



> **2016**

*Melbourne 6-7 September*

*Brisbane 13-14 September*

*Auckland 10-11 October*

*Christchurch 13-14 October*

*Sydney 26-27 October*

*Perth 15-16 November*

## ***Project Management Essentials***

**For Architects, Engineers & Other  
Built Environment Design Professionals**

**PSMJ** | **Resources®**  
[www.psmj.com.au](http://www.psmj.com.au)



# Course Structure

## Day 1

## Day 2

### Action Plan

- Why do projects fail?
- Create your own Workshop Implementation Plan

### What is a Project Manager?

- Traits of the best project managers
- Building strong PM – Principal partnerships
- The PM as “Seller-Manager-Doer”
- How much of the fee does PM require?
- PM Workflow

### Managing Your Clients

- Why do clients change consultants?
- Managing client relationships
- Powerful techniques for client interaction
- Better client communication in less time
- 6 win-win negotiating tactics
- Accelerated construction programs

### Business Development for PMs

- Marketing vs. Sales vs. Business Development
- Client relationship development
- Effective cross-selling
- IFBP: Foolproof Sales Strategy
- The Go-NoGo Decision

### Planning the Project

- When should you start to plan?
- Elements of a Project Management Plan
- PMP templates
- Critical Success Factors vs. SMART objectives
- Work Breakdown Structures
- Scheduling techniques
- Increasing project profits
- Four budgeting methods
- Contract types vs. risk of losing money

### Managing Quality & Risk

- Quality expectation alignment
- Quality control planning
- Risk management strategies
- Prioritising project risk
- Risk management planning

### Leading the Project Team

- Effective teams
- Resource planning
- Leadership assessment
- PM & Personality traits

### Managing Scope & Change

- Measuring rework
- Scope creep
- Documenting change
- Change and claims warning signs

### Personal Productivity

- Better meetings
- Telephone vs. email
- Effective delegation techniques
- The assistant PM
- Mastering productivity

### Controlling Budget & Schedule

- Determining project budget status
- Determining project schedule status
- Earned Value Analysis
- Expenditure forecasts
- Earned Value workshop
- PlanTrax management tools

### Effective Contract Admin

- Contract admin planning
- Bid invitation strategies
- Successful contract negotiation
- The “MLOT Factor” of low tender spreads
- Time-critical CA issues
- Controlling RFIs
- Managing requests for substitution
- Wrapping up the project

### Managing Multiple Projects

- Effective management of multiple projects
- Multiple projects for the same client
- Lead discipline responsibilities
- Alternative project delivery models

### Getting Out of Trouble

- Project recovery workshop
- 8 steps to managing a crisis
- Actions - over budget / behind schedule

### Implementing this Seminar

- Prioritising change

**Act Today & Save \$200 - see p.6 for details**



# Who Should Attend?

> This Workshop provides architects, engineers and other built environment design professionals with the practical tools needed to achieve successful outcomes in all aspects of project management.

PSMJ Resources ensures all participants leave with clear, practical concepts that can be applied immediately.

“

“Very worthwhile - filled many gaps in my PM knowledge and confirmed some knowledge I have learnt through experience.”

*David Uhlmann, Manager  
Landscape Architecture,  
Wolter Consulting,  
Newstead, QLD*

“Great course, well run. Covering vital information regarding PM. Taught me things I had never thought about.”

*Michael Jimmieson,  
Structural Engineer,  
Calibre Consulting,  
Brisbane, QLD*



“Excellent course. I will take away some really valuable tools, which have potential to improve the way I work.”

*Nick Randell,  
Project Engineer,  
Wood & Grieve Engineers,  
Melbourne, VIC*



“This has been an invaluable two days. I now have many areas that I can target within our business for improvement.”

*Richard Stafford,  
Director,  
DesignInc,  
Adelaide, SA*

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# Maximising Profits



## Why should I attend?

Effective project management is paramount to the success of any firm.

For those looking to learn or improve their knowledge on how best to manage a project, the Workshop offers invaluable guidance on what routes to follow and how to successfully overcome potential hazards along the way.

We cover bulletproof strategies firms are using to get, and stay, ahead of the competition.



## Your PSMJ Facilitator

PSMJ Resources Workshops are facilitated by design professionals with proven track records of success both in Australia and across the globe.

Your facilitator for this Workshop is Charles Nelson, LFRAIA, AIA. Charles has a BA in Architecture and Psychology (Minnesota), and studied Land Use Law & Legislation and Law of Construction Contracts at Harvard University.

He has been involved with the architecture/engineering design and construction industry for more than 50 years, including a decade as the owner/manager of a Boston-based design/build firm.

Utilising this hands-on experience, Charles has provided Project, Design, Quality, and Risk Management training since 1989, and more than 250 workshops across three continents, including workshops at ten AIA National Conventions.

## PSMJ Resources - International Excellence

A global leader with over 40 years experience, PSMJ Resources is dedicated to improving professional practice throughout the international architectural and engineering industries.

With a global team of 80 professionals that have successfully run their own design and construction businesses, PSMJ Resources is able to pass on this invaluable experience to industry professionals of all levels.



PSMJ guarantees that you will be 100% satisfied or we will refund your money



# Digital Toolbox

> The Digital Toolbox contains essential information on how to improve every aspect of your project management, to help you share what you've learned with the rest of your team.

Available only from PSMJ Resources, and offered only to participants, The Project Management Digital Toolbox includes all the tools covered in the Workshop.

## The Digital Toolbox includes a wide range of tools, for example:

- Small project planning and tracking tool
- Project budgeting worksheets
- Communication plan
- Change management plan
- Risk management plan
- Proactive client communications tools
- Client responsibility matrix
- PlanTrax® — an easy-to-use Excel template for managing projects

## Second Person Bonus

When you sign up more than one person from your firm, you save \$500 on the cost of sending the second person to the Workshop.

You will multiply the number of motivated and trained individuals to start working on implementing powerful changes in the way your systems operate. We know from experience that the more people in your firm that understand these strategies, the faster the benefits are realised.

## Six-for-Five Bonus

The six-for-five bonus means you can bring back a whole team of fully motivated and trained individuals. You get the second person bonus for four and a sixth free of charge, an overall saving of \$3,495.

## Can't come to us? We will come to you

We conduct on-site training for groups. This has been a popular option for many larger companies including Calibre consulting, Group GSA, Woodhead, S2F, Brown Consulting, Hassell, Suters Architects, Hansen Yuncken, SMEC, Chow: Hill and BG&E.

Another option: Some of our most effective consulting comes from tailored, professional coaching in our Executive Advisor Program, where we help you solve specific management issues on-site. We demonstrate specific marketing, presentation and negotiating strategies that you can immediately apply to improve your firm's profitability.

Contact Charles Nelson on 03 9686 3846, or [cnelson@psmj.com](mailto:cnelson@psmj.com) for more information.

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# Project Management Essentials

**EARLY BIRD SPECIAL**  
*Register and pay  
60 or 30 days prior to the  
workshop date and receive  
\$200 or \$100 off registration!*

T: +61 3 9686 3846 M: PSMJ Resources Australasia  
F: +61 3 9696 1958 PO Box 957, South Melbourne  
E: cnelson@psmj.com VIC 3205

## Registration Includes

Attendance, complete instruction, workbook, Digital ToolBox, reference materials, lunch and coffee breaks.

This program is recognised for 14 formal PD points by registration boards and professional societies.

## Workshop Hours

Day One: 8:30am - 5:00pm; Day Two: 8:00am - 4:30pm

## Select your City & Date

- ☐ **MELBOURNE – 6 & 7 September 2016** CBD Location TBA
- ☐ **BRISBANE – 13 & 14 September 2016** CBD Location TBA
- ☐ **AUCKLAND – 10 & 11 October 2016** CBD Location TBA
- ☐ **CHRISTCHURCH – 13 & 14 October 2016** CBD Location TBA
- ☐ **SYDNEY – 26 & 27 October 2016** CBD Location TBA
- ☐ **PERTH – 15 & 16 November 2016** CBD Location TBA

<b>Register:</b> Enter the number of participants in each category and enter the appropriate fee in the relevant column.	No.	Super Early Bird	Early Bird	Standard
First person	1	\$1395	\$1495	\$1595
Second through fifth person: \$1095 each		\$	\$	\$
Sixth person		Free	Free	Free
Seventh and additional persons \$1095 each		\$	\$	\$
Subtotals		\$	\$	\$
<b>Add GST 10% (Australian firms only)</b>		\$	\$	\$
<b>TOTAL PAYMENT DUE Unless paying by credit card</b>		\$	\$	\$
<b>Add 2.5% admin fee if paying by credit card</b>		\$	\$	\$
<b>TOTAL PAYMENT DUE if paying by credit card</b>		\$	\$	\$

## Conditions and Cancellations

- Super Early Bird: Must be booked and paid 60 days before training date.
- Early Bird must be booked and paid 30 days before training date.
- All fees are in Australian dollars. GST is not charged for participants from firms outside Australia.
- You may substitute attendees at anytime.
- Cancellations received in writing at least 30 business days prior to the program receive full refunds.
- Cancellations received in writing at least 11 business days prior to the program receive a credit letter, good for twelve months, towards any PSMJ program or product.
- Cancellations made 10 or fewer business days prior to the program and/or no-shows are not eligible for refunds or credits.

## REGISTRATION APPLICATION

Submit one for each applicant. Scan your registration/s & email to Elina ebowron@psmj.com & Charles cnelson@psmj.com, or call us on 03 9686 3846. \* **Required information**

Attendee Name *		Position	
Firm Name *	Firm Type	Firm Size	Office Size
Address *			
City *	State *	Postcode *	
Attendee Mobile Phone *	Email *		
Firm Contact Name	Firm Contact Email		

## Your Payment Options:

EFT - BSB: 033305	Account No.: 282070	A/C Name: PSMJ Resources Australasia	Reference * Invoice No.
(Contact us for your invoice no.)		OR Charge my: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA (2.5% Admin Fee applies to credit card payments)	
Credit Card #	Exp. Date	CVV Security Code	
Name	Signature		