

# CMPM-2



**Certified Mechanical Project Manager Level 2**

**#200-19**



**Sponsored by**



**Mechanical Contractors Association**  
WESTERN WASHINGTON

**April 25 - June 20, 2019**

**CMPM Level 2** is designed for Project Managers with approximately 3-7 years of experience. This program will teach effective project leadership skills, along with critical planning skills and project accountability.

Candidates may already have significant technical skills, but need improvement in a wider range of more specific, advanced management skills, such as project forecasting and financial management.

**This program consists of four critical sections:**

- 1. Project Leadership**
- 2. Project Planning**
- 3. Project Ownership**
- 4. Project Execution**

Using a case study, students have the opportunity to explore real-life situations faced by experienced project managers. This program enables Project Managers to put techniques into action, allowing them to practice skills that make a difference between profit and loss on their projects.

**Certification:** Graduates who successfully complete the program will be designated a **Certified Mechanical Project Manager – CMPM Level Two.**

### Schedule:

Classes will meet as follows\*:

Thursday, April 25, 2019	11:30 lunch; class 12:00 - 4:00 p.m.
Thursday, May 2, 2019	11:30 lunch; class 12:00 - 4:00 p.m.
Thursday, May 9, 2019	10:00 a.m. - 4:00 p.m. (lunch included)
Thursday, May 16, 2019	11:30 lunch; class 12:00 - 4:00 p.m.
Thursday, May 23, 2019	11:30 lunch; class 12:00 - 4:00 p.m.
Thursday, May 30, 2019	11:30 lunch; class 12:00 - 4:00 p.m.
Thursday, June 6, 2019	11:30 lunch; class 12:00 - 4:00 p.m.
Thursday, June 13, 2019	11:30 lunch; class 12:00 - 4:00 p.m.
Thursday, June 20, 2019	11:30 lunch; class 12:00 - 4:00 p.m.

\*Schedule subject to change

**Program Instructors:** Troy Aichele, Maria Boyer, Leah Gutmann, Arne Hedeem, Steve Hengl, Dave Mitchell, Gary Polain

**Tuition:** Tuition for the program is \$1,500. Tuition includes class materials and lunch for each session.

## Topics:

### Leadership Skills

- The difference between leadership and management
- Situational leadership styles
- Key influencing skills
- The role of the Project Manager as the “Trusted Advisor”

### Communication Skills

- Different communication styles & identifying your own communication style
- Identifying & interacting with the communication styles of others
- How to confront and resolve conflict in a positive manner

### Project Planning (2 modules)

- Delivery methods & contract types
- Importance of planning & identifying key planning tasks
- Project Team: defining roles & responsibilities
- Work Plans
- The Turnover Meeting
- Risk mitigation

*~Your day-to-day decisions on a project can impact the company's bottom line~*

### Contracts

- Types of contracts we sign and scope definitions
- Contract provisions of concern in Private & Public Contracts
- Subcontracts and key provisions to flow down
- Purchase Orders and risk analysis of terms

### Forecasting & Changes

- Managing and forecasting labor, materials and subcontractor costs
- Types of changes and the Matrix process for documenting and managing changes
- Differences in forecasting & changes for GMAX versus lump sum projects
- Forecasting for proposed change orders (executed & unexecuted)

### Financial Accountability

- Financial reports - Balance Sheet, Income Statement, WIP
- Project budgets, billing strategies & financial impact
- Key Performance Indicators

### Project Execution & Closeout (2 modules)

- Tracking progress & productivity
- Subcontract/Vendor Management
- Project closeout - contract & financial closeout
- Post project review

# REGISTRATION FORM



## CERTIFIED MECHANICAL PROJECT MANAGER TRAINING PROGRAM CMPM-2 #200-19

*(all fields are required; incomplete applications will not be processed)*

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

Title: \_\_\_\_\_

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

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

Cell: \_\_\_\_\_

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

Education: \_\_\_\_\_

Supervisor: \_\_\_\_\_

List any dietary restrictions or allergies: \_\_\_\_\_

### Please tell us about your years of experience:

Years in the industry \_\_\_\_\_

Years in Project Management \_\_\_\_\_

### Confirm that you are available for all classes or list any known exceptions:

I am available for all classes or Known Exceptions: \_\_\_\_\_

Check here if you require special accommodations under the American with Disabilities Act.

Check here to **opt out** of the MCAWW E-newsletter, which allows you to stay current on all upcoming classes and events.

### Registration Instructions:

1. Submit completed registration form and a brief paragraph indicating why you want to enroll in the CMPM-2 program. Remit your application materials in any of the following ways:

**Via Email:**

amuoi@mcaww.net

**Via Mail:**

MCA of Western Washington  
1100 Olive Way, Suite 1250  
Seattle WA 98101

**Via Fax:**

(206) 442-9364  
Attn: Alyssa Muoio

2. All materials must be received by **March 28, 2019**. Payment is not due at this time.
3. The MCA Board of Education will review and evaluate all applications.
4. Candidates will be notified of their acceptance into the program.
5. Upon acceptance into the program, **payment of \$1,500 will be due to MCAWW by April 25, 2019.**

*MCA of Western Washington occasionally videotapes, records or photographs events for the purpose of responsibly promoting the association and/or attendance at future events. By registering for this program you agree to allow us to use your name and likeness for such purposes.*

~ **Class size is limited; number of attendees per firm may be limited** ~  
~ **Firms are encouraged to submit all applications and list order of priority** ~

**For questions, please contact Alyssa Muoio at 206-442-9029 or via email amuoi@mcaww.net**

**Registration Deadline: March 28, 2019**

MCAWW Board of Education Mission:

**Providing MCAWW Members innovative,  
meaningful learning opportunities**

Knowledge ~ Growth ~ Respect

## **MCA of Western Washington**

is proud to sponsor ongoing educational programs and seminars  
for the benefit of our members:

### **Project Manager Certification:**

CMPM-1  
CMPM-2  
CMPM-3

### **Technical Training Series:**

Intro to HVAC  
HVAC Engineering  
Plunging into Plumbing  
The Last 10%

### **Additional Programs:**

Mechanical Contracting Leadership (MCL)  
Mechanical Service Professional (MSP)  
Foreman Training Programs

### **Sample of Recent, Specialized Seminars:**

Business Writing  
Lean Construction  
Fierce Conversations Workshop  
Union Payroll Trust Reporting  
Making Your Service Business More Predictable  
MCCM  
Predictive Maintenance Technologies  
Proposal Writing  
Intro to Hydronics

**For more information, please contact  
Alyssa Muoio, Programs Coordinator at (206) 442-9029,  
or via email at [amuoi@mcaww.net](mailto:amuoi@mcaww.net)**

### **MCAWW Board of Education:**

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### **MCA of Western Washington**

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