



Tribal Technical Assistance Program

Seminole Nation Council House
12576 NS 3540
Seminole, OK 74868
Instructor: Marc Shepherd TTAP
Project Delivery Expert Cost: Free

TTAP Project Delivery Classes November 13 - 16, 2018

NOVEMBER 13 | 8:30 – 12:00 “GETTING YOUR PROJECT STARTED”

Getting your project off the ground can sometimes be challenging when there are so many details involved. In this 3.5-hour class students will learn the appropriate steps to take when starting a project. We will review the basics of project management and how planning, organizing, controlling, and measuring a project is key to success. Students will learn the project life cycle and how each phase of a project leads to the next. Learners will gain an understanding of the role of a project manager and how their leadership has a large impact on team and project success.

NOVEMBER 13 | 1:00 – 4:30 “PROCEDURES FOR ROW ACQUISITION”

This 3.5-hour class addresses various right-of-way acquisition issues. Right-of-Way is crucial for project construction. Without the needed ROW it is impossible to complete any transportation project. Depending on the project, acquiring the needed ROW can be lengthy, costly, complicated. Understanding the ROW acquisition process can help planners structure their schedules allowing for a smooth transition from planning to actual construction. Utilizing the principles and requirements of the ROW process can also save money and avoid long delays in building a highway.

NOVEMBER 14 | 8:30 – 12:00 “COST AND SCHEDULE MANAGEMENT”

Excessive construction periods due to project inefficiencies can frustrate drivers and can extend the possibility of additional hazards driving through work zones. Two of the primary constraints of a project are the schedule and the cost. The focus of this 3.5-hour class will help participants gain information about the importance of scheduling and budgeting a project. Participants will learn techniques to set plan schedules and budgets with key stakeholders. Learners will understand the importance of monitoring and controlling the project performance and why it is imperative to provide continual schedule and budget updates.

NOVEMBER 14 | 1:00 – 4:30 “EMERGENCY RELIEF PROJECTS”

Various federal programs support tribal governments in times of natural disaster. Funds to restore travel, minimize damage and protect the remaining facilities are available for emergency and permanent repairs to roads and highways. This 3.5-hour class will review options related to submitting, adopting, implementing and funding relief projects. A variety of federal resources will be reviewed including the FHWA’s Emergency Relief for Federally Owned Roads (ERFO) program and Federal Emergency Management Agency (FEMA) tribal resources including Emergency Preparedness grants. The class will address damage assessment, damage survey report checklists and field measurements.

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**MORE CLASSES and
REGISTRATION INFORMATION**
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NOVEMBER 15 | 8:30 – 12:00 “QUALITY ASSURANCE/QUALITY CONTROL”

A good QA/QC program begins in the early phases of the project from pre-planning to delivery of the final product. While construction inspectors are viewed as the key to a good construction project, all personnel involved in the all phases of the project are expected to provide quality work. In this 3.5-hour class students will gain knowledge of the Quality Assurance/Quality Control Program in a manner that can be applied to all phases from the environmental process to actual construction. Students will also become familiar with the QA/QC process and its importance to a successful outcome.

NOVEMBER 15 | 1:00 – 4:30 “ENVIRONMENTAL PERMITS, CERTIFICATES AND LICENSES”

Meeting the environmental requirements to begin a transportation project demands a knowledge of the needed permits and processes. Individuals responsible for meeting these tasks prior to the construction must have the knowledge, skills, and abilities to document the process and needed permits so projects can meet letting and schedules. In this 3.5-hour class students will gain knowledge of the environmental permits in relation to the NEPA process needed to begin a project and bring it to construction. Students will also become familiar with the language and necessary elements to produce quality environmental documents for a successful outcome.

NOVEMBER 16 | 8:30 – 12:00 “PROJECT COMPLETION AND CLOSEOUT”

Successfully completing a project involves not only meeting the requirements of the contract and plans, it includes completion of the needed process to receive reimbursements. Individuals responsible for closing a project hold an important responsibility in ensuring the correct procedures and followed. Bad planning or not adhering the needed procedures can cause unnecessary delays for the project contractor or agency. In this 3.5-hour class students will gain knowledge of the project closeout and completion standards. Students will also become aware of the necessary documentation for a successful project closeout and completion.

NOVEMBER 16 | 1:00 – 4:30 “UTILITY COORDINATION”

Utility issues are one of the main reasons for delays and scheduling issues of highway projects. Planners and designers must know the proper procedures for coordinating with utilities during the design phase of a project. In this 3.5-hour class students will gain knowledge about working with utilities during the design phase of a project, strategies in successful utility coordination to avoid delays, and safety concerns during utility relocation.

TTAP brings transportation training your way. This highly interactive training combines lecture with group discussions and practical exercises.

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| <input type="checkbox"/> Getting Your Project Started | <input type="checkbox"/> Quality Assurance/Quality Control |
| <input type="checkbox"/> Procedures for ROW Acquisition | <input type="checkbox"/> Permits, Certificates and Licenses |
| <input type="checkbox"/> Cost and Schedule Management | <input type="checkbox"/> Project Completion and Closeout |
| <input type="checkbox"/> Emergency Relief Projects | <input type="checkbox"/> Utility Coordination |

To register: Check beside the classes you would like to attend. Email this form to Marc Shepherd at marc.ttap@virginia.edu or call 409-656-0128 or visit ttap.enrollware.com.

Name _____ **Phone** _____

Email _____ **Tribe** _____