



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION X  
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## **REGION 10 BULLETIN NO: 2010-15**

Subject: NTI Project Management for Transit Professionals

Program Area: Training

Date: March 15, 2010

The National Transit Institute (NTI) will be sponsoring a FREE course (\$300 for consultants and contractors) titled **“Project Management for Transit Professionals”** in the following cities:

Boise, Idaho	April 14-15
Columbus, Ohio	April 19-20
Portage, Indiana	April 20-21
Shoreview, Minnesota	May 5-6
Columbus, Missouri	June 14-15

This course is an introductory course. It is intended for transit professionals whose current and/or future responsibilities include planning, managing, and executing all phases of a project’s lifecycle. Priority will be given to ARRA grantees, but seating is usually available for others. ***Recommended for American Recovery and Reinvestment Act (ARRA) Grantees unfamiliar with managing high profile construction projects!***

By the end of this course participants will be able to:

- Describe the major components of a well-defined project
- Explain the functionality of each phase of the project lifecycle and associated deliverables
- Create a Project Management Plan (PMP), including a Statement of Work (SOW) and Work Breakdown Structure (WBS)
- Identify methods to obtain reasonable project estimates to develop a realistic project schedule
- Use Earned Value to control and report a project’s status and evaluate the impact of potential changes on the PMP
- Recognize the relationship between leadership and teamwork development, as well as the importance of communicating to all stakeholders

**NOTE:** This course will not provide information on the administration of ARRA grants. Information on ARRA grants is available from the Federal Transit Administration (FTA) web site at [http://www.fta.dot.gov/index\\_9440.html](http://www.fta.dot.gov/index_9440.html).

If you are interested in attending, please follow this link

<http://www.ntionline.com/CourseInfo.asp?CourseNumber=TRI23-50> to see detail course description and register on line. Register early to guarantee your space; if there is a waiting list, please download the waiting list form from the web site and fax it to (732) 932-1707.

For further information, please contact Region 10's Amy Changchien at (206) 220-4464 or by email [amy.changchien@dot.gov](mailto:amy.changchien@dot.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "R.F. Krochalis".

R.F. Krochalis  
Regional Administrator