completion.