



A/E Project Management Optimization

A Guide to Achieving Operational Excellence and Maximizing Profitability

A/E Project Management Optimization

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Continuing Education

This seminar qualifies for 6.5 credit hours.

Course Outline / Agenda

8:00-8:30 AM

> Registration and Continental Breakfast

8:30-9:00 AM

> Introduction and Overview

9:00-10:30 AM

> What is Project Management?

- Critical role of projects in the firm
- Project Manager - Role, not title

> Project Manager Skills and Abilities

- Leadership Skills
- Management Skills
- Communication Skills

> Project Manager Roles and Responsibilities

- Project Role
- Technical Role
- Business Role
- Marketing Role

> Team Structure in Project Management

- The project focused firm
- Effective team organization

10:30-10:45 AM

> Morning Break

10:45 - 12:00 PM

> Project Conception

- Scope
- Schedule
- Budget
- Contract
- Price
- Key Concept: Price versus Cost
- Key Concept: Negotiation
- Key Concept: Risk Management

> Project Initiation

- Team Formation
- Project Business Plan
- Kick Off Meeting
- Key Concept: Delegation
- Key Concept: Accountability

12:00-1:00 PM

> Lunch

1:00 - 2:30 PM

> Project Progression

- Budget Monitoring
- Schedule Monitoring
- QA/QC
- Team Communication
- Billing/Collections

- Marketing
- Key Concept: Time Management
- Key Concept: Communication
- Key Concept: Managing Projects Remotely

> Project Completion

- Closeout
- Review
- Celebrating Success

2:30 - 2:45 PM

> Afternoon Break

2:45 - 4:15 PM

> Project Capitalization

- Knowledge Transfer
- Marketing
- Bias and commitment for doing
- Scheduling a personal follow up with the seminar leader

> Implementation

- Successful Project "Must Haves"
- Fulfilling client, firm, and project goals
- What do I do from here?

4:15 - 4:30 PM

> Wrap Up and Questions

4:30 PM

> Program Concludes

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