

What is the LiFT Level 2 Program?

The MCAKC LiFT Level 2 Project Management Program provides experienced project managers with the tools and skills to build on, apply, or enhance existing knowledge. This program provides valuable knowledge and skills that are difficult to obtain on the job.

Taught by experts in the mechanical contracting industry, you'll learn how to establish your project management team, change orders, claims avoidance, document control and scheduling, forecasting and project financials, managing and building third-party relationships, and PM sales skills.

As a project manager, you will no longer see yourself as just another employee or witness to project outcomes. You will become a project owner who has a personal stake in project outcomes with the tools necessary to succeed.

This program consists of ten, four-hour weekly seminars.

Program Benefits

- Connect with local Kansas City project management professionals in the mechanical contracting industry.
- Receive a robust participant guide with tools, job aids, resources, and templates to use back on the job.
- Gain tools and skills necessary to take an active role in your company's future and success.
- Become a better leader with an action plan to improve your project management success.

Who Should Attend?

Project Managers with 3-7 years of experience. Participants may already have established project management skills but desire improvement in a wider range of more specific, advanced management competencies and abilities.

When & Where?

The next (10) Week Program will be in the Fall of 2018.

Location:

MCAKC Knowledge Center
10955 Lowell Avenue, Suite 1050
Overland Park, KS 66210

Questions?

Contact us at:
learn@mcakc.org
913.948.9200

Seminars

1. **Setting Up The Project For Success - The Team**

- Identify the 5 Dysfunctions of a Team and the key components of a high-performance team.
- Identify the project team roles and responsibilities and develop a team code of culture.
- Establish effective goals in support of project, team, and corporate needs.
- Successfully manage the team from project start to completion.

2. **Setting the Project For Success - The Project Plan**

- Identify the components of pre-planning and why it is critical to project performance and success.
- Build a productivity plan from the project estimate.
- Establish project performance goals and milestone measurement criteria.
- Explore strategies to enhance project profitability during the preconstruction phase.

3. **Project Communications**

- Explain the importance of developing a good project communication plan and learn tools for setting up effective lines of communication.
- Manage communications upward to clients, general contractors, and internal executive teams.
- Use coaching and feedback in effectively communicating with peers.
- Communicate with field personnel to increase productivity, teamwork, and build trust.

4. **Contracts. Cost Implications, And Contract Alignment To The Bid/Proposal**

- Identify critical contract clauses and the associated implications to the successful outcome of a project.
- Identify high risk language related to scope, schedule, and notice requirements.
- Use the Contract Review Checklist to minimize exposure at all stages of the project.
- Explain the importance of gaining alignment of all contracts, bid documents, and proposals.

5. **Tough but Critical Conversations**

- Explain why important conversations fail and why it is imperative that they succeed.
- Identify the key components of all successful conversations.
- Explain the tough conversations process and how it applies to different relationships.
- Explore strategies on how to get failing conversations back on track.

6. **Claims Avoidance Through Effective Document Control and Scheduling**

- Explain the importance of developing and implementing a document control plan.
- Identify what documents are critical in the claims avoidance and document control process and how to ensure contract requirements are being met.
- Outline best practices and effective methods to provide critical and accurate project records.
- Apply project scheduling techniques to minimize productivity impacts and anticipate potential schedule issues early and effectively.

7. Change Orders

- Identify potential change orders through changes in scope and schedule.
- Price and negotiate change orders to a profitable outcome.
- Demonstrate techniques for getting written approval for changes.
- Develop and apply methods for tracking changes to ensure timely and successful outcomes.

8. Forecasting and Project Financials

- Discuss the importance of accurately forecasting projects and the implications on company financial decisions.
- Accurately forecast a project and understand the various forecasting tools and methods.
- Practice and apply forecasting techniques and know the key differences in forecasting lump sum and GMP work.
- Explain the impact of the forecast on the company WIP, financial statements, and cash flow.

9. Managing and Building Client and Third-Party Relationships

- Explore the foundations of effectively building trust and authentic relationships with customers and owners.
- Apply strategies and techniques for building long term relationships.
- Explain the importance of identifying and successfully executing solutions to customer issues and be proactive in the problem-solving process.
- Identify where your key relationships stand and learn how to move them to where you want them to be today and in the future.

10. PM Sales Skills and Project Close-Out

- Identify the core components of successfully closing out a project.
- Apply best practice strategies to minimize risks associated with final project tasks.
- Effectively transition the owner relationship to the service group.
- Get value out of post mortem meeting and apply lessons learned.