

*Texas Council of  
Engineering Companies*

*2009 Project Management  
Training Seminar Series*

*Presented by Texas CEC &  
Geddie & Associates*

**Houston**  
**The HESS Club**  
September 17th  
October 8th  
November 5th  
December 3rd  
**8:30 AM to 11:30 AM**

**Dallas**  
**CityPlace**  
September 18th  
October 9th  
November 6th  
December 4th  
**8:30 AM to 11:30 AM**

• **2009 Texas CEC Project Management Training** •

Effective and efficient delivery of projects is the mainstay of every engineering firm. The skills and knowledge of your project managers have a direct impact on the revenue growth and profitability of your firm.

The 2009 Texas CEC Project Management Seminar will help you learn valuable lessons in the area of project delivery. **Your Project Managers will learn how to:**

- Bring projects in on time and under budget
- Actively manage the client relationship
- Effectively control “**scope creep**”
- Balance quality and budget
- Create budgets and schedules to produce success

**The 2009 Texas CEC Project Management Seminar is broken up into four modules:**

- **Module 1:** Successful Practitioner Profiles And Practices
- **Module 2:** Planning: The Foundation Of Successful Projects
- **Module 3:** Managing: Balancing The Dynamic Project Elements Of Risk And Change
- **Module 4:** Controlling: Practitioner Accountability For Results

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• **Module 1: Successful Practitioner Profiles And Practices** •

Today’s project practitioner wears many hats and is often required to perform in a variety of roles. Participants will profile their personal performance characteristics, as a current measure of their abilities, compared to proven, successful project practitioner traits. This comparison will allow participants to become aware of their ability to perform at a higher level and increase their value to their organization and its bottom line performance.

***What You Will Learn -***

- Repeatable success practices, individual management styles and strategies for working in a dynamic project environment
- The ability to identify and work with multiple stakeholders on a project
- Communication, active listening and interpersonal skills
- Working together on high performance teams

• **Module 2: Planning: The Foundation Of Successful Projects** •

The success of your projects depends on getting the basics right: defining scope, building a realistic schedule and budgeting resources.

***What You Will Learn -***

- The key to successfully translating client requirements into the project definition and scope
- Building a Work Breakdown Structure
- Identifying relationships and dependencies
- Understanding the Critical Path Method
- Four methods of building a budget from scratch
- Improving your confidence in estimating
- The right way to kick-off each project

**• Module 3: Managing: Balancing The Dynamic Project Elements Of Risk And Change •**

Managing risk and accommodating changes to your projects start with a solid contract and require attention not only to budget and schedule, but also to your relationship with clients.

***What You Will Learn -***

- Management pitfalls associated with various project contract types
- Identifying, quantifying and dealing with risk: before and during project execution
- Building client relationships to foster communication and understanding
- Negotiating win-win solutions to project conflicts

**• Module 4: Controlling: Practitioner Accountability For Results •**

Effective project practitioners are skilled at knowing where their projects stand at any moment, where they are headed and when to intervene to prevent a failed project.

***What You Will Learn -***

- The importance of trend analysis in keeping your projects on track
- Techniques for monitoring and controlling your projects
- How to calculate and report Earned Value on your projects
- Secrets to improved project profitability
- Ways to properly close out your projects and gather lessons learned

Each session will run from 8:30 am to 11:30 am. Mr. John Geddie & Mr. Gary Andrews, both with Geddie & Associates, will facilitate this Project Management seminar. A credit of 12 Professional Development Hours (PDH's) will be given to each attendee, which can be used to help meet the Continuing Education requirements for Professional Engineers for all 2009 - 2010 PE registration renewals.

**Cost for this program is \$775.00. The registration fee, which includes breakfast and all meeting materials, must be received by September 4th.**

# 2009 PROJECT MANAGEMENT TRAINING REGISTRATION FORM

Registration must be received by September 4th

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

## Additional Registrants

Name: \_\_\_\_\_ Email \_\_\_\_\_

Name: \_\_\_\_\_ Email \_\_\_\_\_

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Texas CEC Project Management Training.....\$775.00  
(Registration must be received by September 4th)

Please indicate which location you will be attending:

Houston

Dallas

Please Send Invoice

TOTAL AMOUNT DUE \$ \_\_\_\_\_

Please Make Checks Payable to:

Texas CEC  
1001 Congress Ave., Suite 200  
Austin, Texas 78701

If you would like to pay by credit card, please call Suzanne Essler  
at 512-474-1474. We accept Visa & MasterCard.