



Presents

PROJECT FINANCIAL MANAGEMENT

“Manage Wisely the Dollars Obtained”

Approach:

- ▼ **Recommended 1-day program**
- ▼ **Will customize and personalize sessions to fit specifically with your procedures**

Who should attend:

- ▼ **Engineers and Architects**
- ▼ **Experienced Project Managers**
- ▼ **New Project Managers**
- ▼ **Future Project Managers**
- ▼ **Anyone who wants to improve their business and financial PM skills**

BENEFITS

Some of the most technically proficient professionals are uncomfortable in managing the business and financial aspects of projects. Experience reveals that many technical people have difficulty discussing dollars, budgets, pricing, changes, and other associated issues. Those who become comfortable addressing these issues are the most successful. They positively differentiate themselves and their company. Better pricing, budgets and schedules are obtained. When changes do occur, more favorable adjustments result. Whenever financial issues of deposits, retainers, pricing, billing, collecting, etc. occur, the confident technical professional is better prepared to meet the needs of the project, the associated people and profit. This program provides participants the tools to achieve success.

Numerous real-life experiences and case studies are used to teach and bring to light the principles taught. Sessions are highly interactive with active learning occurring throughout.

Sessions cover such topics as:

- ▼ Become comfortable discussing \$s
- ▼ Arm yourself with methods to better sell your pricing
- ▼ Increase company profit and cash flow
- ▼ Easily complete billing and collecting
- ▼ Understand project financial reporting
- ▼ Obtain acceptance of changes
- ▼ Meet your needs and your customers' needs
- ▼ Learn by doing – i.e. Case Studies and Exercises

OUTLINE

Sessions are developed to meet the needs of the employees, customers and profitability.

Communications – Studies, findings, improving, perception gaps, ways to differentiate

Principles of Finance – Rules to follow, challenging paradigms, easy-to-use guidelines

Pricing – Alternative methods, answering objections, negotiating, differentiating, *Case Study*

Contracting – Setting stage for success, scope of work, deposits, retainers, avoiding “pay when paid” and retainage

Project Set-up – Brains of computer system, do it right the first time, ways to simplify, defining what is needed

Kick-off Meetings – Key to successful projects, understanding client. *What, When, Where, Who, Why & How; Case Study*

Financial Systems – Successfully using your system, revenue and cost recognition triggers, reading and understanding financial reports, role of computer systems, software alternatives

Billing and Collecting – Importance of cash, ways to do painlessly, methods to maximize cash flow, issues affecting payment

Doing Contract Changes – Proactively managing, alleviating negative reactions, documenting, *Case Study*

Winning Outcome – Empowered employees, delighted customers and increased profit

PARTICIPANTS COMMENTS

The course material and leader consistently receive excellent ratings. Representative comments received from participants are:

“The course was prepared and presented by someone, who has worked directly in our field, makes the information that much more appreciated.”

“Made me more aware that the services we provide are “valuable” and I should not at all feel guilty or sheepish about getting compensated for those services.”

“Effective speaker kept us on track and on schedule. Very motivational and knowledgeable. Enjoyed the group interactions – stimulated thinking and participation.”

“Lee did a very good job of reviewing issues we face everyday.”

“Case studies – analyses and focus on problem prevention.”

“Real life examples.”

“High energy – well focused presentation.”

“The presentation was directly related to our day-to-day operations. I enjoyed the group discussion with relevant cases.”

“A good solid outline of management issues which technical people generally don't get exposed to by education.”

“Very experienced instructor who is knowledgeable in the business we practice.”

INSTRUCTOR

Lee James is a CPA and CMC who has worked with engineers and architects for the last 15+ years. Training and teaching have been a part of Lee's career for the past 25+ years. Lee develops and teaches training courses throughout the U.S. He is an enthusiastic and energetic trainer who keeps your attention. Numerous case studies and exercises are used to embed the principles taught.

Lee is active in several engineering professional societies and is continually promoting good business practices through authoring articles and completing training sessions. He was Vice President of Finance for an international engineering consulting firm and worked daily with projects, project managers and clients in developing pricing strategies, managing billing and collections, addressing change issues and negotiating win-win solutions. Previously, Lee worked with Ernst & Young as a project manager and trainer and as the Chief Financial Officer for a computer software engineering firm.

Lee now does similar work with his firm. He constantly experiences the challenges of fulfilling project technical aspects; as well as financial and business needs. Consulting, training and ownership transfer projects are continually in process. Lee has successfully put into practice all the principles he teaches in this program.

On-site training and flexibility

The program is designed to be flexible with regard to format, timeframe and location. The program is divided into modules and deal with specific problems and their solutions. The curriculum is developed so that organizations wanting sessions dealing with specific problems, are accommodated. We can customize the program to include your company's specific documentation, systems design as well as policies and procedures.

Due to the interactive nature of these sessions, class sizes of less than 40 people are recommended.

A Participant Manual, handouts and reference materials are provided for use throughout the sessions and after completion.

For more information or to schedule, please visit our website or call:

Lee James & Associates

www.leejames.com

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