

Public Works

PROJECT MANAGEMENT BOOTCAMP

Learn the best practices for managing public works projects

HERE'S WHAT PEOPLE ARE SAYING...

"This course was a nice refresher of the types of courses I was required to take every year with WSDot."

Scott Bontrager, Assistant City Engineer / City of Moscow ID

"This was an excellent opportunity to introduce planning and management at a critical time for the corporation."

Laurene Wagner, Executive Director Tenant Services / Ottawa Community Housing Corporation

"The course provided great tools to kick-start my projects. I am more confident about getting my projects done on time and within my budget."

Viola Forrester, Transportation Engineer / The City of Calgary

"Excellent program for project management - you can learn from others without getting the battle scars!"

Laura Kroeger, P.E., Assistant Manager of Design, Construction and Maintenance / Urban Drainage and Flood Control District

"Excellent class! It reinforced concepts I knew, and taught me many I didn't know."

Matthew Bushak, City Engineer / Hutto Department of Public Works

BOOTCAMP COURSES

- ❑ **OCTOBER 15-16 – DENVER, CO**
- ❑ **OCTOBER 29-30 – WASHINGTON, DC**
- ❑ **NOVEMBER 12-13– SEATTLE, WA**

IN-HOUSE TRAINING

WANT TO TRAIN ALL YOUR PROJECT MANAGERS?

Call about PSMJ's Customized In-House Public Works PM Bootcamps. PSMJ can present this bootcamp at your agency, customized entirely to your needs.

REGISTER NOW!



CALL:
(617) 965-0055



E-MAIL:
education@psmj.com



VISIT:
www.psmj.com

APWA MEMBERS ONLY
Be sure to mention your
APWA member number to
receive \$50 off your bootcamp
registration fee.

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PROJECT MANAGEMENT BOOTCAMP

Q *Do your PMs need to learn the best practices for managing public works projects?*

Q *"Are you satisfied with your agencies project delivery record?"*

A *Attend PSMJ's Public Works Project Management Bootcamp!*

Managing public works projects has always been challenging. Today, with funds being scarcer than ever, it's even more difficult to deliver the needed projects within very limited budgets. The watchword today is "Do more with less." You can learn the best practices for managing public works project ...with a little help from **PSMJ's Public Works Project Management Bootcamp!**

WE'VE BEEN IN YOUR SHOES!

PSMJ instructors are handpicked for their demonstrated success in the Public and Government sectors, so you can count on reliable, "real-world" instruction from experienced pros that have been in your shoes and speak your language. With nearly 30 years of practical design agency experience each; our instructors are dedicated to sharing everything they know to make your job easier and your projects more successful.

WHO SHOULD ATTEND?

This program has been specifically designed for Project Managers, Contracts Managers and Senior Managers in public sector design and construction agencies, including:

- **Public Works Departments and Departments of Transportation**
- **Department of Defense and Federal Agencies**
- **Capital Projects Agencies**
- **Senior Managers and Project Managers Who Work with Public Sector Clients**
- **Purchasing and Contract Managers**

YOUR BOOTCAMP IS LED BY ONE OF THE FOLLOWING INSTRUCTORS:



Michael S. Ellegood, P.E.

Michael has over 40 years experience in civil engineering, including significant experience in design and management of multi-million dollar public works projects. He has held senior management positions with leading consulting engineering firms and public sector agencies. As the recently retired Director of Public Works for Maricopa County (Phoenix), Arizona, Mike was directly responsible for the Transportation, the Flood Control and Solid Waste departments and had oversight of all capital improvements accomplished by the County including multi-billion jail expansion program. One of the fastest growing counties in the nation, the Transportation Department routinely delivered over a hundred million dollars of public infrastructure annually. Mike successfully introduced performance standards into the project delivery system, resulting in the consistent delivery of the CIP with a construction cost growth rate of less than 5%.



Julie E. Ellegood

Julie is the founder of PSM2, a firm specializing in services for public sector design and construction programs. She has served as developer and project manager for the Sky Harbor International Airport's construction coordination and communication program and worked as a technical writer for a firm specializing in rehabilitation and industrial design, technical writing trainer at ACEA Arizona, engineering specifications writer, and environmental project manager for roadway projects. She's also developed and facilitated over 100 workshops on partnering and public information, served as the chair of the Maricopa County (AZ) Transportation Advisor Board, and she edited technical and bridge failure reports for Ty Lin International.



REGISTER NOW AND RECEIVE FREE ACCESS TO THE PUBLIC WORKS PROJECT MANAGEMENT TOOLBOX

As part of your registration fee, you receive a one-year user license for PlanTrax®, PSMJ's popular project management software. Written in easy-to-use Excel® format, this software makes it easy to plan and track resource requirements, budgets and schedules. In addition to PlanTrax®, you also receive access **PSMJ's Public Works Project Management ToolBox** in the PSMJ Cloud, containing dozens of useful tools to help you implement the techniques you learn at this bootcamp.

AGENDA

WHY DO YOU NEED TO ATTEND?

The Public Sector is a target! We must prove we can do it as efficiently and cost-effectively as the private sector! Additionally, due to budget constraints, hiring of staff has been curtailed at most public works agencies. This means, the current project management staff have to “do more with less.” This program will provide you with the tools to more efficiently manage multiple projects while controlling the schedule and budget and the changes that inevitably happen.

Gain insight into the best practices of top public works agencies, as well as those from top engineering and architectural project managers. It is imperative to develop highly skilled PMs in order to remain successful.

PSMJ's Public Works Project Management Bootcamp focuses on simple project management approaches that achieve better results than traditional, less-effective, more time-consuming methods. The program also includes a USB with templates and other great tools to further reduce the amount of time needed to manage your projects effectively.

Our project management protocols, unlike others, focus exclusively on the public works environment and the issues that get in our way. Issues that other industrial and IT projects do not encounter. **REGISTER NOW!**

WHAT YOU LEARN

While both public sector project managers and consultant project managers deliver projects on time and budget; the extent of project control and the operating environment are very different. Public Works project managers need the skills, tools and know how to manage both in-house and consultant projects. They must know how to develop scopes, budgets and schedules, manage risk, quality and change; deal with both elected officials, the public, permitting agencies, utility companies in all phases of the project. During this information-packed two-day Bootcamp, you learn:

- **The best way to “control” schedule and budget**
- **How to manage design firms and construction contractors**
- **The best ways to manage quality and risks**
- **How to effectively manage change**
- **Discover how managing public projects differs from private work**
- **Get the protocols you need to manage projects successfully**
- **Getting your projects closed out and accepted**
- **What it means to be a project manager/leader**
- **What's really important to know about project planning**
- **Discover can't-fail techniques for project close-out and acceptance**
- **How to decide when to use a consultant or do the work in-house**

The result is a Bootcamp brimming with practical information. That's why hundreds of public sector agencies have sent their Project Managers to attend this renowned Bootcamp! Secure your spot today!

ADDITIONAL BENEFITS

You can't afford to miss this seminar, where you walk away with valuable insights on:

- **Improving your agency's budget and schedule performance**
- **Building a high-performing team**
- **Managing your time more effectively**
- **Becoming a great Project Manager**
- **Develop an effective audit trail for the project**

1. FUNDAMENTALS

- *Project management in the public sector vs. private*
- *What do we mean by “successful project?”*
- *Why do so many public works projects fail?*
- *What is the role of the PM in today's public works agency?*
- *What are the traits of the best project managers?*
- *Should the same PM manage from planning to construction?*
- *How do you manage workflow properly?*
- *How do the personalities of your team members determine what happens on a project?*

2. PLANNING

- *What is a Project Charter and why is it essential for managing change?*
- *How can you better identify potential changes and unknowns?*
- *How do you effectively manage the project's stakeholders?*
- *How do you accurately define the scope of services?*
- *What are the 3 things you need to know when dealing with elected officials?*
- *What are the 7 things you need to know when dealing with the public?*
- *What is a PMP and who prepares it?*
- *What are the 4 budgeting methods and when you should use each?*
- *What is a “good” schedule and how to get it?*
- *Why do you need a risk management plan and how do you create one?*

3. DESIGN

- *Should you do the design in-house or hire a design consultant?*
- *How do you select the best design consultant?*
- *How do you successfully negotiate a design contract?*
- *How do you manage change and risk on a project?*
- *How do you manage “the other stuff?”*
- *What defines quality on a project?*
- *How can you match costs to the level of quality needed?*
- *What is the best way to manage multiple projects?*
- *What do you really need to know to effectively manage a project? How do you find out?*

4. CONSTRUCTION

- *How do you know if your project is ready to be released for construction?*
- *What are the tools you need to manage your contractor?*
- *How do you effectively run the pre-bid and pre-construction meetings?*
- *How often should you have meetings with your construction team?*
- *What are the 9 critical written communications during construction?*
- *What are the best ways to manage construction claims and change orders?*

5. PROJECT CLOSE-OUT AND ACCEPTANCE

- *How do you know if your project is ready to be released for construction?*
- *What are the tools you need to manage your contractor?*
- *How do you effectively run the pre-bid and pre-construction meetings?*
- *How often should you have meetings with your construction team?*
- *What are the 9 critical written communications during construction?*
- *What are the best ways to manage construction claims and change orders?*

6. IMPLEMENTATION

- *How will your personal implementation plan help you back in the office?*
- *What is in your digital toolbox and how can you make sure it doesn't collect dust on your bookshelf?*
- *What are the resources we can give you to ensure you are successful after this Bootcamp?*

PROGRAM HOURS

DAY ONE: 8:30 A.M. TO 5:00 P.M.

DAY TWO: 8:00 A.M. TO 3:30 P.M.

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PROJECT MANAGEMENT BOOTCAMP

PSMJ | Resources, Inc. ®

10 Midland Avenue, Newton, MA 02458

Did you know that most publicly funded projects go over budget and are delivered late?

*Learn more about this and learn how to deliver projects on time and on budget by attending PSMJ's acclaimed **Public Works Project Management Bootcamp**. You will learn why projects go over budget and are delivered late and you will get the knowledge and the tools to help you and your agency deliver on time and on budget.*

❑ **OCTOBER 15-16 – DENVER, CO**

The Brown Palace Hotel and Spa
321 17th Street • Denver, CO 80202
Room Rate: \$199 single/double
Hotel Room Cut-off Date: 9/23/15
Phone: (303) 297-3111

❑ **OCTOBER 29-30 – WASHINGTON, DC**

Hyatt Regency Crystal City
2799 Jefferson Davis Highway • Arlington, VA 22202
Room Rate: \$219 single/double
Hotel Room Cut-off Date: 10/7/15
Phone: (888) 421-1442

❑ **NOVEMBER 12-13– SEATTLE, WA**

Renaissance Seattle Hotel
515 Madison Street • Seattle, WA 98104
Room Rate: \$195 single/double
Hotel Room Cut-off Date: 10/21/15
Phone: (206) 583-0300



Our Bootcamp earns you up to 12 AIA LUs and/or 12 PDHs.

PSMJ is a registered provider with the Florida Board of Engineers, provider #PE 0003546 and with the Florida Board of Landscape Architecture, provider #PVD37, course #0008090 (15 credit hours). Not all States and licensing boards accept these programs for learning units.

REGISTER NOW!



CALL:
(617) 965-0055



E-MAIL:
education@psmj.com



VISIT:
www.psmj.com

100% MONEY-BACK GUARANTEE

There's absolutely no risk involved. The value and benefits of attending our educational Bootcamps are confirmed by thousands of satisfied participants. If you're not happy, we're not happy. Go back to work and apply the project management techniques you learned in our bootcamp. If you're not absolutely delighted with the results you achieve, write to us within 30-days of your bootcamp. We will issue you a refund or arrange for you to attend another PSMJ Bootcamp. ***That is our 100% Money-Back Guarantee.***

REFUNDS AND CANCELLATIONS

Cancellations received in writing at least 45 business days prior to the Bootcamp will receive full refunds. Cancellations received in writing at least 44-11 business days prior to the program receive a credit letter, good for six months, towards any PSMJ program or product. Cancellations made 10 or fewer business days prior to the Bootcamp and/or no-shows are not eligible for refunds or credits; however, you may substitute attendees or location at any time.