

Mechanical Contractors Association of Kansas

MECHANICAL CONTRACTORS
ASSOCIATION

MCAK

OF KANSAS



Project Manager Training Series

Effective Project Documentation

Documentation is a very time consuming but necessary evil in the construction process. Due to the great risk accepted when a Mechanical Contractor signs a contract, all mechanical projects must have a contemporaneously written factual record/history of all significant events, written by the people closest to the work. The key with documentation is having the right amount and right types of documentation based upon the specific characteristics of the customer and project.

Over documenting a project wastes valuable company resources and can distract the project team from solving difficult project problems. Under documenting a project gives the project team a false sense of security and puts the company in an unnecessary position of risk if something goes terribly wrong on the project. In this session, you will review all the basic project documentation types and discuss the steps necessary to plan and implement the project documentation process. The participants will be provided with proven methods for successfully documenting all types of mechanical projects. **Note: Participant will receive City of Topeka Continuing Education Units (CEUs).**

WHEN:

Saturday
April 8, 2017
Register: 7:30 a.m.
Class: 8 a.m. - noon

WHERE:

Washburn Tech
5724 SW Huntoon St.
Topeka, Kansas
66604

WHO:

Project Managers
No prerequisites are required for this education opportunity.

COST:

*Contributing member: **FREE**
Non-contributing: \$345
*LU441 Zone 2 A&B
2016/2017 Industry Fund
Contributing Contractors

To register, contact Teresa at 785.670.3353 or Tim at 785.670.2240 / Tim.Clothier@washburn.edu
Find a registration form at washburntech.edu/business-industry/training.

Washburn Tech . 5724 SW Huntoon St. . Topeka, Kan., 66604 . 785.670.2240 . www.WashburnTech.edu



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Saturday, April 8, 2017



John Koontz has 30 years of wide-ranging mechanical industry experience that includes contracting, academics and consulting. He spent 15 years in employment of MCAA contractors in a variety of positions including senior project manager, project manager, project engineer and estimator.

He is a former tenured associate professor in Purdue University's Department of Building Construction Management. He also is the founder and former director of Purdue's Mechanical Construction Management Specialization Program and is the founder of the first-ever MCAA student chapter which was started at Purdue in 1993.

Since leaving Purdue in 1999 to join the MCAA full-time, Professor Koontz has spent more than 2,000 days traveling throughout America speaking, teaching, training, consulting and writing about all subjects related to the mechanical contracting industry.

REGISTRATION

COURSE FEE: Contributing Member: FREE/person | Non-Contributing Member: \$345/person

Please circle one: Invoice | Check Enclosed | Visa | AMEX | Master Card | Discover

Card # _____ Exp. _____ Ccv Code _____

Billing Address _____

Billing Zip Code _____

Cardholder Name _____

Signature _____

Name(s) of Attendees (limit 6 per contractor):

1. _____ email _____

2. _____ email _____

3. _____ email _____

4. _____ email _____

5. _____ email _____

6. _____ email _____

COMPANY: _____ PHONE: _____

Mail this form to: Washburn Tech, c/o Teresa Vasquez, 5724 SW Huntoon St., Topeka, Kan., 66604