

## **A6412 - Professional Practice and Project Management Spring 2014**

### **Session 1**

Overview of professional practice in the field of historic preservation and the various roles of the preservation professional.

Overview of project management: Overall structure, relevant terminology, project phasing.

### **Session 2**

Analysis of the components of preservation and restoration projects; Project management within the overall project; Ethics for the preservation professional.

### **Session 3**

Description of and discussions about the project award process: Requests for Proposals (RFPs); How to write a proposal; What happens at an interview; What goes into a contract.

### **Session 4**

Investigation and Documentation: Choices for survey and recordation techniques based on project type and goals; Project Specifications and Technical Drawings.

### **Session 5**

Professional writing and other types of communication.

Introduction to a project (TBD) to be used as a case study.

### **Session 6**

Site visit to case study project.

### **Session 7**

In-class development of a work product, using the case study.

### **Session 8**

Study of the application of work process concepts and project management principles, using specifics of the case study project as examples.

### **Session 9**

Visit to historic preservation professional office

### **Session 10**

The Bid Process and the Construction Phase: submittals, mock-ups, monitoring.

### **Session 11**

Examination of the cost estimating process.

Introduction to a project (TBD) to be used as a case study.

### **Session 12**

Site visit to case study project

### **Session 13**

An in-depth study and examination of each phase of the case study project.

### **Session 14**

Synthesis of information: Using a variety of completed preservation/restoration projects as examples, we will examine how needs and options were evaluated, how an approach and a work plan were developed, and what work products were produced.