Training Course on Renovation and Retrofit Project Management

Professional Development Training Course Outline

Category	Construction Institute	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Training Course on Renovation and Retrofit Project Management equips professionals with the essential skills and knowledge to successfully navigate the complexities of upgrading existing buildings. In today's dynamic environment, the demand for sustainable and efficient infrastructure is rapidly increasing, making **building renovation** and **retrofit projects** crucial for extending the lifespan of assets, improving energy performance, and enhancing occupant comfort. This course delves into the specific challenges and opportunities associated with these projects, differentiating them from new construction and emphasizing the importance of meticulous planning, stakeholder management, and adaptation to existing conditions. Participants will gain expertise in managing the entire project lifecycle, from initial assessment and design to execution and handover, ensuring projects are delivered on time, within budget, and to the highest quality standards.

The course further emphasizes the critical aspects of **retrofit project management**, including detailed site investigation, accurate condition assessment, and the integration of modern technologies and sustainable practices. Understanding the nuances of working with existing structures, managing unforeseen issues, and minimizing disruption are key focuses. By mastering the principles of **renovation management** and applying effective **project management methodologies**, participants will be able to lead and contribute to successful projects that revitalize existing buildings, enhance their value, and contribute to a more sustainable built environment. This training provides a robust framework for professionals seeking to excel in this growing and vital sector.

Programme Curriculum

Training Course on Renovation and Retrofit Project Management

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Course Duration

10 days

Course Objectives

Upon completion of this training course, participants will be able to:

1. Understand the fundamental principles of **renovation project lifecycle management**.
2. Differentiate between **renovation, retrofit, and refurbishment projects**.
3. Conduct thorough **site assessments for building renovation**.
4. Develop comprehensive **retrofit project planning strategies**.
5. Apply effective **stakeholder communication in renovation projects**.
6. Manage **budgeting and cost control for retrofit projects**.
7. Implement **risk management strategies in building upgrades**.
8. Understand **sustainable building practices in retrofitting**.
9. Utilize **project management tools for renovation projects**.
10. Apply **quality control measures in retrofit execution**.
11. Navigate **regulatory compliance for building renovations**.
12. Manage **contractor relationships in retrofit projects**.
13. Evaluate the **performance and impact of completed renovation projects**.

Organizational Benefits

- Equipping teams with specialized knowledge in renovation and retrofit management leads to more efficient project execution and higher completion rates within defined constraints.
- Understanding effective budgeting, cost control, and value engineering techniques specific to renovation projects minimizes overruns and maximizes return on investment.
- Proactive risk management, detailed planning, and efficient coordination learned in the course help mitigate potential delays inherent in working with existing structures.

- Successful renovation and retrofit projects enhance the functionality, aesthetics, and energy efficiency of buildings, directly increasing their market value and extending their lifespan.
- The course emphasizes integrating sustainable practices, enabling organizations to meet environmental targets and reduce their carbon footprint through building upgrades.
- Effective communication and management of expectations throughout the project lifecycle lead to greater satisfaction among building owners, occupants, and other stakeholders.
- Understanding and adhering to relevant building codes and regulations specific to renovation projects ensures compliance and avoids potential legal issues.
- Training internal teams builds a core competency in renovation and retrofit project management, reducing reliance on external consultants for every project.

Target Audience

1. Project Managers
2. Construction Managers
3. Facility Managers
4. Building Owners and Developers
5. Architects and Engineers
6. Sustainability Consultants
7. Government and Public Sector Officials
8. Real Estate Professionals

Course Outline

Module 1: Introduction to Renovation and Retrofit Project Management

- Defining renovation, retrofit, refurbishment, and adaptive reuse.
- Understanding the drivers and benefits of renovation and retrofit projects.
- Overview of the renovation and retrofit project lifecycle stages.
- Identifying key stakeholders and their roles in these projects.
- Case Study: A successful adaptive reuse project transforming a historical warehouse into modern lofts.

Module 2: Initial Assessment and Feasibility Studies

- Conducting thorough site investigations and building condition surveys.
- Identifying potential challenges and constraints in existing structures.
- Developing a project brief and defining project objectives.
- Performing technical and economic feasibility analyses.
- Case Study: A feasibility study for a deep energy retrofit of an office building.

Module 3: Planning and Design Considerations for Renovation

- Developing a detailed scope of work for renovation projects.
- Integrating architectural and engineering design considerations.
- Addressing structural integrity and building code compliance.
- Planning for material selection and procurement in renovation.
- Case Study: The design and planning phase of a major hotel renovation.

Module 4: Planning and Design Considerations for Retrofit

- Assessing existing building systems (HVAC, electrical, plumbing).
- Identifying opportunities for energy efficiency upgrades.

- Integrating smart building technologies in retrofits.
- Planning for minimal disruption during retrofit implementation.
- Case Study: A retrofit project focused on improving the energy performance of a school building.

Module 5: Budgeting and Cost Control in Renovation and Retrofit

- Developing accurate cost estimates for renovation and retrofit projects.
- Implementing effective cost control measures throughout the project lifecycle.
- Managing contingencies and unforeseen expenses in existing buildings.
- Understanding value engineering principles in renovation.
- Case Study: Managing budget constraints in a large-scale residential renovation project.

Module 6: Risk Management in Renovation and Retrofit Projects

- Identifying potential risks specific to working with existing structures.
- Developing risk mitigation strategies and contingency plans.
- Managing unforeseen conditions and structural issues.
- Addressing health and safety risks during renovation and retrofit.
- Case Study: Managing unexpected structural issues discovered during a building renovation.

Module 7: Stakeholder Communication and Management

- Developing a communication plan for renovation and retrofit projects.
- Effectively communicating with building owners, occupants, and other stakeholders.
- Managing expectations and addressing concerns during construction.
- Building strong relationships with contractors and subcontractors.
- Case Study: Successful stakeholder communication in a complex multi-phase renovation project.

Module 8: Sustainable Building Practices in Retrofitting

- Understanding principles of energy efficiency and green building.
- Integrating renewable energy systems in retrofits.
- Selecting sustainable materials and construction methods.
- Improving indoor environmental quality through retrofitting.
- Case Study: A deep energy retrofit project achieving LEED certification.

Module 9: Project Management Tools and Techniques for Renovation

- Utilizing project scheduling software for renovation projects.
- Implementing progress tracking and reporting mechanisms.
- Managing change orders and variations in renovation.
- Ensuring quality control and assurance in renovation work.
- Case Study: Using BIM for managing a complex building renovation.

Module 10: Project Management Tools and Techniques for Retrofit

- Using diagnostic tools for assessing existing building performance.
- Implementing commissioning processes for retrofitted systems.
- Monitoring energy consumption and performance post-retrofit.
- Utilizing data analytics for optimizing building performance.
- Case Study: Implementing smart building technology for post-retrofit performance monitoring.

Module 11: Regulatory Compliance and Permitting for Renovations

- Understanding relevant building codes and regulations for renovations.
- Navigating the permitting process for renovation projects.
- Addressing accessibility requirements in building upgrades.
- Ensuring compliance with environmental regulations.
- Case Study: Obtaining permits for a historical building renovation project.

Module 12: Contractor Management and Procurement

- Developing effective procurement strategies for renovation projects.
- Selecting and managing contractors and subcontractors.
- Administering contracts and managing payment processes.
- Ensuring adherence to safety and quality standards by contractors.
- Case Study: Managing a multi-trade contractor team on a large retrofit project.

Module 13: Execution and Handover of Renovation and Retrofit Projects

- Managing the construction phase of renovation and retrofit projects.
- Coordinating different trades and activities on site.
- Implementing snagging and defect management processes.
- Conducting project handover and closeout procedures.
- Case Study: A successful handover of a completed office building retrofit project.

Module 14: Performance Measurement and Evaluation of Retrofit Projects

- Establishing key performance indicators (KPIs) for retrofit projects.
- Measuring energy savings and environmental impact.
- Evaluating occupant comfort and satisfaction post-retrofit.
- Conducting post-occupancy evaluations.
- Case Study: Evaluating the energy performance of a retrofitted hospital building.

Module 15: Future Trends and Innovations in Renovation and Retrofit

- Exploring emerging technologies in building renovation and retrofit.
- Understanding the role of circular economy principles in construction.
- Analyzing the impact of climate change on building adaptation.
- Discussing future trends in sustainable building upgrades.
- Case Study: An innovative approach to building facade retrofitting using modular systems.

Training Methodology

This training course will employ a blended learning approach, incorporating:

- **Interactive Lectures:** Engaging presentations covering key concepts and principles.
- **Group Discussions:** Facilitating peer-to-peer learning and knowledge sharing.
- **Case Study Analysis:** Examining real-world examples of renovation and retrofit projects.
- **Practical Exercises:** Applying learned concepts through hands-on activities.
- **Role-Playing:** Simulating project scenarios to enhance decision-making skills.
- **Guest Speaker Sessions:** Insights from industry experts in renovation and retrofit management.
- **Site Visits (Optional):** Experiencing ongoing or completed renovation projects firsthand.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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