

Time	Duration	Jackie Green	Holly Pirelli
DAY 1			
8:00 a.m.	1 hour	INTRODUCTIONS, ECM OVERVIEW	
9:00 a.m.	1.5 hours	HUMAN RESOURCES INCLUDING SAFETY	DRAWINGS
10:30 a.m.	2 hours	ACCOUNTING	PROJECT MANAGEMENT
12:30 p.m.	45 minutes	<i>Lunch</i>	
1:15 p.m.	1.5 hours	PROCUREMENT	EQUIPMENT
2:45 p.m.	1.5 hours	PAYROLL/ TIME COLLECTION	CONTRACT ADMIN.
4:15 p.m.		<i>Adjourn</i>	
DAY 2			
8:00 a.m.	1.5 hours	MARKETING	FIELD DATA/OPERATIONS
9:30 a.m.	1.5 hours	BILLING	BIM/VDC
11:00 a.m.	1 hour	{OPEN SESSION}	ESTIMATING/BIDDING
12:00 p.m.	1 hour	<i>Lunch</i>	
1:00 p.m.	1.5 hours	IT	
3:00 p.m.	2 hours	EXECUTIVE SUMMARY, PLANNING WORKSHOP	
5:00 p.m.		<i>Adjourn</i>	

Optional meetings may include: Compliance, Legal, Service Management