Project MANAGEMENT
BOOTCAMP

February 9, 2019 | San Francisco, CA

"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

PSMJ | Resources, Inc.®
Brought to you in conjunction with:

DRIVE YOUR SUCCESS
In this information-packed, one-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.

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 one information-packed day.

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:

Christopher P. Martersteck, AIA, LEED AP, DBIA, AECPM

Chris has more than 40 years of experience in the A/E/C industry. He has led teams in Project, Program and Construction Management as well as Design-Build engagements for several international architecture, engineering and construction firms. As Director of Project Management and Integrated Services, he has been responsible for client relationships as well as training, development and management of project delivery processes for fully integrated and unbundled A/E services for commercial, corporate, and institutional facilities. He has trained thousands of A/E/C PMs in the best practices of project delivery.

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. What is a Project Manager?
- What traits do the best Project Managers share?
- How doe PMs work with Principals?

2. Business Development
- Why should every PM have a role in BD?
- How can I effectively cross–sell? my firm's service?
- How can I use my current job to bring in more work in the future?

3. Planning the Project
- When should I begin the project planning process?
- What are the 10 critical elements of a good project management plan?

4. Project Scheduling
- What are the 11 elements of a good schedule?

5. Project Financial Plan
- What are four ways to budget a project?
- How do I balance scope and fee?
- Multipliers you should use
- How can I negotiating the best contract?
- What are the six steps PM's can use to improve cash flow?

6. Managing Multiple Projects
- How an I manage multiple projects?
- Client management plan

7. Managing Quality & Risks
- What are my most critical risks?
- What are my lability risks?

8. Managing Scope Creep
- How can I avoid or minimize rework?
- How can I identify change sooner and get client agreement?
- How can I get paid for changes?

9. Leading the Project Team
- Why do some teams fail and some succeed, and how do I change team members?
- How can I motivate my team members better?
- How can I identify and deal with difficult personality types?

10. Managing Your Clients
- Why do clients select different firms?
- How well do I know my client and why does it matter?
- How do I improve my relationships with my clients?
- Using freeze milestones to manage clients
- Creating the right image
- Proactive client communications techniques

11. Personal Productivity
- How can I make every meeting count?
- How can I manage email better?
- How can I effectively delegate to manage workflow?
- How can I work more efficiently with my assistant project manage?
- What are the keys to manage multiple projects?
- How do PMs and Principals find the time to efficiently review project business issues?

12. Controlling the Project
- What are the critical project elements that constantly need monitoring?
- What are the five numbers I need from my accounting system?
- How can I simply and easily track project progress?
- How can I readily spot problems when I still have enough time and money to solve them?

13. Getting Out of Trouble
- How can I avoid problems?
- What to do in crisis and how to recover quickly
- What can I do if I am behind schedule or over budget?
- What is the proper way to ask a client for additional fees?

14. Wrapping Up the Project
- What is the right way to complete a project?
- What are the elements of a successful project close–out?

15. My Personal Action Plan
- What are the most important things I learned in this seminar?
- Which ones have the highest importance to me as a PM?
- Which ones are most critical to my firm's success?
- How can I most easily implement them?

"Very practical step-by-step process with practical tools/approaches to stay on top of projects."
— **Eric Hurrell, Aviation Specialist,** EBA

The Hours for the Class are:
8:30 am to 5:00 pm

Continuing Education
This seminar includes 7 hours of content that may be applicable to continuing professional development requirements for professional registration in some jurisdictions.

Project Management Bootcamp

February 9, 2019 • San Francisco, CA *(photocopy form for additional registrations)*

Conference Site and Accommodations

Simpson Gumpertz & Heger San Francisco Office

100 Pine Street Suite 1600, San Francisco, CA 94111 • *www.sgh.com/contact/san-francisco*

Name

Title

Firm Name

Address

City

Province　　　　　　　　　　　　　**Postal Code**

Phone　　　　　　　　　　　　　　**Fax**

Email

License Plate Number

☐ I am a member of **Stuctural Engineers Association of Northern California**

EARLY BIRD REGISTRATION DEADLINE: January 8, 2019

☐ $800.00 per person for SEAONC members

☐ $850.00 per person for non-members

REGISTRATION DEADLINE: February 2, 2019

☐ $850.00 per person for SEAONC members

☐ $900.00 per person for non-members

☐ Check enclosed for $_____ payable to
Stuctural Engineers Association of Northern California

Charge my:　☐ VISA　☐ MasterCard　☐ AMEX　☐ Discover

Credit Card #　　　　　　　　　　**Exp. Date**　　　/

Cardholder Name

Signature

Cancellations received before January 8, 2019 will receive a full refund.

Cancellations received after January 8, 2019 will be subject to a cancellation fee.

> **REGISTRATION INCLUDES:**
> - **Attendance**
> - **Complete instructions**
> - **Workbook**
> - **Reference materials**
> - **Continental breakfast**
> - **Lunch and breaks**

5 WAYS TO REGISTER:

MAIL: 575 Market St., Ste 2125, San Franciso, CA 94105

PHONE: (415) 974-5147

FAX: (415) 764-4915

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