

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

"Most educational, inspiring two days of my life so far!"

— John Marshman, Production, WalterFedy

"Very enjoyable! An eye-opener as to what a PM should be."

— Michael Shankaruk, Sr. Project Manager, Arrow Engineering



Project MANAGEMENT

BOOTCAMP

May 15-16, 2014

Courtyard Little Rock West
Little Rock, AR

DRIVE YOUR SUCCESS

In this information-packed, two-day seminar, learn the proven techniques and strategies of today's most successful project managers:

- *Improve your personal project management skills and success.*
- *Strengthen your technical skills in negotiation, budgeting, scheduling, and risk management assessment.*
- *Refine your "people skills," including marketing, communications, and leadership.*

BOOST YOUR PRODUCTIVITY

Get the practical information you need to immediately improve the projects you work on every day.

PSMJ | Resources, Inc. ®

www.arkansasengineers.com/acec

Walk away with effective, actionable techniques from today's most successful PMs

Every bootcamp is designed to compress a wealth of knowledge and insight gained from decades of real-world PM experience into two information-packed days.

These are the must-know strategies and must-have techniques of today's most successful project managers—highly practical advice you'll find plenty of opportunities to apply immediately upon your return to the office.

"Overall, the entire course was very informative and beneficial to all aspects of my business."

— Nelson Cecilia, Sr. Architectural Designer/Associate, WalterFedy

"Well worth pulling PMs out of the office for the training. These tools will help us all become more successful!"

— Denise Sweeden, CAO, Meier Architecture & Engineering



Gain invaluable, first-hand knowledge about:

- Gaining a competitive edge over your colleagues by improving the effectiveness of your day through better time management.
- Squeezing more profit out of your projects through change management.
- Dealing with unusual project management issues, resulting from alternative project methods like IPD, Design-Build, and P3.
- Building an integrated schedule to help keep everyone focused on project success.
- Using new ways with social media to better communicate with your project team and clients.
- Understanding your project team's "social styles" to improve your ability to interact effectively and improve team performance.
- Identifying the top four non-technical project risk drivers and what PMs can do to manage them.
- Getting feedback on your performance so you can grow your responsibilities in the firm and transition into the role of Principal.



Your Bootcamp Will Be Led by:

Patty Huntley brings over 25 years of experience to her work with PSMJ. Her career includes the successful planning and execution of a broad range of projects, from small single-discipline projects, to fast-track, design-build projects. She was also a construction management consultant planning the construction of large public and private facilities. As a PSMJ consultant, Patty has worked with numerous firms that were subsequently able to improve their project delivery processes, reduce project write-offs and increase project profitability. She has trained thousands of project managers in firms throughout the U.S. and Canada on project management, working with firms to assess and improve PM practices and competencies.



What you can expect to learn... *Seminar Agenda*

Every PSMJ seminar is tailored to participants' specific needs. In each session, our instructors work with you to address crucial issues facing each and every attendee.

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 versus Sales versus 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 versus 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 versus Bar charts versus 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 firm financial success
- Proven collection techniques

7. Leading the Project Team

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

8. Managing Your Clients

- Satisfaction versus 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 principals 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
- The 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

The Hours for the Class are:

Day One: 8:30 am to 5:00 pm

Day Two: 8:00 am to 3:30 pm

Continuing Education

This seminar includes 12 hours of content that may be applicable to continuing professional development requirements for professional registration in some jurisdictions. Confirmation of participation will be available from ACEC upon request.

"Very practical step-by-step process with practical tools/approaches to stay on top of projects."

— Eric Hurrell, Aviation Specialist, EBA

Project Management Bootcamp

May 15-16, 2014 • Little Rock, AR *(photocopy form for additional registrations)*

Conference Site and Accommodations

Courtyard Little Rock West

10900 Financial Centre Parkway • Little Rock, AR 72211

Tel: (501) 227-6000

Hotel room rate: \$89 based on availability (ask for Gov Rate)

Name _____

Title _____

Firm Name _____

Address _____

City _____

State _____ Postal Code _____

Phone _____ Fax _____

Email _____

REGISTRATION INCLUDES:

- Attendance
- Complete instructions
- Workbook
- Reference materials
- Continental breakfast
- Lunch and breaks

I am a member of **ACEC/A**

REGISTRATION DEADLINE: MAY 9, 2014

\$1,245.00 per person for ACEC members

\$1,495.00 per person for non-members

DISCOUNTS FOR GROUP REGISTRATIONS:

***Three registrants from one firm** – first two are regular price, third person is half price

***Four registrants from one firm** – first three are regular price, fourth person is free

***Five or more from one firm** – first three are regular price, fourth person is free, every additional registrant beyond four is 25% off

Check enclosed for \$_____ payable to **ACEC/A**

If you do not receive an email confirmation before May 10, 2014, please contact (501) 978-1157.

In the event a registrant cannot attend the seminar, a replacement will be acceptable. Registration fees will not be refunded for cancellations.



3 WAYS TO REGISTER:

M Three Financial Centre
900 S. Shackleford, Ste. 300
Little Rock, AR 72211

T (501) 978-1157

W www.arkansasengineers.org