

AEC Project Management Bootcamp Agenda



Planning the Project for Success

What separates average PMs from the rock-stars? What's the scope of responsibility top-level firms demand of rising leaders? Get AEC specific tips for doing more—and with less stress – as you both manage existing projects and sell your firm's expertise to generate new work... the sign of the best and most sought-after PMs!

- How to build a comprehensive Project Management Plan
- How to scale the planning effort based on the size of the project
- The four steps to effective project resource planning
- How to assess project risk before you even submit a proposal
- Common costly holes and problems in a project scope and how to avoid them
- The 8 questions that every Work Breakdown Structure must answer
- How to build quality control into the Project Management Plan
- The 3 things you must know before submitting a priced proposal
- What a 'zero percent review' is and when to use it on a project



Controlling the Project Budget and Schedule

Learn the key elements of a great PMP, one that instills confidence from all of your stakeholders and sets you up for delivering on time and budget:

- How even the most well-intentioned AEC Project Managers can monitor the project incorrectly
- The 5 pieces of information every Project Manager needs to determine project performance
- Common AEC project scheduling methods and how to use them
- The 8 characteristics of a good project schedule
- How to spot project performance trouble early when you can still fix it
- The 4 methods for building a project budget
- Proven ways to minimize costly rework



Managing Scope Creep and Project Change

You learn how to craft realistic budgets and adjust as changes inevitably occur, reducing the risk of devastating surprises and red ink.

- How to turn scope creep into an opportunity
- How to plan for project change before it even happens
- What to do when the client puts the project on hold
- Negotiating tips for Project Managers to get to a win-win outcome
- When to use 'freeze milestones' on a project



Building Stronger Client Relationships

Ready to evolve your firm's relationship with clients from vendor to partner – and multiply your value? Want to maximize the productivity of your team members? Learn proven leadership characteristics that increase client happiness and reduce project risks.

- How to earn trust and become more than a "vendor"
- One easy report that will turn clients into raving fans
- How to communicate bad news to the client
- How to build "zipper" relationships with the client
- How a Project Manager can play an outsized role in business development



Getting Optimal Productivity from the Project Team

Great PMs effectively allocate the most precious resource - time - in pursuit of profitable project execution and client satisfaction. Here you learn how to manage client expectations and your own daily activities to hit your firm's most ambitious targets.

- Time management tricks to make the best use of your time
- How to delegate effectively and break away from the "It will be faster if I do it" mindset
- How to manage and capitalize on differing communication styles
- How to get the most value from project team meetings
- Tips for managing multiple projects



Getting (or Keeping) a Project Out of Trouble

Don't let unexpected events threaten project completion on time and on budget. Learn real-world budget and schedule discipline strategies that keep everyone, including the client, on course.

- What to do (and not do) when you inherit a troubled project
- The 8 steps to getting a project out of trouble
- How to get to the root cause of project problems
- Increasing productivity: Keys to managing multiple projects
- The single best way to monitor a project's progress
- Crisis management skills that turn around a flailing project
- Using everything you've learned