

PROJECT MANAGEMENT Workshop



Workshop Outline

- 1. Project Management Overview**
 - Why Project Documentation
 - Project Documentation
 - Project Manager's Role
 - Benefits of Project Management
 - Problems in Project Management
- 2. Phases of Residential Installation**
 - Project Overview
 - Project Initiation
- 3. Project Set Up**
 - Project Installation Stages
 - Project Flow
 - Project Completion
 - Client Follow-Up and Support
 - Project Set Up
 - Project Folders
 - Project Information
 - Industry Symbols for Plans
 - Wire Chart
 - Work Order
 - Block Diagram
 - Schematic
 - Floor Plan
 - Cabinet Layout
- 4. Installation Stages**
 - Stage Work Flow
 - Change Orders
 - Control Checklists
 - Pre-Wire
 - Trim-Out
 - Installation
 - Final Installation
 - Completion Tasks and Documentation
- 5. Sales Process Impacts Project**
 - Management
 - Sales Lays the Foundation
 - Establish Estimating Procedures
 - Worksheets
 - Proposals
- 6. Tools of Project Management**
 - Tools Make Doing the Job Easy
 - Work In Process Report
 - Scheduling Board
 - Products Source Matrix
 - Paperwork
 - The Installer / Technician
- 7. Project Financial Management**
 - Purchasing
 - Inventory Management
 - Labor Reconciliation
 - Job Costing
 - Project Audit
 - Successful Project Management
 - Communications Management
 - PM Documentation
 - The Last 2%
 - Handoff Points
 - 20 Secrets to Successful Project Management

LEARN HOW TO:

- Define the Project Manager's role
- Document the project lifecycle
- Organize the project set up
- Manage the project documentation
- Understand how the sales process impacts project management
- Implement the tools of project management
- Control project financial management
- Define contract terms and invoicing
- Plan purchasing and inventory
- Perform job costing and labor reconciliation
- Wrap-up project completion

WORKSHOP FEATURES AND MATERIALS

This workshop is designed by an industry veteran and business expert, with over 20 years of business ownership experience. The eight-hour live and interactive training is led by an experienced Bedrock Learning trainer and subject matter expert. Each student receives the following materials:

- Comprehensive workbook in full-color, plus numerous handouts
- *Residential Technologies Project Management Forms CD* - \$199 retail price
- Certificate of Completion
- CEU Credits: 4 for CEDIA and .8 for NBFAA
- Substantial savings on Bedrock Learning business support tools including planning symbols, project management materials and sales tools

WHO SHOULD ATTEND

This workshop is for individuals who manage installation projects of all sizes and want to streamline operations, increase efficiency, and become masters at project management. Company owners along with mid-level managers will also gain an understanding of the critical role of project management and how it contributes to profitability at their company.

PREREQUISITES AND COST

- No previous project management experience is required
- An understanding of the industry is recommended
 - This knowledge can be gained by taking the *online course Introduction to Residential Technologies*, discount available when registering for this workshop
- Cost, including all materials and lunch, is \$499 per person
- Each additional student from the same company is \$399

DATES, LOCATION AND REGISTRATION

- Complete schedule of workshops available at www.bedrocklearning.com
- Register by phone at 616.335.6206

For more information:

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Learning.com

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