

MILWAUKEE METROPOLITAN  
SEWERAGE DISTRICT

# BUSINESS CAPACITY DEVELOPMENT PROGRAM



# PROGRAM SCHEDULE 2019

# 2019 BCDP TRAINING SCHEDULE

Participants are encouraged to look through the current offerings and sign up for modules that will enhance a current skill or provide the foundation to learn new skills that will benefit the growth of their business.

All modules and seminars are free, but space for the in-person seminars is limited. Please register at: <https://bcdp2019.eventbrite.com>

## CONSTRUCTION MANAGEMENT TRACK

Offered by:



Comprehensive seminar series targeted towards contractors or employees of contractors seeking training on topics from identifying opportunities through project closeout and everything in between. Seminars will be delivered as a six-part series, with online curriculum to follow each seminar.

### Estimating Part 1, Before You Bid

Friday, March 1, 2019

MMSD, 260 W. Seeboth St., Milwaukee, WI 53204 | 9 AM – 12 PM

This seminar lays the foundation for how to bid for clients such as MMSD and other state and local municipalities. Topics include how to budget for insurance and bonding, cash flow analysis, project selection, and the low bid environment.

### Estimating Part 2, Estimating Fundamentals

Friday, April 12, 2019

MMSD, 260 W. Seeboth St., Milwaukee, WI 53204 | 9 AM – 12 PM

This seminar provides a detailed breakdown on five cost categories of labor, equipment, material, subcontractors, and overhead. Additional topics include overall project risk and how it applies to profit and developing review criteria to fit your business model when searching for opportunities.

### Estimating Part 3, Preparing a Bid from Start to Finish

Friday, May 3, 2019

MMSD, 260 W. Seeboth St., Milwaukee, WI 53204 | 9 AM – 12 PM

This seminar focuses on the tasks and timeline needed to assemble a bid as a prime contractor and subcontractor. The seminar includes a step-by-step walkthrough of how to estimate a project and hands-on estimating practice.

## **Operations & Management Part 1: Planning, Execution & Post Project**

Friday, May 17, 2019

MMSD, 260 W. Seeboth St., Milwaukee, WI 53204 | 9 AM – 12 PM

This seminar focuses on the operations and management effort needed to manage a project as a prime contractor and subcontractor through the three phases of a project. Topics include contract award, submittals, scheduling, and payments.

## **Operations & Management Part 2: Document Control & Risk Prevention**

Friday, June 14, 2019

MMSD, 260 W. Seeboth St., Milwaukee, WI 53204 | 9 AM – 12 PM

This seminar focuses on identifying and preventing risk as it relates to each individual cost category of labor, equipment material, and subcontractors.

## **Structuring a Small Business for Success**

Friday, July 19, 2019

MMSD, 260 W. Seeboth St., Milwaukee, WI 53204 | 9 AM – 12 PM

This seminar focuses on how to structure a small business to remain cost competitive while delivering the type and quality of service provided by larger companies. Topics include centralized filing tools, software overview, job cost accounting, and tracking and analyzing cost data.



## PROFESSIONAL BUSINESS DEVELOPMENT TRACK

Offered by:



In-depth seminar series targeted towards consultants seeking training on topics such as building your brand, preparing proposals, and project management. Seminars will be delivered in four modules. Each module will begin with the online curriculum and culminate with the in-person seminar.

### **Module 1: Reputation and Risks**

*Online curriculum beginning March 11, 2019*

In-person seminar: Friday, April 19, 2019

Global Water Center, 247 W. Freshwater Way, Milwaukee, WI 53204 | 9 AM – 11 AM

This module provides a framework for managing risks in order to maximize the value of your firm. Through case studies discussing business law and human resources issues, participants will learn about the risk management practices and tools most relevant to consulting firms.

### **Module 2: Marketing Your Firm**

*Online curriculum beginning April 29, 2019*

In-person seminar: Friday, May 31, 2019

Global Water Center, 247 W. Freshwater Way, Milwaukee, WI 53204 | 9 AM – 11 AM

This module focuses on the marketing process, from market analysis through managing client relations. Participants will understand the role and significance of the business value proposition, price determination, and promotional sales and strategy.

### **Module 3: Proposal Development**

*Online curriculum beginning June 10, 2019*

In-person seminar: Friday, July 12, 2019

Global Water Center, 247 W. Freshwater Way, Milwaukee, WI 53204 | 9 AM – 11 AM

This module focuses on project selection and partnering, as well as preparing a successful proposal. Particular attention will be paid to MMSD Requests for Proposals and those from similar types of organizations.

### **Module 4: Project Management**

*Online curriculum beginning July 29, 2019*

In-person seminar: Friday, August 30, 2019

Global Water Center, 247 W. Freshwater Way, Milwaukee, WI 53204 | 9 AM – 11 AM

This module will give participants the opportunity to apply the skills and tools necessary to effectively design and manage projects from conception to completion. Topics included managing teams, times and costs.