

Project Management Curriculum at a Glance

Through a series of in-depth interactive webinars, dealer operations expert David Solomon will help your Project Managers deliver smart project management solutions with higher quality, greater value and better accountability. The course presents field-proven project management methods and techniques that dealer staff can use to effectively initiate, plan, execute, control and report on their projects. Your Project Managers will learn how to avoid costly mistakes, reduce margin erosion, and increase your dealership's profit. The course is rich in practical content that your team can immediately implement and includes workbooks, forms, checklists, detailed handouts, assigned exercises, and quizzes to reinforce learning. Each webinar is designed to provide your staff with an unbeatable interactive instructional experience. Participants can log in to attend from the convenience of your office or the job site.

Session	Topic	Focus
1	Basic Principles of Project Management	<ul style="list-style-type: none"> » Roles and responsibilities » 7 key concepts » Project Management best practices
2	The Sales Order Process	<ul style="list-style-type: none"> » Quote-to-invoice process » Project manager's role and impact in the sales order process » Best practices to prevent margin erosion
3	The Work Order Process	<ul style="list-style-type: none"> » Work order process overview and elements » Best practices for greater efficiency
4	Installation Estimating, Part One	<ul style="list-style-type: none"> » Installation importance and key issues » Efficiency and effectiveness factors » Solomon Coyle estimating process
5	Installation Estimating, Part Two	<ul style="list-style-type: none"> » Applying the Solomon Coyle estimating process » Rules of thumb for estimating » Systems and casegoods prototypes for estimating
6	Planning the Project	<ul style="list-style-type: none"> » Project plan: Initial analysis and order entry to invoicing and closeout
7	Managing the Project	<ul style="list-style-type: none"> » 5 key project aspects » Leveraging the manufacturer's capabilities » Managing job closeout » Working with subcontractors effectively
8	Managing the Client and the Contract	<ul style="list-style-type: none"> » Client expectations and decision making » Managing the scope of work » Terms and conditions » Getting paid for change orders
9	Minimizing Margin Erosion and Effective Communications	<ul style="list-style-type: none"> » 4 key causes of margin erosion » Tips to minimize errors » Managing corrective actions efficiently » Punch list process » Importance of communications and documentation » Documenting change orders for customer payment » Documenting key decisions
10	Marketing Project Management Services	<ul style="list-style-type: none"> » Project management value proposition » Determining project management services cost » Marketing project management services
11	Review and Reinforcement	<ul style="list-style-type: none"> » Review of key concepts
12	Implementing Project Management Training	<ul style="list-style-type: none"> » Applying principles learned