

Agenda

Presented by Sidney May

Course Introduction

Project Management 101

Defining a project	Key components of a project
Defining project management	Phases of project management
Project management tools	Definition of a project manager
Organizational structure	

Initiating Projects

Defining the scope and project charter	
Identifying and engaging stakeholders	
Identifying project constraints	
Brainstorming	Setting goals
Defining success	Identifying risk
Cost-benefit analysis	
Communication strategies	
Building teams and relationships	
Exercise	

Project Planning

Defining roles	Strategic project management
Cost estimating	Plans and specifications
Design-bid-build	Design-bid
The bid process	Time management planning
Defining, setting and achieving milestones	
Developing project schedule	
Creating work breakdown structure	
Developing project specific resource guides	
Kick-off meetings	Exercise

Executing Contracts and Projects

Contractor qualifications	Awarding the contract
Contract defaulting	Notice to proceed
Anticipated start date	Project delays
Errors and omissions	Bonds and insurance
Project budgeting tools and techniques	
Exercise	

Monitoring and Controlling

The project office	Training and education
Professionalism, workplace harassment, morale, positive reinforcement on projects	
Change orders	Progress meetings
Project monitoring tools	Quality validation and management
Safety and risk assessment	Overcoming project delays
Gantt chart	Exercise

Project Closing

Substantial completion	Final completion
Punch list	Close-out documentation
Final acceptance	Closure
Lessons learned	Exercise

Project Management for Engineers and Managers
Memphis, TN - Thursday, October 25, 2018

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PO Box 278
Altoona, WI 54720-0278



Learning Objectives

You'll be able to:

Explore project team organization and establish protocol for communications and transactions.

Develop strategies for phased implementation of long, multi-segmented projects.

Discuss best practices for construction and project implementation.

Maintain safety in the construction phase.

Obtain equipment, material, and tools for the installation phase.

Conduct on-site system testing and implement required training.



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Understand project objectives and scope

Implement project management tools, including project scheduling and project mapping

Learn about the phased implementation of long multi-segmented projects

Explore the construction and project implementation phase

Discuss project start-up, commissioning, and closure

Continuing Education Credits

This seminar provides professional engineers with 6.5 (HSW) continuing professional development hours.



Faculty

Sidney May, P.E.

Mrs. May is a licensed civil engineer with over 10 years of experience. Led by passion, she has secured traditional jobs and gained knowledge and experience in both the public and private sectors. Mrs. May has built her career within various aspects of transportation including: roadway design, temporary traffic control design, geotechnical design and review, environmental planning and compliance and, pavement and drainage design.

Mrs. May began her career as a co-op student analyzing lidar data and assisting in conducting aerial surveys. Upon receipt of her B.S. degree in Civil Engineering from the University of Alabama, she went on to pursue a career in transportation where she has led subsurface investigations and pavement rehabilitation studies for recommendations on various pavement failure types such as: full depth reclamation, lime stabilization, soil-cement stabilization, and historic preservation and restoration in flexible, rigid, and masonry materials. She has been intricately involved in project scope recommendations and media press releases while working in construction stormwater. Mrs. May continued her career in environmental planning and compliance, ensuring that all construction projects, both state and federal, adhered to the latest environmental laws and regulations. Consequently, she has cultivated relationships with state and federal agencies such as ADEM (Alabama Department of Environmental Management), USACE (US Army Corp of Engineers), SHPO/AHC (State Historic Preservation Office/Alabama Historic Commission), and US Fish and Wildlife. She has led training seminars on the importance of temporary traffic control and believes that successfully managed projects all start and end with competence, confidence, and communication amongst all individuals involved in project management and completion.

Mrs. May is currently an active member of ASCE (American Society of Civil Engineers), where she holds a branch leadership position. She is also working to help establish a coalition for the Alabama Dam Safety Program. Mrs. May is also active in her community, having served as an advisory board member to local Engineering Academies and by mentoring local high school students, motivating them to pursue careers in Engineering.

Seminar Information

Crowne Plaza Downtown
300 North 2nd Street
Memphis, TN 38105
(901) 525-1800

Tuition

\$279 for individual registration
\$259 for three or more registrations.

Each registration includes a complimentary continental breakfast and printed seminar manual.

Receive a reduced tuition rate of \$101 by registering to be our on-site coordinator for the day. For availability and job description, please visit www.halfmoonseminars.org.

How to Register

- Visit us online at www.halfmoonseminars.org
- Mail-in or fax the attached form to 715-835-6066
- Call customer service at 715-835-5900

Cancellations: Cancel at least 48 hours before the start of the seminar, and receive a full tuition refund, minus a \$39 service charge for each registrant. Cancellations within 48 hours will receive a credit toward another seminar or the CD/manual package. You may also send another person to take your place.

Continuing Education Credit Information

This seminar is open to the public and offers 6.5 continuing professional development hours (HSW)/PDHs to professional engineers in all states. Educators and courses are not subject to preapproval in Tennessee.

HalfMoon Education is an approved continuing education sponsor for engineers in Florida, Indiana, Maryland, New Jersey (Approval No. 24GP00000700), New York (NYSED Sponsor No. 35), North Carolina, and North Dakota.

This course offers a non-credit continuing education opportunity to contractors. It has not been reviewed by a state contractor licensing board with a mandatory continuing education requirement.

Attendance will be monitored, and attendance certificates will be available after the seminar for most individuals who complete the entire event. Attendance certificates not available at the seminar will be mailed to participants within fifteen business days.

Additional Learning

Webinar Series

Off-grid Photovoltaic Master Class

- **Off-grid Photovoltaic Master Class, Part I**
Wed., Oct. 3, 2018, 11:00 AM - 2:15 PM CDT
- **Off-grid Photovoltaic Master Class, Part II**
Thurs., Oct. 4, 2018, 11:00 AM - 2:15 PM CDT

Stormwater Management Systems

- **Basics of Stormwater Regulations and Requirements, Including New EPA Regulations**
Thurs., Oct. 4, 2018, 11:00 AM - 12:00 PM CDT
- **Working with the Regulator**
Thurs., Oct. 4, 2018, 12:30 - 2:00 PM CDT
- **Site Planning and Choosing Best Management Practices**
Fri., Oct. 5, 2018, 11:00 AM - 12:00 PM CDT
- **Long-term Stormwater Management Practices**
Fri., Oct. 5, 2018, 12:30 - 2:00 PM CDT

Floodplain Mapping and Regulation

- **Floods, Floodplains and Introduction to Floodplain Management**
Wed., Oct. 10, 2018, 11:00 AM - 12:30 PM CDT
- **Flood Maps and Flood Zones**
Wed., Oct. 10, 2018, 1:00 - 2:30 PM CDT
- **Elevations in the National Flood Insurance Program (NFIP) and Floodplain Regulation**
Thurs., Oct. 11, 2018, 11:00 AM - 12:30 PM CDT
- **Practical Floodplain Management**
Thurs., Oct. 11, 2018, 1:00 - 2:30 PM CDT

HEC-RAS Webinar Series

- **Hydraulic Principles and Applications**
Thurs., Oct. 18, 2018, 11:00 AM - 1:00 PM CDT
- **Working with the HEC-RAS User Interface**
Thurs., Oct. 18, 2018, 1:30 - 3:00 PM CDT
- **Water Surface Profiling**
Fri., Oct. 19, 2018, 11:00 AM - 1:00 PM CDT
- **Steady Flow Surface Profile Demonstrations**
Fri., Oct. 19, 2018, 1:30 - 3:30 PM CDT

For more information visit:
www.halfmoonseminars.org/webinars/

Can't Attend? Order the CD/Manual Package:

An audio recording of this seminar is available for \$289 (including shipping). Allow five weeks from the seminar date for delivery. Please refer to specific state licensing rules or certification requirements to determine if this learning method is eligible for continuing education credit.

Registration

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How to Register		Registrant Information
Online: www.halfmoonseminars.org		Name: _____
Phone: 715-835-5900		Company/Firm: _____
Fax: 715-835-6066		Address: _____
Mail: HalfMoon Education Inc., PO Box 278, Altoona, WI 54720-0278		City: _____ State: _____ Zip _____
Complete the entire form. Attach duplicates if necessary.		Occupation: _____
		Email: _____
		Phone: _____
		Additional Registrants:
		Name: _____
		Occupation: _____
		Email: _____
		Phone: _____
		Name: _____
		Occupation: _____
		Email: _____
		Phone: _____
		Email address is required for credit card receipt, program changes, and notification of upcoming seminars and products. Your email will not be sold or transferred.
		() I need special accommodations. Please contact me.

Tuition

- () **I will be attending the live seminar.** Single Registrant - **\$279.00**. Three or more registrants from the same company registering at the same time - **\$259.00** each.
- () **I am not attending.** Please send me the CD manual package for **\$289.00**. (S&H included. Please allow five weeks from seminar date for delivery)

Checks: Make payable to HalfMoon Education Inc.

Credit Card: *Mastercard, Visa, American Express, or Discover*

Credit Card Number: _____

Expiration Date: _____ CVV2 Code: _____

Cardholder Name: _____

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City: _____ State: _____ Zip: _____

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