

# Disseminating GBA Materials and Information within Your Firm – Talk About ROI and Engagement!

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## Mission

- Provide quality, practical, cost effective geotechnical and geoenvironmental engineering solutions to:
  - Developers
  - Architects
  - Institutions
  - Contractors
  - Business Practices Committee Update
- Public and private, commercial, residential institutional, and transportation-related projects primarily located in the northeastern United States

# Peer Review: Most Useful and Powerful GBA Resource for McPhail

- Determine Weaknesses in Organization and Areas to Improve Upon
  - Field Staff Training
  - Leadership Communication
  - Local Centric Focus
  - Administrative Back-up
  - Business Practices Committee Update
- Determine Strengths in Organization to Build Upon
  - Local Reputation
  - Client Focused
  - Family Culture, Teamwork Oriented
  - Low Bureaucracy and Overhead

# Peer Review (Continued)

- Develop Organizational Structure for Emerging Leaders
- Promote Frequent Brown Bag Sessions, Lessons Learned, and Present GBA Webinars/etc.
- A Transforming Experience for McPhail Associates



DANIEL L. HARPSTEAD, P.E.  
Chief Technical Officer  
Kleinfelder

# Programs – Materials Kleinfelder Uses

- Geotechnical
  - Message to Owners
  - Referrals to Members
  - Teaming - Subcontractors
- CoMET
  - ASTM Participation
  - Training
  - Teaming Subcontractors
- Environmental
  - Standard of Care



# Other GBA Benefits

- 100 Case Studies
- FOPP (not much recently)
- Leadership Opportunities
- Publications
- Crystal Ball Workshop
- Semi-Annual Programs
- Expert Witness
- Limitation of Liability

# MICHAEL E. COVERT, P.G.

## Terracon

# Terracon's Programmatic Use of GBA Materials

## Two Examples:

- “Authorized Project Reviewer (APR) Program”
- “Fundamentals of Project Management (FOPM) Program”

Project Quality Review Manual • Revision of 06.03.2015

**Terracon**

## Project Quality Review Manual

**Prepared by:**  
Quality Program Committee

**Adopted by:**  
Executive Committee  
05.06.2015

**Revision:**  
06.03.2015

This document is an internal manual and is not to be distributed in any format outside of Terracon for any reason.

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**Terracon**

Environmental ■ Facilities ■ Geotechnical ■ Materials

## Fundamentals of Project Management



### Module 3

**Assignments** – Please complete the assignment using the short form below.

Complete a PMP using the completed activities as reference.

Submit to your facilitator's join mailbox using the format: last name, first name, module #. -submit, add a letter after the module #. For example –

### Project Management Plan Short-Form

Issue No:001-201321029 Prepared by:JBM

### Project Information

ite – subsurface investigation

Street

Budget \$:15,475.00

Project Manager:JBM

APR:R. Ford

### Client [Organization Chart Attached]

Title: Principal - Four T Realty

e-mail:taylor.terkel@fourtrealty.com

Work Attached]Install 3 soil borings/monitoring wells to asses the condition dry cleaning facility. Collection of soil samples during soil boring installation e completed monitoring well, and preparation of a limited subsurface

st be specific and measurable]

dwater at the site for evidence of constituents of concern (COCs) that may r on-site dry cleaning operations.

# Authorized Project Reviewer (APR) Program Quality, Risk Management and PM Mentoring

- I am knowledgeable of the resources available from GBA (formerly known as ASFE) and have access to relevant GBA publications and documents (electronic and hard copy publications can be ordered free from GBA at <https://www.geoprofessional.org/>).
- I have completed a loss prevention seminar, am either a GBA Fundamentals of Professional Practice or have been a presenter of at least five local internal risk management seminars using topics available from GBA material (e.g., Case Studies)
- I have listened to the CD's titled, "Project Management Fundamentals, Volumes 1 and 2."
- I have read the GBA publication: "In house review of Reports."

364 APRs with ≈ 50  
candidates/year

**Terracon**

**APR APPLICATION - ENVIRONMENTAL**

APR Applicant \_\_\_\_\_ AFR Review Committee Member \_\_\_\_\_

**Environmental Practice Area Applying For (Please check the appropriate boxes below):**

☐ Asbestos ☐ Natural/Cultural Resources (professional registration not required) ☐ Site Investigation-ERCA  
☐ Environmental Remediation ☐ Phase I EIA ☐ Solid Waste  
☐ Industrial Hygiene/Safety ☐ Regulatory Compliance ☐ Telecommunications (professional registration not required)

**Submission Requirements**

1. List of at least 3 project numbers of projects completed within the past 5 years for review in Project Portal. (note if applying for more than one practice area submit two projects for each area.)  
a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_ d. \_\_\_\_\_

2. Complete resume attached

**Criteria for APR Approval**

**Formal Education and Credentials**

☐ A high school diploma or equivalent, associate's degree, or bachelor's degree  
☐ Registration/licensure/certification as a PE, PG, MUEET Level III, CWI, ICC Special Inspector or similar certification from another recognized national, qualifications-based credentialing organization. (The APR must satisfy any licensing requirement of a state, agency, or client when signing required submittals) - N/A for Nat. Cult. Resources

**Experience and Ability**

☐ With a high school diploma or equivalent, associate's degree, or non-engineering or science related bachelor's degree a minimum of 15 years of overall experience and a minimum of 8 years of experience as a project manager, staff supervisor, department manager, and/or comparable position with increasing responsibility for the performance and review of work of other professional staff.  
☐ With a bachelor's degree or higher in an engineering or science related area a minimum of 10 years of overall experience practicing in a professional position and a minimum of 5 years of experience as a project manager, staff supervisor, department manager, and/or comparable position with increasing responsibility for the performance and review of work of other professional staff.  
☐ Submitted to APERC Mentor at least five deliverables prepared by APR Applicant  
☐ Participated in an interview with the assigned APERC mentor.

**Continuing Education and Commitment**

☐ I have read, understood, and agree to comply with Terracon's Corporate Quality Program and Project Quality Review Manual.  
☐ I have graduated from Terracon's Fundamentals of Project Management (FPM) course.  
☐ I have read, understood and agree to comply with Terracon's Risk Management Policies.  
☐ I have read, understood, and agree to prioritize use of Terracon's contract forms (standard contract form and residential form).  
☐ I am knowledgeable of the resources available from Terracon (formerly known as ASFE) and have access to relevant GBA publications and documents (electronic and hard copy publications can be ordered free from GBA at <https://www.geoprofessional.org/>).  
☐ I have completed a loss prevention seminar, am either a GBA Fundamentals of Professional Practice or have been a presenter of at least five local internal risk management seminars using topics available from GBA material.  
☐ I have listened to the CD's titled, "Project Management Fundamentals, Volumes 1 and 2."  
☐ I have read the GBA publication: "In house review of Reports."  
☐ I understand the serious nature of the APR responsibilities, and I am committed to providing the necessary time and energy to maintaining the standards of the program. I also understand the importance of timely APR services and will prioritize the time needed to serve as an APR.  
☐ I agree to complete annual continuing education requirements as described in the FPM.  
☐ I agree to actively participate in surveys, programs, committees and forums to improve Terracon's Corporate Quality Program.  
☐ I consent to use Terracon's systems for Project Delivery.

**Resources:**  
☐ I agree to make all GBA required documents and recordings can be found on the Quality page of Terracon at the bottom of the page under the title "Resources."

**Signed by:**  
By signing below, applicant attests that the information provided above is true and correct to the best of his/her knowledge, holds a full and valid license, and meets the Project Quality Review requirements and responsibilities, or willing to become a member of the Project Quality Review program, and is currently educated, experienced and qualified to be an APR, and will abide by all current and future requirements of the program.

APR Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommended by:**  
By signing below, we attest that the above APR Applicant, in our opinion, has the appropriate experience, education, qualifications and commitment to be an APR for Terracon.

APERC Member: \_\_\_\_\_ Division Manager: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by:**  
Service Line Director: \_\_\_\_\_ Director of Quality and Project Delivery: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

Please send this application signed by APR Applicant, APERC Member and Division Manager along with the candidate's resume to Linda Claycomb, APR Program Administrator: [ldclaycomb@terracon.com](mailto:ldclaycomb@terracon.com)

Revision 04.17.2015

# Fundamentals of Project Management (FOPM)

- Reviewed GBA Project Management Materials (2011-2012)
  - Project Management Fundamentals – Volumes 1 & 2
  - GBA Case Studies
  - Other PM related materials
- Incorporated concepts from GBA materials into Terracon's FOPM course in addition to other resources
- Over 700 FOPM graduates (2013 to date)
- Recently developed FOPMA for managers to reinforce PM concepts





# What are Terracon People Saying?

“It doesn’t matter how many years experience you have... it was well worth the time.”

“People usually learn from their own mistakes... with the GBA materials, you have the opportunity to learn from other people’s mistakes.”

“GBA materials reinforce project experiences and provide a deeper understanding of what can go wrong”

“Everyone should be required to listen to the GBA PM Fundamentals CDs.”

“PM Fundamentals . . . high-quality information, easy to listen to and sounded like a book on tape .”

Our Company | Our Future | Our Success



# Questions?/Suggestions?