



# International Finishing Trades Institute (iFTI)

## FTI 5305 Procore Construction Project Management Tools

### Course Information

**Course Hours:** 16

**Course Description:** This Procore training is designed to assist those who are interested in teaching aspects of Procore in their training classes to apprentices and journeymen. This course covers our Project Management tools including drawings, specs, RFI, and our safety tools that may be required by a tradesperson using Procore. This training will cover classroom resources we've built for instructors, and includes questions and answer time that will allow for attendee specific questions as needed.

Day 1 is primarily focused on the mobile device/iPad where we review our Project Management tools. We focus on plan reading and also review tools like BIM, Specs, Documents, Photos, RFIs, Daily Log, Punch List, Incidents, etc. We're very intentional about making the training hands on so we have 2 activities, a Kahoot check in, and a Family Feud style trivia game at the end. Day 2 is focused on getting the accounts up and running, making sure each instructor is implemented, and creating a project together so each instructor has a project they can use to teach with.

The morning is filled with logging in, setting the correct permissions, creating a project, and then adding a set of drawings, specs, and documents to the project.

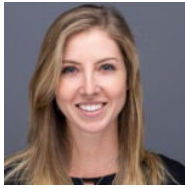
In the afternoon we wrap up the project and then have a game called Brick by Brick, that's really popular, where each person is assigned a role and function within Procore and each team builds Procore's headquarters out of Legos using the electronic drawings. Lastly, we show them the different resources available including certifications, classroom resources, and how to access their Implementation Manager for live support.

### Course Objectives:

- Utilize drawing and specifications tools to access most current project information.
- Generate field documentation required on the project.
- Communicate RFI, punch list, observations, change orders and all other field needs.
- Demonstrate the core project management tools in Procore.

**Prerequisite/s:** None

## Instructor



**Course Lead:** Kristin Pedersen

**Resume Link:** <https://iftilms.org/faculty/kristin-pedersen/>

## Policies and Procedures

### COE Accreditation

The International Finishing Trades Institute (iFTI) is [accredited](#) by the Commission of the Council on Occupational Education ([COE](#)) and is entitled to the recognition and associated privileges of this designation. Accreditation is a status granted to an educational institution or program that has been found to meet or exceed stated criteria of educational quality and student achievement. Accreditation by COE is viewed as a nationally-honored seal of excellence for occupational education institutions and denotes honesty and integrity.



### iFTI Course Catalog

For a complete list of iFTI course offerings, please refer to the [iFTI Course Catalog](#).

### Diversity Statement

The iFTI champions [diversity in the workplace](#) and committed in building an inclusive culture. We believe that every person, regardless of attributes such as race, gender or sexual orientation, has an equal opportunity to find employment based on merit or while in training or the workplace. Although our union is more diverse than ever, we still have so much work to do.

### Policies and Procedures

The campus policies and procedures are found in the [Student Handbook](#).

### Travel and Lodging Reservations

Upon the receipt of the final class registration confirmation and course schedule, you will be advised to call Metropolitan Travel Service to obtain the best coach fare ticket. No air travel costs will be reimbursed if not made through Metropolitan Travel.

If you will be driving to the event, send your anticipated arrival and departure dates and times, so appropriate hotel reservations can be made. Hotel reservations will be made on your behalf after the iFTI receives your final travel itinerary.

Travel and lodging reservations will be direct billed to the iFTI. If regionally appropriate for you to drive your vehicle, the iFTI will reimburse mileage at \$.30/mile (not to exceed the lowest 30-day advance airfare, or the shortest route as determined by Google Maps). iFTI is not financially responsible for any costs associated with travel, lodging, meals or incidentals for accompanying guest(s).

In the event you must cancel, the iFTI and Metropolitan Travel Service must be notified within 7 days of the travel date or the District Council/Local Union will be responsible for any cancellation fees.

**Dress Code**

The dress code for iFTI classes in Hanover, Maryland is casual. Clothing should be neat, clean, and well-kept. Please no shorts, flip flops, sleeveless shirts, worn tennis shoes, sweatpants, sweatshirts, jeans with holes, rips, tears or any clothing that contains inappropriate language or that could be offensive. If you will be delivering a presentation / teach back, please dress in a professional manner.

Please call the iFTI at 410.564.5850 with any questions or concerns.