

A6412 - Professional Practice and Project Management

Spring 2017 Syllabus

All topics will be covered but the sequence may vary.

Session 1

Overview of professional practice in the field of historic preservation

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

Session 2

Analysis of the components of preservation and restoration projects;

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.

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 case study project.

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.