

PROJECT MANAGEMENT

A/E/C

PROJECT MANAGEMENT BOOTCAMP

2

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

April 20-21, 2010

The Coast Bellevue Hotel

Bellevue, Washington

Sponsored by:


ACEC Washington

"Exceeded my expectations! One of the most useful seminars I've ever attended in the industry. Mike knows the field and its challenges so well. Easy to relate and see how I can apply these tools to my practice."

**- Beth McGregor, Project Manager,
Desmone & Associates Architects**

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 participants' 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. Action Plan

- ⊙ Why are you here?
- ⊙ Getting the most out of these 2 days
- ⊙ How to create your own Seminar Implementation Plan

2. What is a Project Manager?

- ⊙ Traits of the best Project Managers
- ⊙ How PMs work with Principals
- ⊙ Your financial role
- ⊙ Your cash flow role
- ⊙ Overcoming obstacles for effective project management
- ⊙ How many hours for PM?

3. Business Development

- ⊙ Marketing vs. Sales vs. Business Development
- ⊙ Leveraging existing client relationships
- ⊙ Client relationship development
- ⊙ Cross-selling
- ⊙ How to win more proposals

4. Planning the Project

- ⊙ When to begin planning
- ⊙ Setting project goals
- ⊙ Elements of a good work plan
- ⊙ Small projects vs. large projects
- ⊙ Preparing a task outline and work breakdown structure
- ⊙ What is design quality
- ⊙ Balancing quality and budget

5. Project Scheduling

- ⊙ Elements of a good schedule
- ⊙ Milestone charts vs. Bar charts vs. Full-wall scheduling
- ⊙ Selecting the best scheduling method
- ⊙ Avoiding common pitfalls in establishing a project schedule
- ⊙ Understanding the sequence of work
- ⊙ Minimizing rework
- ⊙ Developing an efficient delivery process

6. Project Financial Plan

- ⊙ Four ways to budget a project
- ⊙ Balancing scope and fee
- ⊙ Multipliers you should use
- ⊙ Prices you should quote
- ⊙ Where have all of your profits gone?

- ⊙ Best and worst contract types
- ⊙ Negotiating the best contract
- ⊙ The critical issues for your firm financial success
- ⊙ Proven collection techniques

7. Leading the Project Team

- ⊙ Resource planning
- ⊙ Effective team organization
- ⊙ Why teams fail
- ⊙ Management vs. Leadership
- ⊙ Evaluating your team
- ⊙ Identifying and dealing with difficult personality types
- ⊙ Motivating your team

8. Managing Your Clients

- ⊙ Satisfaction vs. loyalty
- ⊙ Why clients defect
- ⊙ Client responsibility matrix
- ⊙ How to improve your relationship with your clients
- ⊙ Using freeze milestones to manage clients
- ⊙ Creating the right image
- ⊙ Proactive client communications techniques

9. Managing Quality & Risks

- ⊙ Why traditional QA/QC approaches fail
- ⊙ Understanding professional liability
- ⊙ Risk management for non-lawyers
- ⊙ Analyzing and mitigating risk
- ⊙ The best contract clauses
- ⊙ Lessons learned about claims management

10. Personal Productivity

- ⊙ Increasing your team's output
- ⊙ Organizing your time
- ⊙ Steps to getting organized
- ⊙ Making every meeting count
- ⊙ Using the telephone and email effectively
- ⊙ The principles of reinforcement
- ⊙ How to become high performance
- ⊙ Using delegation to get promoted
- ⊙ Controlling interruptions
- ⊙ The assistant project manager

11. Managing Multiple Projects

- ⊙ How many projects can you really manage?
- ⊙ Managing multiple projects for the same client
- ⊙ Keys to managing multiple projects
- ⊙ Client management plan

12. Controlling the Project

- ⊙ Monitoring critical project elements
- ⊙ The PlanTrax® method of earned value analysis
- ⊙ Five numbers you need from accounting
- ⊙ Controlling small projects
- ⊙ Managing your sub-consultants

13. Getting Out of Trouble

- ⊙ Avoiding problems
- ⊙ Strategies for recovering from a bad situation
- ⊙ Crisis management techniques
- ⊙ How to manage change better
- ⊙ What to do when you're behind schedule or over budget
- ⊙ How to go to the client for more money

14. Wrapping Up the Project

- ⊙ How to close out your projects
- ⊙ How the best PMs and firms finish
- ⊙ Planning to complete
- ⊙ Elements of a successful project close-out

15. My Personal Action Plan

- ⊙ Developing your personal action plan
- ⊙ Prioritizing your action items
- ⊙ Setting target dates for each item
- ⊙ Finding the time to get them done
- ⊙ How to take this information back to your firm

Course hours on both days are 8:00 am to 4:00 pm

YOUR BOOTCAMP WILL BE LED BY THE FOLLOWING INSTRUCTOR

Michael D'Alessandro, P.E., PMP, has worked in the design and construction industry for over 25 years. For 17 years, he was Manager of Projects and Design/Build initiatives with Parsons Infrastructure and Technology Group. He also served as a member of the firm's Quality Council and led efforts to improve client satisfaction and design productivity. As a PSMJ consultant, he has trained thousands of project managers and provided consulting services to more than 200 A/E/C organizations, in both private and public sectors.

Registration includes: attendance, complete instructions, workbook, reference materials, continental breakfast, lunch and breaks.

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 20 - 21, 2010 • Bellevue, Washington
8:00 am — 4:00 pm (both days)
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, 2010

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, 2010)

- \$945 ACEC/Washington Member Exclusive Rate
(a \$250 savings compared to regular Bootcamp fee)
- \$1,195 Non-members Rate

After March 20, 2010

- \$1,045 ACEC/Washington Member Rate
- \$1,295 Non-member Rate
- Check enclosed for \$_____ payable to ACEC/Washington.
- Bill me/my firm (member firms only).

Refunds: Cancellations by **March 20, 2010** are eligible for a full refund. Cancellations after **March 20, 2010** and no-shows are not eligible for refunds. Substitutes are welcome anytime.



Easy Ways to Register

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

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F (425) 451-3521

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W www.acec-wa.org