

Project Management ESSENTIALS Construction



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

2021

Classroom Programs: Melbourne: 29-30 April | Brisbane, Sydney: To be scheduled

Who Should Attend?

This Program provides project managers in development, construction and project management firms, with the practical tools to allow them to shine as leaders of their project teams.

We ensure that all participants take away clear, practical concepts that can be applied to their projects immediately.

Why should I attend?

As the Project Manager you are the face of your company - with the client, the consultants, the stakeholders. Trust is in you to lead the team and keep all of them in safe hands.

You will only maintain that trust if you adopt the concepts and strategies that keep them all informed and the team 'singing to the same tune'.

The program establishes and reinforces techniques to maintain communication and trust, so that your projects succeed.

PSMJ Resources - International excellence

A global leader with over 40 years experience, PSMJ Resources is dedicated to improving project management practice throughout the built environment professions.

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

On completion of this program attendees will be able to:

- Develop a project management plan to deliver projects on time and on budget.
- Apply effective and efficient communication methods.
- Apply project planning techniques that allow all supervisors to be effective task planners.
- Manage quality and risk.
- Manage Budgets and Schedules.

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 design professional firms including Calibre Group, Group GSA, DesignInc, KCB Australia, Landrum & Brown & Opus.

This program is now available for Contractors and Project Management companies.

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 make your firm a leader, with improved profitability.

Contact us on 03 96863846 or email Charles Nelson: CNelson@psmj.com or Bill Parker: WParker@psmj.com for more information.



Day 1 Program Structure

Classroom or Online Delivery

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

ACTION PLAN [M]

- Why are you here?
- The # 1 Project Management Problem
- Learning Outcomes

WHAT IS A PROJECT MANAGER? [M]

- What is the industry perception?
- Traits of the best project managers

HOW DO I LEAD THE PROJECT TEAM? [M]

- What are your best communication strategies?
- Team engagement strategies
- Roles and responsibilities – setting expectations

HOW DO I MANAGE CLIENT RELATIONSHIPS? [T]

- Who is the client? Is it one developer or 250 end-users?
- How do we best report to the client?
- How to have the client meet their deliverables and milestones

DESIGN BUILD DONE RIGHT [T]

- What are the natural sequences in design to build?
- How to manage workflow
- How to manage the inevitable push for more than the project requirements

HOW DO I PLAN CONSTRUCTION? [T]

- How to strategise the whole of project plan
- Understand the Contract Price
- What is the key to meeting the program?
- How long do activities take?
- Manpower and efficiency
- The business case for overtime
- Targets versus Milestones
- How do we manage the schedule - Lookaheads?

PERSONAL PRODUCTIVITY [W]

- Better meetings
- Telephone vs. email
- Effective delegation techniques
- Work From Home - Work From Anywhere
- Mastering productivity

PREVIOUS PSMJ PROJECT MANAGEMENT ESSENTIALS PARTICIPANT FEEDBACK

"Outstanding course that applies
to all prospective PMs and
experienced PMs."

Andrew Moon
Executive Manager Strategic
Leighton Contractors Pty Ltd, Sydney NSW

"Overall a beneficial program that
gives me good additional tools to
work with."

Damien Penfold, Senior Project Manager
Hansen Yuncken, Melbourne VIC

"There were plenty of simple yet very
powerful insights into my own work
habits and how to manage projects."

James Penman
Senior Tailings Engineer | Associate
KCB Australia Pty Ltd, Perth WA

"Valuable session."

Nick Healy, Executive Manager Strategic
Paynter Dixon, Sydney NSW

"Did this course meet my
expectations? YES – in particular
because I have done other PM
courses. They should not do any
other form of training (i.e. with
someone else)."

Phil Margot, Business Unit Leader
Rudds Consulting Engineers, Sydney NSW

PSMJ | Resources Asia Pacific

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Program Structure

Classroom or Online Delivery

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

Day 2

HOW DO I MANAGE QUALITY & RISK? [W]

- What is the Contract Risk profile?
- Do our QA systems match the project - Quality alignment?
- How to manage the 'change in design that comes up from below'
- How to de-risk the unknowns
- When is value engineering valuable?
- Responsibility of Building Licence holder of the firm
- Requirement to notify on claims
- When to pass the ball to the lawyers

HOW DO I MANAGE SCOPE & CHANGE? [Th]

- More on Scope creep, a problem or an opportunity?
- Tracking change
- Managing subcontractor and supplier change
- Dealing with change rumours and furphys

COMMUNICATION & NEGOTIATION [Th]

- Communication strategies
- Negotiation skills
- Negotiation strategies and tactics
- Win-win negotiating

PROJECT REVIEW - BUDGET & SCHEDULE [Th]

- What is the status of the project?
- What changed? - Baseline v. Cashflow v. Progress achieved
- Cost to date v. Value achieved v Cost to complete
- Analytics and Reporting
- How to utilise lessons learned
- Simm's Law of 10

MANAGING MULTIPLE PROJECTS [F]

- How many projects can I manage?
- Workshop: Multiple projects for the same client
- When owners want to move the curve forward

PROJECTS RESCUE (GETTIN OUT OF TROUBLE) (F)

- Your best people to the rescue
- Workshop: Project recovery
- Eight steps to managing a crisis
- Actions – over budget / behind schedule
- Wrapping up the project

IMPLEMENTING THIS SEMINAR [F]

- Prioritising change
- Improving leadership and management skills
- Tools of the Best PMs
- Your implementation strategies

PREVIOUS PSMJ PROJECT MANAGEMENT ESSENTIALS PARTICIPANT FEEDBACK

"Excellent well run course, very helpful and realistic content."

*Eamonn Cornish, Head Project Manager
Project Leaders Australia, Brisbane QLD*

"Very good. Thank you."

*Emily Ravenscroft, Development Manager
Lendlease, Sydney NSW*

"Great source of information and reinforcement to regain a focus on what is vital in successful project management."

*Marek Blaszcakiewicz, Director
Demlakian Consulting Engineers
North Sydney NSW*

"The course was extremely useful."

*Ben Kruger, Project Manager
ISIS Projects Pty Ltd, Sydney NSW*

"Excellent course and materials."

*Clare Kent
Senior Hydrogeologist and Associate
KCB Australia Pty Ltd, Brisbane QLD*



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 design 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.

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

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PO Box 957, South Melbourne VIC 3205
W: psmj.com.au

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

Online Delivery
9.00am - 12:00 noon AEST
Monday to Friday AEST

Select your City & Date

☐ MELBOURNE – 29 & 30 April 2021
CBD Location TBA

☐ SYDNEY – To be scheduled
CBD Location TBA

☐ BRISBANE – To be scheduled
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 in the areas of Project Delivery, Practice Management and Documentation.

Attend from Anywhere

☐ To be scheduled

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	\$1595	\$1795	\$1995
Additional Registrants		\$1195	\$1295	\$1395
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

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 Asia Pacific Reference Invoice No.

OR Charge my: ☐ MasterCard ☐ VISA ☐ AMEX

Credit Card #

Exp. Date

CVV Security Code

Name

Signature