

PROJECT FINANCIAL MANAGEMENT TRAINING SCHEDULE

Approximate
Time Schedule

Topic

Section

8:00 – 8:15

INTRODUCTIONS & APPROACH.....

I

- *Instructor & Participant Introductions*
- *Participant Manual, Schedule & Handouts*
- *Course Objectives, Evaluation Forms, & Facility Specifics*

8:15 – 10:00

GENERAL PRINCIPLES.....

II

- *Project Management Responsibilities*
- *Project Financial Management Responsibilities*
- *When Projects Financial Management Occurs*
- *(Prompt) Communication*
- *Ten Commandments of Project Financial Management*

10:00 – 10:15

BREAK

10:15 – 12:00

PROJECT INITIATION.....

III

- *Ten Commandments of Project Financial Management (con't)*
- *Proper Contracting*
- *Addressing Insurance Issues*
- *Getting the Project Started - Planning*
- *Project Set-up*
 - *Example Set-up Form*
- *Questions, Concerns, Issues, et al.*

12:00 – 1:00

LUNCH

1:00 – 2:00

PROJECT INITIATION (Cont.).....

III

- *Kick-off Meeting Exercise*
 - *How to make them successful*
- *Example Kick-off Meeting Checklist*
- *Kick-off Meetings (External & Internal)*
- *Questions, Concerns, Issues, et al.*

PROJECT FINANCIAL MANAGEMENT **TRAINING SCHEDULE**

Continued

**Approximate
Time Schedule**

Topic

Section

2:00 – 2:30

PROJECT FINANCIAL MANAGEMENT SYSTEMS.....

IV

- *Time & Expense Reporting*
- *Reporting Other Costs*
- *Project Financial Reports*
 - *Current Weeks Charges*
 - *Project Task Summary*
 - *Other Reports*
 - *Breakdown of \$1.00 of Net Revenue*

2:30 – 3:00

BILLING & COLLECTIONS.....

V

- *Days Sale Outstanding*
- *Billing Sheets*
- *Flexible Invoicing & Supporting Documentation*
- *Billing & Collecting Exercise*
- *Accounts Receivable Aging*
- *Ways to Maximize Cash Flow*
- *Issues Affecting Payment*

3:00 – 3:15

BREAK

3:15 – 4:30

(TIMELY ADDRESSING) CONTRACT CHANGES.....

VI

- *Case Study Exercise*
- *Attitude Towards Change Orders*
- *Timely Addressing Contract Changes*
- *Example Forms*

4:30 – 5:00

CONCLUSION.....

VII

- *Back to the Basics*
- *Win / Win / Win Outcome*
- *Questions*
- *Course Evaluation*