



# Tribal Technical Assistance Program

Tuba City, AZ  
Instructor: Marc Shepherd

Cost: **FREE**

## TTAP Project Delivery Training - October 22-25, 2019

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### **OCT 22 | 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.

### **OCT 22 | 1:00 - 4:30 “INTRODUCTION TO HIGHWAY CONSTRUCTION INSPECTION”**

Project inspectors play a critical role in ensuring contractors meet all elements and requirements of the construction plans. They are the “eyes and ears” ensuring the procedures and requirements of the plans are followed and are important stewards of resources involved in project construction. A good project inspector is one who not only understands the desired outcomes and processes involved to successfully complete a project but is able to work with the contractor to help steer them toward solutions to potential problems. In this 3.5-hour class students will gain knowledge of the construction inspection process and the elements needed to be a good inspector.

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### **OCT 23 | 8:30 - 12:00 “PROJECT 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.

### **OCT 23 | 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.

**OCT 24 | 8:30 - 12:00 “QUALITY ASSURANCE/QUALITY CONTROL”**

A comprehensive and established Quality Assurance/Quality Control (QA/QC) Program is essential to a successful outcome. 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.

**OCT 24 | 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.

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**OCT 25 | 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.

**OCT 25 | 1:00 - 4:30 “UTILITY COORDINATION”**

For years, governments have allowed public utilities to utilize the right-of-way of streets and highway. Coordinating with these public utilities prior to the construction or reconstruction of a highway or road is critical for a successful project. 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.

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**To register:** Check beside the classes you would like to attend. Email this form to Marc Shepherd at [marc.ttap@virginia.edu](mailto:marc.ttap@virginia.edu) or call 833-484-9944 or visit [ttap.enrollware.com](http://ttap.enrollware.com).

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