

## REGISTRATION FORM

### Scope Creep Seminar

February 28, 2008

(Please complete one form per person)

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Enclosed: \$ \_\_\_\_\_

Please bill my firm for: \$ \_\_\_\_\_

Member Cost: \$179, \$159 subsequent registrants from the same firm.

Non-member Cost: \$250.

(Cost includes food, materials and registration)

Send registration to ACEC/CO via fax:  
(303) 832-0400, phone: (303) 832-2200,  
email: [jennifer@acec-co.org](mailto:jennifer@acec-co.org)

ACEC/CO members will be automatically billed. Non-members may register online with a credit card or by mail with a check.

**Cancellations must be received prior to Thursday, February 21<sup>st</sup> to receive a full refund.**

**REGISTRATION DEADLINE:  
THURSDAY, FEBRUARY 21, 2008**



### **Don't Have a Clue What FAR Means & NOW the Auditors are Coming? Federal Acquisition Regulations Seminar Wednesday, February 27, 2008**

Four Points by Sheraton Denver Southeast

Continental Breakfast: 7:30 am

Seminar: 8:00 am - 12 noon

Member Cost: \$179, \$159 subsequent registrants from the same firm. Non-Member Cost: \$250.

### **Certified Consulting Engineers of Colorado Annual Risk Management Seminar Wednesday, February 27, 2008**

Four Points by Sheraton Denver Southeast

Lunch: 12 noon

Seminar: 1:00 - 5:00 pm

Member Cost: \$125, \$100 subsequent registrants from the same firm. Non-Member Cost: \$200.

Sign up for the FAR, CCEC Annual Risk Management and Scope Creep Seminars and save over 16%!  
1st Member Registrant Cost: **\$399**  
Subsequent Member Registrant Cost: **\$349**

Sign up for any 2 of the seminars and save over 3.5%!  
1st Member Registrant Cost: **\$279**  
Subsequent Member Registrant Cost: **\$249**

For more information please contact:

**American Council of Engineering  
Companies of Colorado**

800 Grant Street, Suite 100 Denver, CO 80203

Phone: 303-832-2200 Fax: 303-832-0400

Email: [acec@acec-co.org](mailto:acec@acec-co.org) Web: [www.acec-co.org](http://www.acec-co.org)

## **The Stealth Project Profit Killer: How to Get Scope Creep Back on Your Radar Screen**

**Thursday, February 28, 2008**

**7:30 am – 12 noon**

**Four Points by Sheraton  
Denver Southeast**

# THE STEALTH PROJECT PROFIT KILLER: HOW TO GET SCOPE CREEP BACK ON YOUR RADAR SCREEN

---

**PROGRAM:** This seminar discusses the numerous off-the-shelf and affordable project accounting software packages available to assist project managers. The speaker will show project managers how to better make use of these packages to improve their project management duties.

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. Separate and 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. This session will teach architectural and engineering design project managers how to better use today's off-the-shelf on-line technology tools to improve estimating, scheduling, budgeting, invoicing and monitoring 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.

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

**WHO SHOULD ATTEND:** This seminar is presented in a non-technical format, expressed in everyday business terms that everyone can easily understand. This seminar is a must for **all project managers** who use technology tools to improve the fiscal management aspects of managing their A-E design projects.

**PROFESSIONAL DEVELOPMENT HOURS:** 4.0 PDHs will be given to attendees.

**TIMELINE:**

7:30 am: Registration & Continental Breakfast

8:00 am - 12 noon: Seminar

**SPEAKER: Michael Ingardia**, the founder and President of Systems Management Consultants, Inc., has 36 years experience assisting design professionals. He is an A-E Technology Consultant on many topics and is a licensed professional engineer. Mr. Ingardia has been one of our most popular speakers and has been a highly acclaimed speaker at ACEC national conferences.

