

**PROJECT
MANAGEMENT**

A/E/C

**PROJECT
MANAGEMENT
BOOTCAMP**

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

November 13-14, 2008

**Holiday Inn Toronto Airport East
Toronto, Ontario**

*Brought to
you in
conjunction
with:*



Association of Canadian Engineering Companies
Association des firmes d'ingénierie du Canada

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 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?

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.



Don't 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

Your Bootcamp Will Be Led by:

Michael D'Alessandro, P.E., PMP, has worked in the design and construction industry for more than 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 the private and public sectors.

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.

“This has been the single most valuable seminar I've ever attended.”

—Warren Bates, Project Manager/Geologist,
Blasland, Bouck & Lee Inc.

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 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

The Hours for the Class are: Day One: 8:30 am to 5:30 pm and Day Two: 8:00 am to 3:00 pm

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

Register Now for PM Bootcamp!

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.

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

“Best PM Seminar by far. The value of ‘real practice examples’ brings to a PM training program is immeasurable.”

— Jason Montoya, Engineer III,
Brown + Caldwell

Project Management Bootcamp
November 13-14, 2008 • Toronto, Ontario
Photocopy form for additional registrations

Conference Site and Accommodations

Holiday Inn Toronto Airport East (416) 491-4382
600 Dixon Road, Toronto, Ontario M9W 1J1 www.holidayinn.com
Room rate: \$119 per night (single/double) • Parking: \$11.00/day
Hotel Cut-off: October 13, 2008

Name _____

Title _____

Firm Name _____

Address _____

City _____

Province _____ Postal Code _____

Phone _____ Fax _____

E-Mail _____

I am a member of The Association of Canadian Engineering Companies

Registration Deadline for registration: October 10, 2008

\$1,520.75 CAD/person for ACEC members (including tax)

\$1,678.25 CAD/person for non-members (including tax)

Check enclosed for \$_____ payable to
The Association of Canadian Engineering Companies

Bill me/my firm.

Charge my: MasterCard VISA

Credit Card # _____ Exp. Date _____ / _____

Cardholder Name _____

Signature _____

The cancellation deadline is October 10, 2008 for a full refund. After October 10, 2008 registrants will be subject to a \$200.00 administration fee.



Easy Ways to Register

M 616-130 Albert Street,
Ottawa, ON K1P 5G4

T (800) 565-0569

F (613) 236-6193

E info@acec.ca