

## **A/E/C PROJECT MANAGEMENT BOOTCAMP PROGRAM TOPICS AGENDA**

### **MOST VALUABLE ROLE OF THE PM**

- Traits the best PMs share
- How you as a PM can add value to your Principals

### **PM'S ROLE IN BUSINESS DEVELOPMENT**

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

### **PLANNING THE PROJECT FOR SUCCESS**

- When you should begin the project planning process
- What are the 10 critical elements of a good project management plan?
- What are the differences in planning for small vs. large projects?

### **REALISTIC PROJECT SCHEDULING**

- Master the 11 elements of a superior schedule
- Common pitfalls to avoid when making a project schedule
- How to develop and implement a more efficient work process
- How good scheduling helps avoid rework and increase profit

### **PROJECT FINANCIAL (AND PROFIT) PLAN**

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

### **HOW TO ASSUME PROJECT LEADERSHIP**

- 7 steps for assuring staff at critical points of the project
- How to identify and deal with difficult personality types
- How to rise from a Transactional PM to a Transformational PM
- What is the first step in successfully delegating work on my project?

### **MANAGING PROJECTS FOR CLIENT DELIGHT**

- Why do clients select different firms?
- How well do you know my client ... and why does it matter?
- Techniques for improving your relationship with your clients?
- How can I become my client's advisor?

### **MANAGING RISKS TO AVOID GRIEF AND LOSSES**

- Why do traditional QA/QC approaches fail?
- 29 dangerous terms you must understand in your A/E contracts
- Pitfalls successful PMs must avoid in sub-consultant negotiations

**HOW PMs CAN INCREASE PERSONAL PRODUCTIVITY**

Take charges of meetings to ensure you get what you need  
When should you email and when should you pick up the phone?  
Tips for getting the most productivity out of your assistant manager?

**SECRETS OF MANAGING MULTIPLE PROJECTS**

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**

Which critical project elements must you obsessively monitor?  
Which 5 critical numbers must you demand from accounting?  
What is the single best way to monitor your project progress?

**GETTING—AND STAYING—OUT OF TROUBLE**

Best techniques for avoiding problems in the first place?  
What to do if you're behind schedule or over budget  
What is the proper way to ask a client for additional fees?

**SELLING SUCCESS: HOW TO WRAP UP YOUR PROJECT**

It isn't over 'til it's over: The right way to complete a project  
How can you turn a complex project into your firm's next job?