PD-05: FUNDAMENTALS OF PROJECT MANAGEMENT
FOR TRANSPORTATION ENGINEERS
COURSE OUTLINE

Day One

8:00  Registration/Welcome/Introduction
8:20  Roles & Responsibilities
8:45  Module 1- Pre-Design Stage
     -  Project Authorization
     -  Agreements
     -  Environmental Procedures
     -  Public Hearings
     -  Scheduling & Budgeting
     -  Management Considerations
9:45  Break
10:00 Module 2- Design Stage
     -  Consultant selection and management
     -  Relationships with stakeholders
     -  Permits
11:30 Lunch
12:15 Module 2- Design Stage (Continued)
     -  Design Standards
     -  Plans, Specifications and Estimates (PS&E)
     -  Right of Way
     -  Utilities
     -  Quality Control
     -  Advertise and Award
1:30  Case Study
4:30  Adjourn (sharp!)
Day Two

8:00  Module 3- Construction Stage
     - Inspection
     - Quality
     - Project Documentation
     - Accounting Procedures
     - Labor Compliance
     - Contract Time

10:00 Break

10:15 Module 3- Construction Stage (Continued)
     - Relationships
     - Dealing with the Contractor
     - Partnering
     - Safety

11:30 Lunch

12:15 Module 3- Construction Stage (Continued)
     - Scheduling
     - Cost Control
     - Disputes
     - Change Orders

2:00  Break

2:15 Module 3- Construction Stage (Continued)
     - Record Drawings
     - Project Closeout
     - Operations & Maintenance

3:00  Case Study

4:30  Adjourn