

Field Based Project Management

“Closing the gap between the office and field”

A SMACNA program designed to get the field to understand the importance of the project management process, and provide them with the tools to improve and insure profitability goals are met.

Program Topics

Introduction to the basics of project management

- Why the project management process is so important
- The importance of getting the field involved
- Smaller faster track jobs mean more field involvement and responsibility
- Project management basics
- Basic PM Skills the field leadership needs

The Kick-off Meeting

- What is a kick-off meeting?
- When and who should participate
- What are the kick-off meeting objectives?
- The responsibilities of the attendees
- Scope and work responsibilities
- A sample kick-off meeting

The Pre-Planning meeting

- What is a pre-planning meeting and its importance?
- The importance of the agenda
- Keeping the focus on scheduling and material handling
- Establishing communication processes and procedures

Instituting shop coordination and drawing processes

- How and when should the shop drawings be prepared?
- Scheduling the shop drawings
- Availability of CADD background drawings and equipment submittals
- Shop drawings by specifications and/or shop standards
- Identifying cost savings

Interval planning “dividing the planning process into manageable tasks”

- What is interval planning and how to use it to your advantage?
- Insuring your interval planning process works

- The importance of real and accurate job reporting

Job site organization

- Good job organization insures that the job runs efficiently
- Job organization strategies and tactics
- Basic goals of job site organization
- Using a common sense approach to job site organization
- Understanding the site conditions
- Assessing the facility for proper effective and safe material handling
- Material storage
- Meeting the general conditions
- Developing and implementing job site systems

Job meetings

- Types of meetings and how to insure that you get what you need
- General guidelines for conducting meetings

Scheduling

- Basic project scheduling
- Scheduling responsibilities who is responsible for what and when do we need it
- The detailed schedule what needs to be included?
- Purchasing, tools, equipment and delivery schedules
- The sheet metal contractor schedule
- Scheduling methods

Project review

- What is the project review?
- The importance of the project review
- The in-house review
- The customer review

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For the last 20 Years Kevin has been speaking to the construction industry. Kevin represents a changing industry - aggressive, realistic, and open-minded. Kevin's work and education experience enables him to relate to today's problems and provides tangible solutions in an easy-to-listen style. He has taught thousands of people in various seminars. His client base ranges from family-owned businesses to corporate conglomerates.

In addition to speaking and writing articles, Kevin has served as sales manager and corporate trainer for a multimillion-dollar mechanical contractor. Kevin has also been a frequent speaker for various associations, World of Concrete, PHCC, SMACNA, MCAA, MSCA and QSC Chapters.

Kevin's humorous and energetic speaking style has made him a convention favorite. He has spoken to such groups as Benjamin Moore & Co., 3M, Hunter, Rain Bird, Johnson Controls, Morton International, Manville/Schuller, York International, and Hagemeyer Electrical Australia, just to name a few.

Kevin's ability to entertain audiences and hold their interest while getting his message across consistently makes him one of the industry's top speaking talents.

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