



## **Project Management Training**

“My experience is the sum of my mistakes”

Project management

The PM Master checklist

- Procedures
- Building science
- Applications

Estimating

- Take-offs
- Understanding the Arch. docs
- Specifications
- RFIs
- Errors and Omissions

Bidding the project successfully

- Using the bid package
- Selling to cost reduction opportunities at bid time to get you into the negotiation phase.
- Qualifications in your bid
- Clear scope description
- Alternates
- Offered discounts
- Using offered guarantees

Contract negotiation

- Risk management
  - Avoiding design liability
  - Contract liabilities (small and large projects)
  - Confined spaces training and cert for crawl spaces
  - See Risk Assessment Program
- Agreeing on the scope
- Contract boiler plate – use it and when to drop out

Setting up the Work with the Owner, GC, and related trades

- Sequencing
- Kick-off meeting strategy
- Avoiding delays
- Punch list system
- Subcontractors

Managing the Work - Avoiding delays (strategies)

- Documentation
- Give two prices (always make it their choice)
  - Offer high production and low production prices
  - Low price requires minimum sq. ft. per mobilization and total mobs
  - Give cost of each added mob
  - Define a mobilization
- Use punch list approach
  - Sell this all as ways to reduce cost and improve coordination
  - Use BES forms for this
- Start at the top and work down (reduce masking finishes installed below areas you haven't finished)

#### Planning and managing the Work

- Scheduling
- Purchasing
- Crew travel
- Communicating the work to the crews
- Todo and preparation system
- SOPs
- Productivity tools
- QA testing
- Safety
- Change orders
- Punch lists

#### Close-outs

- Billing
- Recording
- Data collection
- Customer service - disputes

