

PROJECT
MANAGEMENT

A/E/C

PROJECT
MANAGEMENT
BOOTCAMP

2

Complete Days of High Impact Training in
A/E/C Project Management

April 19-20, 2011

The Coast Bellevue Hotel

Bellevue, Washington

Sponsored by:

 **ACEC** *Washington*

“Best professional development course I have taken in
my career! I will implement “PM Change” with great
enthusiasm.”

— Blair Shoniker, Environmental Planner, AECOM

Effective and efficient delivery of projects is the lifeblood of every A/E/C firm.

Those in leadership positions make themselves more valuable to the firm to the extent they understand the vital relationship between strong project management and staff morale, revenue growth, repeat business, and profitability.

PM BOOTCAMP OBJECTIVE

This information-packed seminar compresses a lifetime of experience and insight into two days. You will gain an understanding of the techniques and strategies of today's most successful project managers.

- Improve your personal project management skills and success.
- Provide a focus and dynamic approach your whole firm can put into action right away.

The result is a seminar brimming with practical information you can act on immediately to improve the projects you work on every day.

WHY PSMJ RESOURCES, INC.?

PSMJ instructors are hand-picked for their demonstrated success in the A/E/C industry, so you can count on reliable, "real-world" instruction from experienced pros who have been in your shoes and speak your language.

With more than 30 years of practical design firm experience, our instructors are totally dedicated to sharing with you everything they know to make your job easier and your firm more successful.



YOU CAN'T AFFORD TO MISS THIS EVENT, WHERE YOU WILL LEARN AND GAIN VALUABLE INSIGHTS ON HOW TO:

- Bring projects in on time and under budget
- Fulfill the 6 roles of a Project Manager
- Actively manage the client relationship
- Increase staff productivity in 5 ways
- Effectively control "scope creep"
- Make proposals become winners
- Create budgets & schedules to produce success

PROJECT MANAGEMENT DIGITAL TOOLBOX!

At this seminar, we not only tell you how to improve your project management skills, we also provide you with PSMJ's PM Digital Toolbox, a CD filled with PSMJ's proprietary tools to help you implement these ideas efficiently and effectively. A \$695 value, yours **FREE!**



The heart of PSMJ's PM Digital Toolbox is a one-year license to use **PlanTrax**®, PSMJ's popular project management system. In a fraction of the time it takes to learn and use other project management software, **PlanTrax**® helps you establish project budgets, plan resources needs, monitor earned value and determine project budget and schedule status.

PSMJ WILL COME TO YOU!

PSMJ can present this seminar at your firm, customized entirely to your needs. Consultants are also available to help your firm with specific proposal, presentation, pricing, and negotiating needs. Call Kim Pazera at (617) 965-0055 for details on customized training.

What you can expect to learn... **SEMINAR AGENDA**

This is NOT a canned seminar. Every PSMJ seminar is tailored to participant's specific needs. In each session, our instructors work with you to identify your needs and address crucial issues facing each and every attendee. PSMJ uses this unique **GUARANTEED** approach because with more than **30 years of experience**, we **KNOW** what the issues are and have compiled a 300-page workbook to address virtually any subject that arises. And, if it is not covered in our workbook, our instructors will follow up with you to get you the information you need.

1. What is a Project Manager?

What traits do the best PMs share?
How can I work better with my principals?

2. Business Development

Why should every PM have a role in business development?
How can I effectively cross-sell my firm's services?
How can I use my current job to bring in more work in the future?

3. Planning the Project

When should I begin the project planning process?
What are the 10 critical elements of a good project management plan?
What are the differences in planning for small projects vs. large projects?

4. Project Scheduling

What are the 11 elements of a good schedule?
What common pitfalls should I avoid when making a project schedule?
How can I develop and implement a more efficient work process?

5. Project Financial Plan

What are the 4 ways I can budget a project?
How do I balance scope and fee?
How can I negotiate the best contract?
What are the 6 steps PM's can use to improve cash flow?

6. Leading the Project

Why do some teams fail and some succeed...and when do I change team members?
What are the 7 steps to assuring key staff at critical points in a project?
How can I identify and deal with difficult personality types?

7. Managing Your Clients

Why do clients select different firms?
How well do I know my client...and why does it matter?
How can I improve my relationship with my clients?

8. Managing Risks

Why do traditional QA/QC approaches fail?
What are my liability risks?
What are the 29 terms I should include in A/E contracts?
What are the common pitfalls to avoid in sub-consultant negotiations?

9. Personal Productivity

How can you make sure every meeting counts?
What's more effective: telephone or email?
How can I effectively delegate to manage workflow?
How can I work more efficiently with my assistant project manager?

10. Managing Multiple Projects

How many projects can 1 PM handle?
What are the keys to managing multiple projects?
What are the 8 elements of a successful client management plan?

11. Controlling the Project

What are the critical project elements that constantly need monitoring?
What are the 5 critical numbers I need from accounting?
How can I effectively manage your sub-consultants?

12. Getting Out of Trouble

How do I avoid problems?
What to do in a crisis and how to recover quickly
What can I do if you're behind schedule or over budget?
What is the proper way to ask a client for additional fees?

13. Wrapping Up the Project

What's the right way to complete a project?
What are the elements of a successful project close-out?
How can I turn a completed project into the next job?

YOUR BOOTCAMP WILL BE LED BY
THE FOLLOWING INSTRUCTOR

William A. Sorrentino, Jr., P.E., PMP, DBIA
Bill Sorrentino is a registered professional engineer, a certified project management professional and Design Build certified with over 30 years of design and construction experience. He has held various positions in the industry such as Structural Engineer and Project Manager, and travels around the United States advising Government Agencies and A/E Firms in PM practices. Bill's leadership and recommendations have shaped the way his organization implemented and practices project management. As a PSMJ consultant, Bill has trained thousands of project managers and provided consulting services to hundreds of A/E/C organizations.

Who Should Attend?

- Project Managers
- Associates
- Principals
- Assistant PMs
- Directors of Operations
- Department Heads

"This program gave a "ground-running approach, providing me with tools to be more consistent and more thorough and ultimately more profitable."

— Mike App, Project Manager,
O'Dell Associates, Inc.

REGISTRATION APPLICATION

Project Management Bootcamp

April 19-20, 2011 • Bellevue, Washington

Tuesday: 8:30 am - 5:00 pm Wednesday: 8:00 am - 4:00 pm

Buffet breakfast served 30 minutes before session

Photocopy form for additional registrations

Conference Site and Accommodations

Mention that you are with ACEC/Washington to receive a special rate.

The Coast Bellevue Hotel (425) 455-9444
625—116th Avenue NE, Bellevue, WA 98004
www.coasthotels.com

Room rate: \$119 per night (single/double)

Hotel Cut off date: March 20, 2011

Name _____

Title _____

Firm Name _____

Address _____

City _____

State _____ Zip Code _____

Phone _____

Fax _____

E-Mail _____

I am a member of ACEC/Washington

Registration

Early Bird Options (pricing on or before March 20, 2011)

\$945 ACEC/Washington Member Exclusive Rate
(a \$250 savings compared to regular Bootcamp fee)

\$1,195 Non-members Rate

After March 20, 2011

\$1,045 ACEC/Washington Member Rate

\$1,295 Non-member Rate

Check enclosed for \$_____ payable to ACEC/Washington.

Refunds: Cancellations by March 20, 2011 are eligible for a full refund. Cancellations after March 20, 2011 and no-shows are not eligible for refunds. Substitutes are welcome anytime.

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Easy Ways to Register

M ACEC Washington, 700-112th Avenue
NE, Suite 207, Bellevue, WA 98004

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F (425) 451-3521

E loy@acec-wa.org

W www.acec-wa.org