

Michael Ingardia, P.E. presents two half-day "Technology for Better Business" seminars  
**MORNING SESSION: "How to Protect Project Profits During Lean Times"**

This half-day seminar discusses numerous techniques to negotiate better design services contracts, with both private and public sector clients. The speaker will present proven strategies for estimating project fees, budgeting in-house work, more efficient invoicing, improved client and project selection, and faster identification of scope-creep. The overall objective of the seminar is better fiscal management of design projects.

Some key learning objectives:

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. Separately track 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

**Good for 3½  
CPD credits!**

**WHAT: "How to Protect Project Profits During Lean Times" with Michael Ingardia, P.E.**

**WHEN: Tuesday, March 16**  
 • 8:00 A.M. - Check-in  
 • 8:30 A.M. - Program begins  
 • 12:00 NOON - Conclusion

**WHERE: David Evans and Associates, Inc.**  
 2100 SW River Prkwy, Portland


**PARKING:** Directions along with parking code will be e-mailed to registrants a few days prior to the program.

**Special thanks to DAVID EVANS AND ASSOCIATES for providing meeting space!**

Mr. Ingardia will convey numerous proven techniques to improve the fiscal management of 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. This session also briefly mention how engineering design project managers can make better use of today's off-the-shelf on-line technology tools to improve estimating, scheduling, budgeting, invoicing and monitoring design projects.

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

**ABOUT THE SPEAKER:** Michael Ingardia, P.E., is the Founder and President of SMC (Systems Management Consultants, Inc.). His 39-year career has focused on helping design professionals to better use and manage technology tools, including finance and project accounting systems, CADD systems, and networks. He also has extensive experience dealing with technology-related HR policies and improving internal support for IT systems. Mr. Ingardia was employed for 11 years as the VP of IT for a 2,200-employee 40-office design firm. He was a member of ACEC's Management Practices Committee and is a frequent speaker for numerous professional societies.



Registration Form: **Tuesday, March 16** - MORNING SESSION

**"How to Protect Project Profits During Lean Times"**

---

Tuesday, March 16 • David Evans and Associates, Inc. • 2100 SW River Parkway, Portland • phone (503) 223-6663  
 • 8:00 A.M. Check-in • 8:30 A.M. Programs begins • 12:00 NOON Conclusion

---

Program is good for three and a half (3½) continuing professional development (CPD) credits.  
**Cost:** \$160 per person for members (*If your firm is a member, then you are a member.*) / \$225 per person for non-members

Firm Name & Phone: _____ Name & E-mail: _____ Name & E-mail: _____ Name & E-mail: _____	No. of _____ member(s) @ \$160/each = \$ _____ No. of _____ non-mbr(s) @ \$225/each = \$ _____ <b>Total Amount Enclosed:</b> \$ _____
--	---

Make checks payable to ACEC Oregon (American Council of Engineering Companies of Oregon).  
 Or, pay by credit card:  VISA  MC  Amex  Discover Amount to charge: \$ \_\_\_\_\_  
 Card #: \_\_\_\_\_ Exp. date: \_\_\_\_\_ Security code on back: \_\_\_\_\_  
 Cardholder name: \_\_\_\_\_ Signature: \_\_\_\_\_

Zip code at billing address: \_\_\_\_\_  Check here for receipt to be e-mailed to: \_\_\_\_\_  
 Mail (or fax or e-mail) check or credit card info & registration form for receipt by Thursday, March 11 to: ACEC Oregon, 5319 SW Westgate Drive, Suite 224, Portland, OR 97221. QUESTIONS? Phone (503) 292-2348 • Fax (503) 292-2410 • e-mail: [echurchill2@acecOregon.org](mailto:echurchill2@acecOregon.org)  
 ~ **Cancellations must be received on or before the registration deadline.** Non-members must pay in advance. Thank you. ~

Registration deadline is Thursday, March 11.