



## Project Management

AE Guidance, LLC can help your firm operate more efficiently and profitably through improvements to your Project Management System and by enhancing the skills of your Project Managers. Our Principals are all experienced in project management from the smallest job to the largest, most complex job and from all perspectives – Project Staff, Project Manager, Senior Company Officer, and Firm Owner. AE Guidance will review your current Project Management policies and practices and make recommendations for improvement. This effort will include interviews with management and staff, a thorough analysis of project performance and a detailed evaluation of your Project Management Practices. AEG will also provide training of current and prospective Project Managers to make sure they have the skill set to succeed in an optimized Project Management System.

### Project Management Practices Evaluation

- Current Project Management Policies and Procedures
- Proposal Practices
- QA/QC Practices
- Contracting Procedures
- Project Cost Accounting
- Project Profitability

### Project Management Training

- Initial Discussions with Client to Determine Critical Success Factors
- Proposal Preparation
- Contracting
- Selecting the Right Project Team
- Kick-Off Meeting
- Developing the Schedule and Budget
- Risk Management Plan
- business plan
- Risk Management
- Communication Plan
- Tracking Performance
- Managing Scope Creep and Changes
- QA/QC
- Invoicing and Collecting Accounts Receivable
- Close-Out Meetings

The AE Guidance team can customize a Project Management Evaluation for your firm that focuses on the areas that are of the most concern to you. We can help you maximize your project profitability while improving your service offerings to your clients.