

# Management of Transit Construction Projects Course

The Florida Department of Transportation and the Florida RTAP Center and Training Program, administered by the USF Center for Urban Transportation Research, will provide this three-day National Transit Institute training on October 31-November 2, 2017 in Tampa. This course is sponsored by the Alan M. Voorhees Transportation Center, housed at the Edward J. Bloustein School of Planning and Public Policy, and funded by a grant from the Federal Transit Administration. This course offers 2.20 CEUs.

## Dates & Times:

October 31-November 2, 2017

8:30am-4:30pm on Tuesday and Wednesday

8:30am-3:00pm on Thursday

## Host Agency:

USF Center for Urban Transportation Research (CUTR)

3808 USF Alumni Drive | First Floor | Room 102

Tampa, FL 33620

Phone: (813) 974-3120

## Course Description:

This course will explore best practices to manage transit construction projects successfully. FTA capital construction projects ranging in cost from a few million dollars to billion dollar major capital projects, which all use certain fundamental practices, are covered during the course. Federal laws require transit major capital investment projects (>\$100 million) to have a Project Management Plan (PMP) approved by the FTA. The course will explain how the PMP tool can be beneficial on all size capital projects.

The course covers the basics of good project management, and encourages discussion among participants of real world, every-day transit construction problems. Depending on the projects of interest to the class, emphasis will be on either the requirements in the FTA Project and Construction Management Guidelines or the FTA Construction Project Management Handbook. Upon completion, participants will have a better understanding of what is required to effectively manage a transit construction project.

## Topics:

- Purpose of Project Management Planning
- Organization
- Project Management and Control
- Procurement
- Public Involvement
- Managing Risk
- Managing Design
- Managing Construction
- Quality Assurance & Quality Control
- Managing Testing and Start-up
- System Operational & Construction Safety

## Audience:

Managers, planners, and engineers involved in all phases of the management and construction of FTA funded projects. Any recipient of FTA funds, who is involved in the planning, design, construction, and post construction phases of major and non-major capital projects, will find this course essential to their success.

## Fees:

There are no fees to attend this course for current employees of a Florida public transit agency who meet the criteria identified in the [Transit Training Policies and Procedures](#). If available seating permits, non-transit agency personnel, private consultants, contractors, out-of-state public transportation personnel, and non-USA transportation or government agency personnel may register for training course and are subject to \$450.00 registration fee, paid in advance of the course to NTI. Fees may not be paid at the course location.

## Requirements:

Participants must have written permission from their supervisor/manager prior to the training to attend this course. A participant will not be considered registered for the course until authorization is received. Upon approval of registration, participants will receive an email confirmation with course logistics and lodging information. There are no travel reimbursement opportunities to attend this course. All travel and lodging expenses are that of the traveler or their agency.

**Registration deadline for this course is Wednesday, October 4, 2017**

Visit [www.cutr.usf.edu](http://www.cutr.usf.edu) for additional information regarding transit training opportunities, workshops, conferences, and special events.

To review policies and procedures of the training programs visit [Transit Training Policy & Procedures](#).

For questions regarding this training course, please contact Molly Buffington at [buffington@cutr.usf.edu](mailto:buffington@cutr.usf.edu).

For LMS questions or technical assistance, please contact Stephanie Lewis at [zavacki@cutr.usf.edu](mailto:zavacki@cutr.usf.edu).

# How to Register

All registrations must be made through the Florida Department of Transportation's Office of Freight, Logistics and Passengers Operations Transportation Learning Management System. This online registration and learning management system (LMS) provides Florida's public transportation professional a portal to manage their professional development.

**Transportation Learning** manages training for you by keeping an educational transcript of all new courses that you complete, and a retrievable record is maintained so you may access (with a user id and password) Certificates of Completion, Certificates of Participation, retrieve course materials, etc.

Florida's public transportation professionals may set up a unique user id and password to register online for upcoming transit training courses, including e-learning courses. Follow the instructions below to login or to register for the training course.

Go to [www.transportationlearning.org](http://www.transportationlearning.org)

**Unsure if you have an account?** Use the "Forgot Password" link to look up your account information using either your work/personal email address or username. If you cannot locate your account information, please contact Stephanie Lewis at [zavacki@cutr.usf.edu](mailto:zavacki@cutr.usf.edu) or (813) 974-1123 before setting up a new account.

**Returning Users:** (**DO NOT** use the enrollment key ID.)

- If you are a **returning user**, type your username and password.
- When the dashboard appears, select "**My Catalog**" to enroll in desired course. Once enrolled the course will appear under new "**My Courses.**"

**IMPORTANT:** You may use your personal or business email address. If you create multiple accounts, you will not be able to view a complete record of your training history. In some instances, this may require you to retake or restart a training course.

**New Users:**

- If you are a **new user**, select the "**Sign Up**" button.
- Use the Enrollment Key ID and Password below to create an account:
  - In the Enrollment Key ID field please enter: **fltat**
- Begin by entering the requested information, as well as creating a unique username and password.
- An enrollment page will confirm your new username and password. A copy will also be sent to your email.
- The last step is to log in with your new username and password.
  - When the dashboard appears, select "**My Catalog**" to enroll in desired course.
  - Once enrolled the course will appear under new "**My Courses.**"

**Course Confirmation:**

A logistical email confirmation from the LMS will be forwarded to each registrant with class information, travel and hotel information after your registration has been approved by your supervisor. USF is an Equal Opportunity/Equal Access Institution.

For disability accommodations, please contact Molly Buffington at [buffington@cutr.usf.edu](mailto:buffington@cutr.usf.edu) a minimum of ten (10) working days in advance to the training session.

**NOTE:** There are no travel reimbursement opportunities available for this course. All travel and lodging expenses are that of the traveler or their agency.