



*Essential Training:
Learn the Fundamentals of Effective A/E Operations Management
ACEC Colorado, Denver, Colorado
May 21-22, 2019*

Draft: Daily Schedule of Events

Day One: May 21, 2019

7:30 am – 8:15 am

Registration, Continental Breakfast in room

8:15 am – 9:00 am

Goals and Expectations

- Safety and logistics
- Introduction and overview of course
- Participant Goals and Expectations
- Participant Introductions

9:00 am – 12:30 pm

Basic Financial Management

- Understanding an Engineering Business Income Statement and Balance Sheet
- Cash Flow Statement
- Thoughts on Valuation
- Exercise on what you have learned
- Practical ideas to improve items such as:
 - Expense Management/Indirect costs
 - Cash Flow
 - Multiplier
 - Utilization
- The Power of 1%

12:30 pm – 1:30 pm

Lunch and Networking with Attendees

1:30 pm – 4:00 pm

Contracts and Risk Management

- The basics of contracts
- Scope of services
- General contract and negotiation issues
- Case studies
- Key ingredients to a successful contract

3:00 pm – 3:15 pm

Break

- Risk Recognition Simplified
- Mitigation Methods and Monitoring



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