



U.S. Department of Transportation  
Federal Transit Administration



# Construction Project Management Handbook

## Background

The Federal Transit Administration (FTA) maintains oversight of grant projects and assigns grant administration and management responsibility to transit agencies, who are responsible for planning, managing, and implementing the federally-funded project. Agency project managers need handy tools for project management to make certain that projects are effectively contracted for, completed on time and within budget, and comply with all project specifications.

## Objectives

FTA sponsored and developed this handbook to provide guidelines to public transit agencies undertaking substantial construction projects either for the first time or with little experience in construction management. This handbook is intended to assist the agency's responsible project manager or lead person to undertake multi-million-dollar construction projects and manage the complexities of specifying, acquiring, and managing contracts for such projects through utilization of in-house and consultant resources.

## Findings and Conclusions

The *Construction Project Management Handbook* is organized to provide the transit agency and the project manager with a clearer understanding of the applicability of the structures and principles of construction project management. In a clear and direct format, it provides a comprehensive introduction to construction project management, including the applicability of the principles of project management and of all phases of project development, from project initiation through planning, environmental clearance, real estate acquisition, design, construction, commissioning, and closeout. Throughout the sections, project management concepts are illustrated with the use of a hypothetical example, a typical project to plan, design, and build a new bus maintenance facility. Also included is a reference section providing relevant agency contact information, web addresses for finding further information, and an index.

This publication complements the many circulars and publications available on the FTA Web site and through the National Transit Institute, providing guidance similar to that in earlier documents but tailored more to agencies that are constructing maintenance and operational facilities, intermodal terminals, park-and-ride stations, and other similar supporting transit facilities.

## Benefits

The *Construction Project Management Handbook* provides comprehensive coverage of construction project management. It will be of use to transit agencies and their consultants, FTA Regional Offices, and others responsible for the management of capital projects involving construction of transit facilities or systems.

### Project Information

#### FTA Report No. 0015

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