

JRYM 404A: LABOR PERFORMANCE MANAGEMENT: BUDGETING/TRACKING & REPORTING

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2026
Units:	0
Hours:	1-1.6 hours lecture total per quarter.
Prerequisite:	This course is limited to students employed with Cupertino Electric.
Degree & Credit Status:	Non-Degree-Applicable Non-Credit Course
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Non-Credit Course (Receives no Grade)
Repeatability:	Unlimited Repeatability

Student Learning Outcomes

- Analyze the partnership between Project Management and Production in determining construction approaches
- Convert a bid estimate into a working construction estimate using best practices
- Develop a solid base budget to forecast project profitability
- Apply the Production Management Reporting Policy to track labor performance

Description

This course provides the knowledge and tools needed to successfully budget labor, track and report in alignment with production standards, and forecast accurately to deliver profitable projects. Additionally, the course offers best practices for labor management.

Course Objectives

The student will be able to:

- Explain best practices for adjusting the bid estimate into a construction estimate.
- Explain the importance and impact of a solid base budget.
- Review additional resources and training on creating a budget.
- Read a Workload Labor Analysis (WLA) report listing Man Hour Performance Indexes (MHPI), labor rates, and hours worked to date, and translate those values into a snapshot of the overall health of the project.
- Use the WLA report as a tool to identify any red flags early so that the team can address them.
- Use the WLA report as a way to become more fluent in the language of labor tracking and performance, recognizing that the more knowledgeable and fluent a PM is in labor tracking and reporting, the more effective they will be.

Course Content

- 1 hour on labor performance management: budgeting
 - The significance of labor tracking
 - Positive and negative results
 - The process of the bid estimate to the conversion into a construction estimate and why it's important
- 0.6 hour on labor performance management: tracking and reporting
 - Production management reporting
 - The strategies for a successful budget and project

Lab Content

Not applicable.

Special Facilities and/or Equipment

- When taught in-person, clean classroom with monitor and printed material for students to take as reference materials.
- When taught online, this course requires access to CEI's Learning Management System (Amplify), ongoing access to a computer with the necessary software and hardware to view video content, and a reliable intranet connection.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Quizzes
Results of class participation
Results of on-the-job performance

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lectures
Group discussion
Classroom demonstration

Representative Text(s) and Other Materials

Cupertino Electric provides course learning materials.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

No assignments.

Discipline(s)

Electricity