

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



# Project MANAGEMENT

BOOTCAMP

**January 29-30, 2015**

Best Western Plus Lansing  
**Lansing, MI**

*"This course exceeded my expectations! The instructor managed to 'convince us' to use the materials. He really backed them, and that was valuable."*

**Sandy Wards, Project Land Surveyor - McElhanney**

*"This was a great course! I could relate to most topics/situations that were discussed and learned many valuable tools that I am excited to start trying."*

**Matthew Halmekanaas, Section Manager**  
Commonwealth Associates

*"As an entry-level Project Manager, I learned a lot about my role and feel like I have a leg up on my peers."*

**Troy Androli, Registered Engineer - TKDA**

## 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.

**PSMJ** | Resources, Inc.®

**ACEC**  
AMERICAN COUNCIL OF ENGINEERING COMPANIES  
of Michigan

[www.acecmi.org](http://www.acecmi.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.***

*"Very informative, intelligently delivered while  
keeping it light and fun."*

— Jeffrey Shamas, Senior Project Manager, BL Companies



***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:** With 35 years in the profession, Chris has served as Senior Vice President and Corporate Project Management Director for several international architecture, engineering, and construction services firms, guiding project teams in project and construction management, as well as Integrated Project Delivery/Design-Build projects.

*"Open dialog allowed course to be catered to the  
audience. Great learning experience and input from  
other PM's."*

— Damaris Noriega, Project Manager - Reiss Engineering, Inc.





# 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

*"Very valuable for all levels of Project Management, from trainees to Principals."*

— David Liers, Project Hydrogeologist - Kleinfelder



**This 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 #0007693 (16 credit hours). Not all States and licensing boards accept these programs for learning units.

# Project Management Bootcamp

January 29-30, 2015 • Lansing, MI *(photocopy form for additional registrations)*

## Conference Site and Accommodations

### Best Western Plus Lansing

6820 South Cedar Street • Lansing, MI 48911

Tel: (517) 694-8123

<http://www.bestwesternpluslansing.com>

Hotel room rate: *Contact hotel for more information*

Hotel reservation cut-off date: *Contact hotel for more information*

Name \_\_\_\_\_

Title \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

☐ I am a member of **ACEC of Michigan**   ☐ I am a member of **AIA of Michigan**

### REGISTRATION DEADLINE: DECEMBER 19, 2014

☐ \$1,245.00 per person for ACEC members/AIA of Michigan

☐ \$1,345.00 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 from one firm – first three are regular price, fourth person is free, every additional registrant beyond four is 25% off*

☐ Check enclosed for \$\_\_\_\_\_ payable to **ACEC of Michigan**

☐ Charge my:   ☐    ☐ 

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

Exp. Date        /

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

Signature \_\_\_\_\_

**Cancellations made before December 19, 2014 will receive a full refund. Any cancellations received after December 19, 2014 or no-shows will be invoiced. Substitutions are welcome at any time.**

### REGISTRATION INCLUDES:

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

# 4

### 4 WAYS TO REGISTER:

**M** 215 N. Walnut Street  
Lansing, MI 48933  
**F** (517) 332-4333  
**E** [mail@acecmi.org](mailto:mail@acecmi.org)  
**W** [www.acecmi.org](http://www.acecmi.org)