



# Leadership Institute Training

## Development, Modernization, and Force Account Construction

### AGENDA

Scottsdale, Arizona

March 13-16, 2012

#### Day One: Planning the Project

8:00 a.m. to 8:30 a.m.	Registration & Sign-In
8:30 a.m. to 8:45 a.m.	Welcome, Orientation, Agenda, Syllabus & Introductions
8:45 a.m. to 10:00 a.m.	<b>The Development and Modernization Process:</b> Starting with the concept through project development and operation; determining a scope of work
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 11:45 a.m.	<b>Planning for Development and Modernization:</b> Putting together a development/modernization team; sustainability issues
11:45 a.m. to 1:15 p.m.	Lunch
1:15 p.m. to 2:45 p.m.	<b>Project Feasibility:</b> Determining feasibility; defining TDC, hard and soft costs; enhancing feasibility
2:45 p.m. to 3:00 p.m.	Break
3:00 p.m. to 4:30 p.m.	<b>Financial Sources:</b> Source of funds; tribal subsidy programs; build-to-sell and rent-to-own programs

## **Day Two: Developing the Project**

8:00 a.m. to 8:30 a.m.	Sign-In
8:30 a.m. to 10:00 a.m.	<b>Site Selection:</b> Land issues; proximity to amenities
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 11:45 a.m.	<b>Environmental Reviews:</b> Requirements and process
11:45 a.m. to 1:15 p.m.	Lunch
1:15 p.m. to 2:45 p.m.	<b>Project Construction:</b> Project management; inspections, procurement
2:45 p.m. to 3:00 p.m.	Break
3:00 p.m. to 4:30 p.m.	<b>Contract Administration:</b> Applying internal controls, project close out

## **Day Three: Using Force Account Construction**

8:00 a.m. to 8:30 a.m.	Sign-In
8:30 a.m. to 10:00 a.m.	<b>Pros and Cons of Force Account:</b> Benefits and drawbacks for the tribe, the employees and the community
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 11:45 a.m.	<b>Force Account Implementation:</b> Planning the implementation including policies, job descriptions and evaluating
11:45 a.m. to 1:15 p.m.	Lunch
1:15 p.m. to 2:45 p.m.	<b>Hiring and Training:</b> Defining positions; salaries and benefits; developing training program
2:45 p.m. to 3:00 p.m.	Break
3:00 p.m. to 4:30 p.m.	<b>Supervision:</b> Scheduling materials; quality control, supervising the job site and employees

## **Day Four: Review and Examination**

8:30 a.m. to 12:00 p.m.	Review and Examination: A short review of the course followed by an examination
12:00 p.m. to 12:15 p.m.	Course Evaluation
12:15 p.m.	End of Course

*Please Note: Times and topics, as specified on the agenda, are approximate and may vary depending on the pace of the class.*