



# A/E/C *Project* MANAGEMENT BOOTCAMP

**March 25-26, 2019**

Holiday Inn Downtown  
**Saskatoon, SK**

*"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

## **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.**

**PSMJ** | Resources, Inc.®

Brought to you in conjunction with:



ASSOCIATION OF CONSULTING  
ENGINEERING COMPANIES | SK

## **BOOST YOUR PRODUCTIVITY**

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

***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:***

***Jay McRae, PE***

Jay has 35 years of extensive experience in business development, operations, program and project management. Jay has personally trained hundreds of PMs and principals-in-charge on the principles of successful project delivery and financial management.





# 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 13 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-SK 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

March 25-26, 2019 • Saskatoon, SK *(photocopy form for additional registrations)*

## Conference Site and Accommodations

### Holiday Inn Saskatoon Downtown

101 Pacific Ave • Saskatoon, SK, S7K 1N8

**Reservations:** For guestroom reservations, please call the hotel's central reservations line at 306.986.5000 to book a room. The ACEC-SK-PSMJ guestroom rate is: \$149.99 (King) + \$15/day parking.

Please quote "ACEC-SK-PSMJ" to book your room or use block code: **PSMJ**

Hotel reservation cut-off date: **February 22, 2019**

### REGISTRANT'S INFORMATION:

Name

Title

Firm Name

Address

City

Province

Postal Code

Phone

Fax

Email

### REGISTRATION INCLUDES:

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

☐ I consent to receiving future electronic communications from ACEC-SK:

☐ **YES** ☐ **NO** (Check One) *(You may opt out at any time)*

☐ My employer is a member of ACEC-SK

### REGISTRATION DEADLINE: March 15, 2019

☐ \$1,799.00 (+ GST) per person for ACEC-SK members

☐ \$1,999.00 (+ GST) per person for non-members

☐ Cheque enclosed for \$\_\_\_\_\_ payable to **ACEC-SK**

### 5 WAYS TO REGISTER:

MAIL: ACEC-SK  
Suite 12, 2010 7th Avenue  
Regina, SK S4R 1C2

WEB: [www.acec-sk.ca](http://www.acec-sk.ca)

EMAIL: [events@acec-sk.ca](mailto:events@acec-sk.ca)

PHONE: 306.359.3338

FAX: 306.522.5325

Please advise of any special dietary requirements:

Cancellations made after March 18, 2019 and/or no shows are not eligible for refunds. In the event a registrant cannot attend the seminar, a replacement will be accepted prior to March 18, 2019. Last minute registrations (after March 18, 2019) will be charged an additional \$100 administration fee.

ACEC-SK reserves the right to cancel this training due to insufficient registration.