

# A/E/C PROJECT MANAGEMENT BOOTCAMP®

January 21-22, 2020 | Toronto, ON

Brought to you in conjunction with:



ASSOCIATION OF CONSULTING  
ENGINEERING COMPANIES | CANADA  
ASSOCIATION DES FIRMES  
DE GÉNIE-CONSEIL | CANADA



The two-day workshop **GUARANTEED** to give you proven skills to improve project delivery, financial performance, and client satisfaction:

- Master the 11 must-use parts of an ironclad project schedule
- Avoid the 5 budget busters that put projects in a financial hole
- Negotiate win-win subcontractor agreements
- Seize opportunities for new revenue through upselling and cross-selling
- Learn the PM “wow!” factors that turn clients into evangelists for your firm
- Spot—and fix—issues before they become major problems
- AND SO MUCH MORE!

*“Best professional development course I have taken in my career!  
I will implement PM Change with great enthusiasm.”*

Blair Shoniker / AECOM

# 10 REASONS NOT TO MISS THIS BOOTCAMP

1. Four proven ways to create a project management budget that will withstand the toughest scrutiny
2. The 29 A/E/C contract terms every successful PM understands
3. Five metrics smart PMs know to request from accounting, and how use them to make better decisions
4. How to make every client interaction an opportunity to position and brand your firm—and drive more referrals
5. Step-by-step instructions for maintaining your sanity—and meeting deadlines—when managing multiple projects
6. Scheduling secrets to keep everyone, from subs, clients to principals, happy
7. Three project elements you aren't monitoring now—but should be
8. How to implement a QC/QA program that eliminates common failure points
9. Red-flag metrics that give early warning on cost and schedule bumps ahead
10. Satisfaction Guarantee: If you disagree with the 13,000+ PMs who have participated in this program—and awarded it 4.8 out of 5 stars (average ranking)—we'll immediately refund your entire registration fee.

## BONUS REASON:

You get dozens of real-world strategies guaranteed to take your firm to new levels of revenue, profit, and client satisfaction.

## YOUR COACH



### Bill Hinsley, AECPM

*Bill has been involved with the A/E/C Industry for more than 14 years. In addition to being a trainer with PSMJ Resources, Inc., he has served as a senior leader in two international A/E companies providing consultancy, design, engineering and management services in the fields of Infrastructure, Water, Environment, and Buildings.*

## WHAT TO EXPECT

Want to manage A/E/C projects with complete confidence, keeping multiple stakeholders happy, driving new business to your firm, and consistently coming in on budget and on time? This power-packed workshop combines PSMJ's legendary A/E practice knowledge built over 40 years with proven new methods driving superior PM performance at firms just like yours.

**ACTIVE:** You won't sit and listen to an instructor for 2 days. This program keeps you engaged and stimulated with expert facilitators committed to interactivity and inclusive discussions.

**GROUNDING:** You won't be tuned off by impractical project management tips. Rather, you'll get to hear real-world case studies that show what's working—and what isn't—in bringing projects in on time and budget.

**CONFIDENCE BUILDING:** In two days, we guarantee you'll have renewed confidence to take on any project, crush any project goal, and manage any challenge that clients, contractors, and suppliers throw your way.

In 2018 alone, 3,265 A/E/C professionals chose PSMJ's A/E/C Project Management Bootcamp for their training, from newly-minted Project Managers ready to learn the ropes all the way up to experienced leaders seeking continuous improvement.

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

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

# MASTER THESE **BEST PRACTICES**

*for top project delivery performance and client satisfaction*

## HOW TO INCREASE PRODUCTIVITY

PMs have limited time but get pulled in unlimited directions. Get some A/E/C-specific tips for doing more—and with less stress.

- Taking charge of meetings to ensure you get what you need
- When to email and when to pick up the phone
- Get more production out of your assistant manager

## THE PM'S ROLE IN BUSINESS DEVELOPMENT

Highly valued PMs are always selling the firm's expertise. Learn how to spot and exploit opportunities to drive new work.

- Why every PM should have a role in business development
- How PMs can cross-sell services to grow the business
- How you can use your current job to generate more work in the future

## PLANNING THE PROJECT FOR SUCCESS

Set the project tone with a superior plan that engages all stakeholders.

- When you should begin the project planning process
- 10 critical elements of the best project management plans
- Differences in planning for small versus large projects

## REALISTIC PROJECT SCHEDULING

Avoid project failure with defensible milestones that account for every contingency.

- Mastering the 11 elements of a superior schedule
- Common pitfalls to avoid when making a project schedule
- How good scheduling helps avoid rework and increase profit

## PROJECT FINANCIAL (AND PROFIT) PLAN

How can PMs become key business leaders? Learn how to boost the bottom-line with a solid front-end vision.

- 4 proven methods for creating a fool-proof project budget
- Inside tips for balancing the project's scope and fee
- 6 vital steps PMs should use to improve cash flow

## MANAGING PROJECTS FOR CLIENT DELIGHT

Increase the client's "happiness quotient" and evolve from vendor to partner.

- How to get to know the client, and why it matters
- Techniques for improving your relationship with your clients
- How can you become your client's advisor?

## MANAGING RISKS TO AVOID GRIEF AND LOSSES

Project problems aren't inevitable if PMs know how to spot the warning signs.

- Why traditional QA/QC fails – and how to approach it differently
- 29 critical terms every PM must understand in A/E/C contracts
- Pitfalls that successful PMs must avoid in sub-consultant negotiations

## SECRETS OF MANAGING MULTIPLE PROJECTS

Dropping a ball is every PM's multiple-project nightmare, so get the skills to stay on schedule and on budget.

- How many projects can one PM realistically handle?
- Increasing productivity: Keys to managing multiple projects
- Inside tips for managing multiple office deliveries

## MAINTAINING CONTROL OF THE PROJECT

Learn the real-world budget and schedule discipline strategies that keep everyone, including the client, on course.

- Crucial project elements every PM must obsessively monitor
- Which 5 critical numbers must PMs demand for accounting?
- The single best way to monitor a project's progress

## GETTING—AND STAYING—OUT OF TROUBLE

Should unforeseeable events threaten completion on time and budget, know how to react using crisis management skills that can turn around a flailing project.

- What are the best techniques to avoid problems in the first place?
- What to do if a project is behind schedule or over-budget
- What is the best way to ask a client for additional fees?

## PLUS MUCH MORE!

Visit [www.psmj.com/pmboot](http://www.psmj.com/pmboot) for complete agenda details!



Our attendees continuously rate this program 4.8 out of 5 stars!

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

Eric Hurrell, Aviation Specialist, EBA

## CLASS HOURS:

**DAY ONE:** 8:30 am to 5:00 pm **DAY TWO:** 8:00 am to 3:30 pm

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(photocopy form for additional registrations)

**January 21-22, 2020** | Toronto, ON  
**Crowne Plaza Toronto Airport**

33 Carlson Court, Toronto, Ontario M9W 6H5 • [www.crowneplazatorontoairport.ca](http://www.crowneplazatorontoairport.ca)

**Reservations:** To book a room please call the hotel's central reservations line at +1 (800) 268-3300.

Please quote "ACEC-PSMJ" when booking for the guestroom rate of \$137 single.

**Reservation Cut-off Date:** December 30, 2019

## ATTENDEE

Title \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

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

**REGISTRATION DEADLINE: January 7, 2020**

\$1,921.00 (HST included) per person for ACEC members

\$2,147.00 (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 registrants from one firm** – first three are regular price, fourth person is free, every additional registrant beyond four is 25% off

## PAYMENT INFORMATION:

Check enclosed for \$\_\_\_\_\_ payable to **Association of Consulting Engineering Companies**

Charge my:    

Credit Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ / \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Signature \_\_\_\_\_



## PROJECT MANAGEMENT BOOTCAMP DIGITAL TOOLBOX ON THE PSMJ CLOUD

As a premium to your Bootcamp participation, we provide you with access to PSMJ's must-have *Project Management Bootcamp Digital Toolbox*, filled with PSMJ's proprietary tools—a \$695 value—FREE!

## TO REGISTER

Email: [jjacquard@acec.ca](mailto:jjacquard@acec.ca)

## REGISTRATION INCLUDES:

- Attendance
- Complete instructions
- Workbook
- Reference materials
- Breakfast and lunch

Cancellations received before January 7, 2020 will receive a full refund. Cancellations received after January 7, 2020 will be subject to a \$200.00 cancellation fee.