



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Kansas

2010 Spring Seminar
April 8, 2010
Doubletree Hotel
Overland Park

9:00 a.m. - Noon

How to Protect Project Profits During Lean Times

Michael Ingardia, P.E.

This half-day session discusses numerous techniques to negotiate better design services contracts, with both private and public sector clients. The speaker will present proven strategies for estimating project fees, budgeting in-house work, more efficient invoicing, improved client and project selection, and faster identification of scope-creep. The overall objective of the seminar is better fiscal management of design projects.

Some Key Learning Objectives:

1. Estimating project fees
2. Use of project work breakdown structure (phases and tasks)
3. Project setup
4. Budget project fees, by discipline, department or office
5. Separately tract reimbursable and non-reimbursable expenses
6. Manage subconsultants, including pay-when paid reports
7. Automatic invoicing for various contract fee types
8. Monitor project progress, beyond percent spent of the budget
9. Share project responsibility across offices and/or departments

Mr. Ingardia will convey numerous proven techniques to improve the fiscal management of design projects. These techniques apply for all contract types, such as: cost plus, cost plus to a maximum, cost plus fixed fee, lump sum or percent of construction. This session also briefly mention how engineering design project managers can make better use of today's off-the-shelf on-line technology tools to improve estimating, scheduling, budgeting, invoicing and monitoring design projects.

Mr. Ingardia will present 12 steps that assist project managers to more quickly identify and invoice for "**scope creep**," the most common killer of project profits on lump sum and hourly-to-a-max design projects.



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Noon – 1:00 p.m.

Lunch

1:00 – 3:00 p.m.

Take This Job and Love It: How To Motivate Staff In Tough Times

Karen Susman

With the economic times potentially leading to cutbacks, layoffs, and doing more with less, how do you keep staff motivated, engaged and focused on working hard on existing and future projects? Even if you have more projects in your pipeline than you can shake a slide rule at, you will use the practical tips and ideas shared in this session. In fact, the time to pump up and secure motivation is when business is going well.

Engineers from around the country will be asked, “How do you motivate employees in tough times?” Their responses will be shared with you.

Motivation is a door that’s unlocked from the inside. Thus, this session will focus on how you can create a climate and culture that engenders motivation.

In this lively, interactive session, you’ll learn:

1. How to communicate in tough times.
2. Three ways to foster employee engagement.
3. Six demotivators you must avoid.
4. What other engineers are doing to motivate staff in tough times.

HOTEL ACCOMMODATIONS

Room reservations can be made at the Doubletree by calling (800) 222-8733. The ACEC Kansas rate is \$95.

Doubletree Hotel
10100 College Boulevard
Overland Park, Kansas, 66210-1462



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REGISTRATION

Name: _____

Firm/Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Email: _____

Registration Type

- ACEC-Kansas Member \$200
- Non-Member \$300

Payment Type

- Check
- Credit Card: Visa MasterCard

Name on Card: _____

Card Number: _____ Exp Date: _____

Signature: _____

Please complete and return with payment by April 1, 2010 to:

ACEC Kansas

825 S. Kansas Avenue, Suite 500

Topeka, Kansas 66612

Fax: (785) 233-2206

Email: judy@acecks.org