

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



# A/E/C *Project* MANAGEMENT BOOTCAMP

**October 11-12, 2018**

Embassy Suites OU Medical Center  
**Oklahoma City, OK**

*"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

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Brought to you in conjunction with:

**ACEC  
OKLAHOMA**

## **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.**

## **BOOST YOUR PRODUCTIVITY**

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

**[www.acecok.org](http://www.acecok.org)**

***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:***

***Bill Hinsley***

*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 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 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

October 11-12, 2018 • Oklahoma City, OK *(photocopy form for additional registrations)*

### Conference Site and Accommodations

#### Embassy Suites OU Medical Center

741 N. Phillips Ave, Oklahoma City, OK 73104 (one block east of Lincoln on 8th Street)

**Reservations:** The guestroom rate is: \$149 Single/Double. Reservations may be made by calling (405) 239-3900

Please use reference code: **ACEC OK Project Managers Bootcamp**

**Online:** <http://embassysuites.hilton.com/en/es/groups/personalized/O/OKCOKES-ACE-20181010/index.jhtml>

**Hotel reservation cut-off date: September 10, 2018**

#### REGISTRANT'S INFORMATION:

Name \_\_\_\_\_

Title \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

☐ I am a member of ACEC OK

**EARLY-BIRD REGISTRATION DEADLINE: September 12, 2018**

☐ \$1,395.00 per person for ACEC members

☐ \$1,495.00 per person for non-members

**REGISTRATION DEADLINE: October 1, 2018**

☐ \$1,495.00 per person for ACEC members, after September 12, 2018

☐ \$1,595.00 per person for non-members, after September 12, 2018

#### DISCOUNTS FOR GROUP REGISTRATIONS:

**Three or more registrants from one firm** – first two are regular price, and every additional registrant beyond two will receive 25% OFF registration fee.

☐ Check enclosed for \$\_\_\_\_\_ payable to American Council of Engineering Companies of Oklahoma

**Credit cards NOT accepted. Payment by check only.**

**The cancellation deadline is October 1, 2018 for a full refund. Cancellations received after October 1, 2018 are subject to a \$500 cancellation fee. All cancellations must be received in writing, refunds will not be issued for no shows. Substitutions are welcome at anytime.**

#### QUESTIONS:

EMAIL: [jsullins@acecok.org](mailto:jsullins@acecok.org)

CALL: (405) 525-7696

#### REGISTRATION INCLUDES:

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

#### WAYS TO REGISTER:

MAIL: ACEC of Oklahoma  
220 N.E. 28th Street, Ste. 135  
Oklahoma City, OK 73105

EMAIL: [jsullins@acecok.org](mailto:jsullins@acecok.org)

TELEPHONE: (405) 525-7696

FAX: (405) 557-1820

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