

## ▶ The Differences

One-Size-Fits-All training has value but our customized approach provides a far better return on investment.

**Customized:** The training will generally follow the outline at right but will be customized based on your particular workflows, forms, type of work and general company goals.

**Team Approach:** Project managers don't work in a vacuum. By involving the whole team including foreman, purchasing, estimators and project managers we actively work out cross-functional processes such as budgeting, buy-out and planning.

**Timing:** We recognize that it is nearly impossible to take your project team out of production for even one day. People also don't learn effectively after a few hours. The training is broken up into (4) three hour modules delivered in the late afternoon over two weeks. This allows for better digestion of the material and also doesn't impact business operations the same way a full-day or two-day class would.

**Materials:** The customized materials will all be included in a tabbed binder for quick reference by anyone on the project team.

**Coaching/Mentoring:** For a 3 month period after the training your project team will have full access to us for advice via phone, fax and e-mail.

**Follow-Up:** 2 months after the initial training a follow-up session will be conducted. The purpose will be to assess progress and provide a written roadmap for staying on track.

## ▶ The Processes of a Project Team

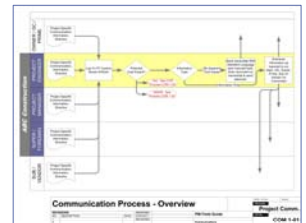
### Project Start-Up

- Creating A Working Budget
- General Working Schedule/Man Hours
- The Importance Of Submittals & Close-Out
- Safety Planning



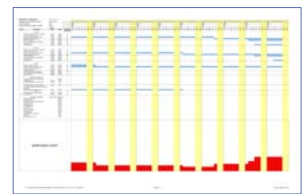
### Pre-Planning

- Install Details
- Value Engineering
- Key Deliveries & Staging Plan
- Scope, Subcontractors & Contract Key Items
- Risk & Risk Mitigation



### Communication

- Internally Communicating The Project Plan
- The RFI Process
- The Importance Of Project Meeting Notes
- Critical Correspondence (Notice Of Impacts)



### Schedule Analysis & Manpower Leveling

- What To Look For On The Project Schedule
- What Is Float?
- Why A Leveled Schedule Is Critical
- Using A Custom Analysis Tool (Included With Training)

### Production Tracking

- Production Tracking Versus Labor Budget
- Why Production Tracking Can Help With Claims For Inefficiency
- Different Methods Of Production Tracking

### Managing The Change Process

- Defining The Process Up Front
- Company, Industry & Public Code Standards
- Communicating The Hidden Costs Of Change

### Customer Service & The Project Team

- The Advantage Of Good Relationships
- Customer Touch Points Along The Typical Project Timeline
- Common Pitfalls In The Customer Experience

### Financial Management For The Project Team

- Cash Flow (Lifeblood Of A Company)
- Projections (Basis For Decision Making)

