

PROJECT MANAGEMENT Workshop



Manage projects efficiently and effectively. This interactive workshop gives you procedures, forms and documents to get organized and in control of your projects and processes. Return to your business with 'tools' and tips you will use right away. Get work flowing smoothly with proven methods.

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 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
- Numerous handouts
- *Residential Technologies Project Management Forms CD* - \$149 retail price
- Certificate of Completion
- CEU Credits: 4 for CEDIA and .8 for ESA/NBFAA
- 50% savings on Bedrock Learning's Project Management Online Course

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 4-hour *online course Introduction to the Digital Home*, call to sign-up and receive discount when registering for this workshop
- Cost, including all materials and lunch, is \$399 per person
- Each additional student from the same company is \$299

DATES, LOCATION AND REGISTRATION

- Complete schedule of workshops available at www.bedrocklearning.com
- Register by phone at 616.355.1418

For more information:

BEDROCK
Learning.com

email workshops@bedrocklearning.com
phone 616.355.1418

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