

Brought to you in conjunction with:

# A/E/C PROJECT MANAGEMENT BOOTCAMP®



February 20-21, 2024 | Westerville, OH



The two-day workshop **GUARANTEED** to give you proven skills to improve project delivery, financial performance, and client satisfaction:

- Master the 11 must-use parts of an ironclad project schedule
- Avoid the 5 budget busters that put projects in a financial hole
- Negotiate win-win subcontractor agreements
- Seize opportunities for new revenue through upselling and cross-selling
- Learn the PM “wow!” factors that turn clients into evangelists for your firm
- Spot—and fix—issues before they become major problems
- AND SO MUCH MORE!

*“Best professional development course I have taken in my career!  
I will implement PM Change with great enthusiasm.”*

Blair Shoniker / AECOM

**CLASS HOURS:**

**DAY ONE:** 8:30 am to 5:00 pm

**DAY TWO:** 8:00 am to 3:30 pm

REGISTER NOW *for* PM Bootcamp!

# 10 REASONS NOT TO MISS THIS BOOTCAMP

1. Four proven ways to create a project management budget that will withstand the toughest scrutiny
2. The 29 A/E/C contract terms every successful PM understands
3. Five metrics smart PMs know to request from accounting, and how use them to make better decisions
4. How to make every client interaction an opportunity to position and brand your firm—and drive more referrals
5. Step-by-step instructions for maintaining your sanity—and meeting deadlines—when managing multiple projects
6. Scheduling secrets to keep everyone, from subs, clients to principals, happy
7. Three project elements you aren't monitoring now—but should be
8. How to implement a QC/QA program that eliminates common failure points
9. Red-flag metrics that give early warning on cost and schedule bumps ahead
10. Satisfaction Guarantee: If you disagree with the 42,000+ PMs who have participated in this program—and awarded it 4.8 out of 5 stars (average ranking)—we'll immediately refund your entire registration fee.

## BONUS REASON:

You get dozens of real-world strategies guaranteed to take your firm to new levels of revenue, profit, and client satisfaction.

## YOUR COACH



### Elise Kirchofer, P.E., LEED AP

*In her consulting role with PSMJ, Elise Kirchofer shares experiences from her diverse background as she leads the project management and other training programs.*

*Elise has the unique experience of having served on the design, construction and Owner's side of a project. With over 20 years of experience in the A/E/C industry, this background allows her to understand the project and processes from all sides of the table.*

*Elise is a professional engineer who spent 15 years practicing at a national MEP firm, Henderson Engineers. As Vice President at Henderson, Elise led a team of engineers responsible for managing a wide range of projects, from small national accounts to large complex healthcare and commercial projects exceeding \$100 million. Elise then led up Project Management for CBRE in the Kansas City area. This role, often called Owner's Representative, oversees and manages the design and construction of projects for Owners who don't have the expertise or staff to do so themselves. This work allowed Elise to see the full range of the project from concept thru completion, from landlord negotiations and bringing on the design team to furniture and move management.*

## WHAT TO EXPECT

Want to manage A/E/C projects with complete confidence, keeping multiple stakeholders happy, driving new business to your firm, and consistently coming in on budget and on time? This power-packed workshop combines PSMJ's legendary A/E practice knowledge built over 40 years with proven new methods driving superior PM performance at firms just like yours.

**ACTIVE:** You won't sit and listen to an instructor for 2 days. This program keeps you engaged and stimulated with expert facilitators committed to interactivity and inclusive discussions.

**GROUNDING:** You won't be tuned off by impractical project management tips. Rather, you'll get to hear real-world case studies that show what's working—and what isn't—in bringing projects in on time and budget.

**CONFIDENCE BUILDING:** In two days, we guarantee you'll have renewed confidence to take on any project, crush any project goal, and manage any challenge that clients, contractors, and suppliers throw your way.

Over 44,000 A/E/C professionals have chosen PSMJ's A/E/C Project Management Bootcamp for training, from newly-minted Project Managers ready to learn the ropes all the way up to experienced leaders seeking continuous improvement. It's the industry-leading program that delivers a 10X multiple ROI by making PMs more valuable to their firms and their firms' clients.



[www.ACECOH.org](http://www.ACECOH.org)

# MASTER THESE **BEST PRACTICES**

*for* **top project delivery performance** *and* **client satisfaction**

## **HOW TO INCREASE PRODUCTIVITY**

PMs have limited time but get pulled in unlimited directions. Get some A/E/C-specific tips for doing more—and with less stress.

- Taking charge of meetings to ensure you get what you need
- When to email and when to pick up the phone
- Get more production out of your assistant manager

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

Highly valued PMs are always selling the firm's expertise. Learn how to spot and exploit opportunities to drive new work.

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

## **PLANNING THE PROJECT FOR SUCCESS**

Set the project tone with a superior plan that engages all stakeholders.

- When you should begin the project planning process
- 10 critical elements of the best project management plans
- Differences in planning for small versus large projects

## **REALISTIC PROJECT SCHEDULING**

Avoid project failure with defensible milestones that account for every contingency.

- Mastering the 11 elements of a superior schedule
- Common pitfalls to avoid when making a project schedule
- How good scheduling helps avoid rework and increase profit

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

How can PMs become key business leaders? Learn how to boost the bottom-line with a solid front-end vision.

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

## **MANAGING PROJECTS FOR CLIENT DELIGHT**

Increase the client's "happiness quotient" and evolve from vendor to partner.

- How to get to know the client, and why it matters
- Techniques for improving your relationship with your clients
- How can you become your client's advisor?

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

Project problems aren't inevitable if PMs know how to spot the warning signs.

- Why traditional QA/QC fails – and how to approach it differently
- 29 critical terms every PM must understand in A/E/C contracts
- Pitfalls that successful PMs must avoid in sub-consultant negotiations

## **SECRETS OF MANAGING MULTIPLE PROJECTS**

Dropping a ball is every PM's multiple-project nightmare, so get the skills to stay on schedule and on budget.

- 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**

Learn the real-world budget and schedule discipline strategies that keep everyone, including the client, on course.

- Crucial project elements every PM must obsessively monitor
- Which 5 critical numbers must PMs demand for accounting?
- The single best way to monitor a project's progress

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

Should unforeseeable events threaten completion on time and budget, know how to react using crisis management skills that can turn around a flailing project.

- What are the best techniques to avoid problems in the first place?
- What to do if a project is behind schedule or over-budget
- What is the best way to ask a client for additional fees?

## **PLUS MUCH MORE!**

Visit [www.psmj.com/pmbc](http://www.psmj.com/pmbc) for complete agenda details!



Our attendees continuously rate this program 4.8 out of 5 stars!

*"Very practical step-by-step process with practical tools/approaches to stay on top of projects."*

Eric Hurrell, Aviation Specialist, EBA

# A/E/C PROJECT MANAGEMENT® BOOTCAMP

February 20-21, 2024

Quest Conference Center, Westerville, OH

9200 Worthington Road, Westerville, OH 43082

## REGISTRATION INFORMATION

**REGISTRATION DEADLINE: February 13, 2024**

**MEMBER REGISTRATION:** \$1,795 (Early-Bird) \$1,995 (Regular)

**NON-MEMBER REGISTRATION:** \$2,095 (Early-Bird) \$2,295 (Regular)

Group Discount: 3+ Attendees from the same firm save 15%

Early-Bird Registration Deadline: December 30, 2023

[CLICK HERE TO REGISTER ONLINE NOW!](#)

**Suggested lodging to stay at: Hampton Inn & Suites Columbus Polaris**

**Phone Number: 614-885-8400**

### REGISTRATION INCLUDES:

- Attendance
- Complete instructions
- Workbook
- Reference materials
- 1-year implementation support via phone and e-mail
- Breakfast and lunch both days

**Questions? Call: (614) 487-8844 or**

**Email: [beth.easterday@acecoho.org](mailto:beth.easterday@acecoho.org)**

**Cancellation Policy:** Full refund if canceled by January 12, 2024; 50% refund if canceled from January 13, 2024-February 13, 2024. After February 13, 2024 no refund.

### PROJECT MANAGEMENT BOOTCAMP DIGITAL TOOLBOX ON THE PSMJ CLOUD

As a premium to your Bootcamp participation, you get access to PSMJ's must-have *Project Management Bootcamp Digital Toolbox*, filled with PSMJ's proprietary tools—a \$695 value—FREE!



AMERICAN COUNCIL OF ENGINEERING COMPANIES