



PROJECT MANAGER TRAINING SERIES

**“PROFITABLY MANAGING YOUR SUBCONTRACTORS”
&
“SUCCESSFUL SURVIVAL OF PROJECT CLOSEOUT”**

FRIDAY, APRIL 30, 2010

COURSE DESCRIPTION

Profitably Managing Your Subcontractors:

Subcontractors represent a significant portion of most mechanical contracts, and the performance of your subcontractors is a direct reflection of your own performance in the eyes of an owner, construction manager or general contractor. The session will include topics like...

- Writing good contracts
- Thorough review and analysis of subcontractor scope of work.
- Managing change orders
- Proper communication
- Developing strong relationships
- Managing safety, billing and payment procedures
- Documentation

Successful Survival of Project Closeout:

The end of a project is usually a challenging and difficult time for the mechanical project manager and the foreman. There are several tactics and strategies to implement which will improve end-of-job performance and mitigate the difficulties of project closeout. This session will include topics such as...

- Punch list
- Warranties,
- O & M manuals,
- Closeout Productivity, and much more.

**ACE CONFERENCE CENTER
800 RIDGE PIKE
LAFAYETTE HILL, PA**

**7:30 AM - REGISTRATION/
CONTINENTAL BREAKFAST**

8:AM - 12 NOON - SESSION

12:00 - 12:30 - LUNCH

12:30 - 3:30 PM - SESSION

ABOUT THE INSTRUCTOR JOHN R. KOONTZ

MCAA's national director for project management and advanced supervisory education, brings a balance of academic and practical to his courses.

A former tenured associate professor in Purdue University's Department of Building Construction

Management, he served as

Purdue's mechanical

construction management .

He has been teaching since

1992. Prior to this, he spent

15 years in the employment

of MCAA contractors in a

variety of positions including

senior project manager,

project manager, project

engineer, and estimator.

Professor Koontz is the director of the MCAA

Institute for Project Management and Advanced

Institute for Project Management at the University

of Texas in Austin.





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For directions, please visit our web-site at
www.mcaepa.org

NO SHOW POLICY

If you are unable to attend, please give 24 hours notice to avoid being charged the full price of seminar.

REGISTER BY APRIL 23RD

YES! I will attend!

COURSE FEE: Member \$85/person Non-Member \$150/person

TO REGISTER: Complete this form and mail or fax to 610-940-4994

Please check one: Invoice Check Enclosed (payable to MCAEPA) Visa AMEX Master Card

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