

# CALTRANS OFFERS ITS CONTRACTOR BUSINESS TRAINING SERIES THROUGH

## THE CALIFORNIA CONSTRUCTION CONTRACTING PROGRAM (CCCP, A CALTRANS- SMALL BUSINESS DEVELOPMENT CENTER PARTNERSHIP)

**DON'T MISS THIS TRAINING OPPORTUNITY:**



**JUNE 29 & JUNE 30, 2009**

### MODULE 5: PROJECT MANAGEMENT FOR CONTRACTORS FROM A TO Z

*Providing important project management tips and other vital resources, Module 5 instructs attendees on the tools that will allow them to effectively plan and manage projects as well as important information on how to navigate the Caltrans Website and obtain the most out of this vital information tool.*

#### Course 1: Project Management for Contractors

➤ **Basic Construction Bid Concepts and Project Management**

The Instructor(s) will walk you, step-by-step, through an overview of the Caltrans bid specifications as well as an inside look at understanding the Caltrans bid process and the Caltrans Bid format.

**9:00AM-Noon 06/29/09**

#### Course 2: Bid Estimating

**A Step by Step Guide, from Pre-Job Conference to the Closeout Process**

The Instructor(s) will review Caltrans contract administration requirements, providing key information on preparing for the pre-job conference, understanding mobilization costs/procedures and the closeout process.

**1:00PM-4:00PM 06/29/09**

#### Course 3: Navigating the Caltrans Website

➤ **How to Navigate the Caltrans Website with Computer Lab**

Step-by-Step website navigation instructions, including Navigating the Office of Engineer site and its resources as well as tips to getting the most out of the Caltrans Division of Procurement and Contracts (DPAC) site and Look Ahead Reports.

**9:00AM-Noon 06/30/09**

**TO REGISTER FOR THIS TRAINING  
PLEASE CONTACT**

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VISIT: [www.buildcalifornia.org](http://www.buildcalifornia.org) to locate other CCCP available Contractor Business Training and Counseling Services designed to enhance your ability to Win State Highway Construction, A & E and Professional Services related Contracts offered at No Cost to Participants

