



RIA Project Management Course Outline

Overview

This course centers around the framework of project management but relates the information back to the restoration industry in a very relevant way that would benefit any project manager. By focusing on the first five steps of a project life-cycle (Project Initiation, Planning, Execution, Project Performance, Project Close), this relatable course gives students tips and tricks to enhance their understanding of how to think ahead, plan effectively, and manage a well-organized and successful project. The Project Management course is a prerequisite for RIA advanced pillar designations. **The course is valid for 13 CEs with both the RIA and the IICRC.**

Course Outline

- Define a Project
- Project Manager & Role
- Sphere of Influence
- Effective Project Management
- **Phase 1: Initiation Phase**
- Initial Job Scoping
- Initiation Phase Continued
- Statement of Work
- MIP's / Communication
- Go – No Go Decision
- **Phase 2: Project Planning**
- Contractual Considerations
- Triage
- Forecasting Resources
- **Phase 2: Project Planning Continued**
- SMART Goals
- Critical Path
- Project Planning Elements
- Site Specific Safety Plan SSP
- Hazard/Risk Assessment
- Communications Plan
- Work Breakdown Structure WBS
- **Phase 3: Execution**
- Status & Tracking
- **Phase 4: Monitor & Control**
- Validate Scope
- Project Documents
- **Phase 5: Project Close**
- Billing
- Project Punch List
- Lessons Learned