

Project Management ESSENTIALS Design



Delivering **smart** successful projects
to drive your clients' **success**
EFFECTIVELY AND EFFICIENTLY

2022

Online Programs: 22-25 February | 29 March - 1 April | 21-24 June

Classroom Programs: Christchurch 17-18 February | Melbourne 6-7 April | Sydney: 4-5 May
Christchurch 16-17 May | Auckland 19-20 May | Brisbane: 8-9 June

Who Should Attend?

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

We ensure that all participants leave with clear, practical concepts that can be applied immediately.

Why should I attend?

Every interaction between the design firm and the client either builds or erodes trust; it's never neutral.

It doesn't matter whether Project Managers write proposals or don't – they are the face of your firm, every day they work on a project.

Whether they realise it or not, your Project Managers are pivotal in determining whether clients will keep coming back. This is one of the critical core truths participants will learn.

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 passes on this invaluable experience to industry professionals of all levels.

Learning outcomes

At the end of this program attendees will be able to:

- Develop a project management plan in order to deliver projects on time and on budget.
Documentation: Documentation 6.1
- Apply effective and efficient communication methods.
Practice Management 9.8
- Identify skills and techniques for project planning.
Project Delivery: Construction Stage 8.5
- Manage quality and risk.
Project Delivery: Construction Stage 8.5
- Manage Budgets and Schedules.
Documentation: Detailed Design 5.7

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 Group, Group GSA, DesignInc, BVN, Cardno, Landrum & Brown & Opus.

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 0409 805 907 (International +61 409 805 907), or cnelson@psmj.com for more information.

Program Structure

Classroom or Online Delivery

For Online Delivery, day of the week is shown in brackets, e.g. [T]

Day 1

2

PROJECT MANAGEMENT Essentials | Design

ACTION PLAN [T]

- What is the No. 1 Project Management Problem?
- Learning Objectives
- Create your own Workshop Implementation Plan

WHAT IS A PROJECT MANAGER? [T]

- 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?

HOW DO I MANAGE CLIENT RELATIONSHIPS? [T]

- CRM: Client Relationship Management 10 Step Cycle
- Value-priced PMPs and proposals
- Powerful techniques for client interaction
- Better client communication in less time
- Managing the Client's "deliverables"

CAN PMs DEVELOP NEW BUSINESS? [T]

- Avoiding the "race to the bottom"
- Things to know before submitting a proposal
- Marketing vs. Sales vs. Business Development
- IFBP: Foolproof Sales Strategy
- Dealing with "Low-balling" – workshop
- The Go-NoGo Decision

HOW DO I PLAN PROJECTS? [W]

- When should you start to plan?
- Elements of a Project Management Plan
- Critical Success Factors vs. SMART objectives
- Work Breakdown Structures
- Scheduling techniques
- Four budgeting methods
- "Lowest credible scope" strategy
- Ways to increase profits
- Improving cash flow

HOW DO I MANAGE QUALITY & RISK? [W]

- Quality expectation alignment
- Quality control planning
- Risk management strategies & planning
- Prioritising project risk
- Warning signs of liability claims
- Claims starters and claims preventers

PARTICIPANT FEEDBACK

"I was pleased to see how well PSMJ adapted the training to online sessions. It was dynamic and the dialogue was constant. I took great value from it."

Walesca Zanonato, Specialist Lighting Designer, Stantec, Melbourne

"Very helpful materials directly related to our business with extremely knowledgeable instructor. Time well spent to improve our future business and project management."

Peter Jolicoeur, Senior Managing Consultant Landrum & Brown, Shanghai China

"Course exceeded my expectations – well presented, engaging and full of useful information and tools."

Pete Carney, Project Engineer Holmes Consulting Christchurch New Zealand

"I thoroughly enjoyed engaging in the program; great structure, with lots of learning and skills gained."

Matthew Gaite, Civil Design Engineer, Storm Consulting, Melbourne

"Very good. This has taught me essential skills I have been desperate to learn for a long time!"

Henry Scaife, Associate Director Rhodes & Associates, Queenstown New Zealand

PSMJ

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W: www.psmj.com.au

Program Structure

Classroom or Online Delivery

For Online Delivery, day of the week is shown in brackets, e.g. [F]

Day 2

HOW DO I LEAD THE PROJECT TEAM? [Th]

- Leadership assessment
- PM & Personality traits
- The assistant PM
- Evaluation of project Managers

HOW DO I MANAGE SCOPE & CHANGE? [Th]

- More on Scope creep
- Measuring rework
- Evaluating & documenting change

PERSONAL PRODUCTIVITY [Th]

- Better meetings
- Telephone vs. email
- Effective delegation techniques
- Working from home / Working from anywhere
- Mastering productivity

CONTROLLING BUDGET & SCHEDULE [Th]

- Determining project budget status
- Determining project schedule status
- Earned Value Analysis
- Expenditure forecasts
- Earned Value workshop
- Improving profitability
- Research on fee reduction

COMMUNICATION & NEGOTIATION [F]

- Presentations: Firm-centric vs. Client-centric
- Negotiation skills
- Negotiation types & outcomes
- Win-win negotiating

MANAGING MULTIPLE PROJECTS [F]

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

GETTING OUT OF TROUBLE [F]

- Project recovery workshop
- 8 steps to managing a crisis
- Over budget / behind schedule
- Wrapping up the Project

IMPLEMENTING THIS SEMINAR [F]

- Prioritising change

PARTICIPANT FEEDBACK

"Very insightful into various aspects of project management. Lots of tips, tricks and tools that I plan on implementing into my tool kit."

*Niall Davidson, Senior Civil Engineer,
ACOR Consultants, Brisbane*

"Exceeded expectations. Useful applicable information."

*Annie Tucker, Architect
DesignInc, Adelaide SA*

"I enjoyed the active engagement throughout the course. It kept everyone interested and brought up some interesting topics."

*Robert Jordan, Geotechnical Engineer
KCB Australia Pty Ltd, Brisbane QLD*

"Wonderful, practical & real world relevance. Not a course selling a prescriptive model, but a new way of using the information we have."

*Cheryl Allman, Associate Vice President
Landrum & Brown, Melbourne VIC*

"The course raised a number of processes that will help me perform my PM role with improved efficiency and productivity."

*Joshua Kassulke, Project Manager
TSA Management, Brisbane QLD*

"Very useful and interesting. Learned lots of techniques and skills in Project Management."

*Celine Li, Project Manager,
Douglas Partners, Sydney*

Members of the Australian Institute of Architects qualify for special discounts on productivity tools by Building Technology P/L, such as CHECKIT® and TeamWork®.

A+ Members can download these tools free of charge. Other members receive a 50% discount. See buildingtech.com for details.



Facilitators

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

**Charles Nelson, LFRAIA,
AIA, AECPM**

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.

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.

**Bill Parker, B. Building
(Melbourne Univ.)**

Bill is a Senior PSMJ Consultant, Principal of PCSI, Non-Exec Director of PCL Contractors Pacific Rim and Principal Consultant at WYEEs; with 40 years global experience across Project Management and Construction.

Once called "a professor of tall buildings", Bill project-managed 2 of the world's top 5 tallest residential buildings; Dubai's Princess Tower and Melbourne's Eureka Tower. Bill is at the forefront of construction techniques.

Invited by "IStructE," Bill presented his unique insights into "Constructability – Engineering for Construction", in London, Dubai, Abu Dhabi and Astana. His goal has been to train his project teams to replace him, empowering PM staff to develop their own strategies, and to publicly credit their achievements.

**Harry Nicholas, B.Arch OPIE,
Principal, Hayball**

Harry believes in surrounding himself with talented people and immersing himself in the energy that collaborative creativity generates. His target is to meet clients' expectations and regularly exceed them.

During his 18 years in the construction industry, Harry has project-managed built work for contractors and led large teams in architectural design, documentation and administration of government projects.

Harry has worked on both sides of the contract, with extensive involvement in the education sector. He believes that fostering strong relationships and managing professional expectations is critical to healthy practice.

Harry provides leadership across strategic resourcing, facilitating a mentoring strategy to support and promote excellence in project management and delivery.

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 Program.

The Digital Toolbox includes a wide range of tools, including:

- 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



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

Multiple Registrant Bonus

When you sign up more than one person from your firm, you save, for each extra person:

- \$400 on the Super Early Bird rate
- \$500 on the Early Bird rate
- \$600 on the Standard rate

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 and the more permanent they will be.

Project Management ESSENTIALS Design

EARLY BIRD SPECIAL

Register and pay 60 or 30 days prior to the program date and receive \$400 or \$200 off registration!

T: +61 3 9686 3846
E: ebowron@psmj.com
W: psmj.com.au

M: PSMJ Resources Asia Pacific
Unit 1004, 19 Queens Road
Melbourne, VIC 3004

Classroom Delivery

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

Online Delivery

8.30am - 12:30 AEST
Tuesday to Friday

Select your City & Date

- | | |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> CHRISTCHURCH - 17 & 18 February 2022 CBD Location TBA | <input type="checkbox"/> MELBOURNE - 6 & 7 April 2022 CBD Location TBA |
| <input type="checkbox"/> SYDNEY - 4 & 5 May 2022 CBD Location TBA | <input type="checkbox"/> CHRISTCHURCH - 16 & 17 May 2022 CBD Location TBA |
| <input type="checkbox"/> AUCKLAND - 19 & 20 May 2022 CBD Location TBA | <input type="checkbox"/> BRISBANE - 8 & 9 June 2022 CBD Location TBA |

Registration Includes

Complete instruction, workbook, Digital ToolBox, reference materials. Classroom delivery only include lunch and coffee breaks.

The Project Management Essentials Program delivered by PSMJ offers 14 Formal CPD points for Architects in the areas of Project Delivery, Practice Management and Documentation.

Are you a member of The Australian Institute of Architects?

☐ Yes ☐ No If Yes, enter your Member No.: _____

Attend from Anywhere

- | | |
|---------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> 22 -25 February 2022 inclusive | <input type="checkbox"/> 29 March - 1 April 2022 inclusive |
| <input type="checkbox"/> 21 - 24 June 2022 inclusive | |

| Register: 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 | \$1695 | \$1895 | \$2095 |
| Additional Registrants | | \$1295 | \$1395 | \$1495 |
| No. of extra registrants | | | | |
| Subtotal for extra registrants | | \$ | \$ | \$ |
| Subtotals for all registrants | | \$ | \$ | \$ |
| Add GST 10% (Australian residents only) | | \$ | \$ | \$ |
| TOTAL PAYMENT DUE | | \$ | \$ | \$ |

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 programs delivered 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

* Required information

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. You can also register online at <https://www.psmj.com.au/courses/project-management-essentials-design/>

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|---------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------|-----------------------|
| 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 Asia Pacific | Reference Invoice No. |
| OR Charge my: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> AMEX | | | |
| Credit Card # | | Exp. Date | CVV Security Code |
| Name | | Signature | |