## Capital Project Management – Outline/Agenda

9:00 – WELCOME AND INTRODUCTION

9:15 – STEP 1: FUNDING & BUDGETING

* Community Redevelopment Agency Funds
* Other Funding Sources
* Compliance Issues
* Budgeting
* Property Acquisition

9:45 – STEP 2: PLAN THE PROJECT

* Organize the Planning Team
* Identify Project Objectives
* Understand the Project Context
* Estimate Project Costs
* Preliminary Project Schedule
* Sell the Project
* Develop Project Scope

10:15 – STEP 3: CHOOSE DESIGN/CONSTRUCTION METHOD

* Design-Bid-Build
* Design-Build
* Construction Manager at Risk
* Hybrid/Other
* Understanding CCNA

10:45 – BREAK

11:00 – GROUP EXERCISE – FUNDING, PLANNING & METHOD OF DELIVERY

* Breakout Groups
* 30 minutes working
* 30 minutes presentation

LUNCH BREAK/ WORKING LUNCH

AGENDA/OUTLINE CONTINUED ON NEXT PAGE

CAPITAL PROJECT MANAGEMENT OUTLINE/AGENDA (CONTINUED)

1:00 p.m. – STEP 4: PROCURE EXTERNAL RESOURCES

* Procurement Process
* Contract Agreements

1:45 – STEP 5: DESIGN & CONSTRUCTION

* Design & Construction Team
* Project Design
* Break Ground
* Problem Solving
* Enforcing Agreements
* Stakeholder Communications

2:30 – STEP 6: PROJECT CLOSEOUT

* Substantial Completion
* Punch List
* Project Operations
* Project Maintenance
* Cut the Ribbon!
* Final Documentation and Report

2:45 BREAK

3:00 – GROUP EXERCISE – PROCURING, DESIGN, CONSTRUCTION & CLOSEOUT

* Breakout Groups
* 30 minutes working
* 30 minutes presentation

4:00 – DISCUSSION, QUESTIONS, & TEST

5:30 – ADJOURNMENT