

Project Management BOOTCAMP

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



Brought to you in conjunction with:
ASSOCIATION OF CONSULTING
ENGINEERING COMPANIES | CANADA
ASSOCIATION DES FIRMES
D'INGÉNIEURS-CONSEILS | CANADA



Consulting
Engineers of
Ontario



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

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

"Wow! The presenter was great and the content will be immediately useful. Best bootcamp I've attended in 5 years"

— M. Scott Archer, Mechanical Engineer, Hight-Jackson Associates

www.acec.ca

May 14-15, 2013
Crowne Plaza Toronto Airport
Toronto, Ontario

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.

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.

Your Bootcamp Will Be Led by:

William Hinsley brings more than 17 years of experience to PSMJ and is currently an Associate Vice President with Atkins North America. His experience in project management includes planning, execution, quality management, as well as business development and sales experience from pre-positioning to proposals and negotiations with existing and new clients for projects ranging from \$1 million to \$11 billion. Bill has a Bachelor of Science degree in Biology & Chemistry and a Masters Degree in Marine Affairs and Policy. He is a member of the Society of American Military Engineers and American Council of Engineering Companies.

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

Who Should Attend?

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

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. That's why more than 30,000 A/E project managers have already attended this industry-renowned program—many more than once! Shouldn't you be the next?

“This is a world-class course and one of the best we offered our staff.”

— **Darrell Haight, President**, Trace Associates

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

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!**

The Hours for the Class are:

Day One: 8:30 am to 5:00 pm
and Day Two: 8:00 am to 3:30 pm

Project Management Bootcamp

May 14-15, 2013 • Toronto, Ontario (Photocopy form for additional registrations)

Conference Site and Accommodations

Crowne Plaza Toronto Airport

33 Carlson Court, Toronto, Ontario, M9W 6H5

Tel: (416) 675-1234 • Fax: (416) 675-2869 • Toll-Free 1-800-227-6963

<http://crowneplazatorontoairport.ca>

Hotel room rate: \$119 single/double

Hotel reservation cut-off date: April 12, 2013

Name _____

Title _____

Firm Name _____

Address _____

City _____

Province _____

Postal Code _____

Phone _____

Fax _____

Email _____

License Plate Number _____

I am a member of **Association of Consulting Engineering Companies**

Registration Deadline: May 3, 2013

\$1,695.00 (HST included) per person for ACEC members

\$1,864.50 (HST included) 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 **Association of Consulting Engineering Companies**

Charge my: MasterCard VISA

Credit Card # _____

Exp. Date _____ / _____

Cardholder Name _____

Signature _____

If you do not receive an email confirmation before May 3, 2013, please contact Julie Jacquard at (613) 236-0569.

Cancellations received before May 3, 2013 will receive a full refund. Cancellations received after May 3, 2013 will be subject to a \$200 administration fee.

Registration includes:

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



Easy Ways to Register

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