



SHEET METAL & AIR CONDITIONING
CONTRACTORS' NATIONAL ASSOCIATION

CONTRACTOR OPERATIONS THE MANUAL AND THE PODCASTS

Linda Jennings
Executive Director of
Innovation, Integration
and Learning



UNDERSTANDING THE CONTRACTORS OPERATIONS MANUAL

What is it?

What is new in it?

What are the podcasts?

What will we think of next?



UNDERSTANDING THE CONTRACTORS OPERATIONS MANUAL

- The Contractor Operations Manual covers the operational and strategic areas involved with running a successful contracting business.
- There are 24 books (or chapters) within the book. These resources are geared towards improving business management skills, preparing your business for the future, providing new tools for proven practices, and other important industry specific subjects.
- Where to find the components – smacna.org → Resources → Business Management → Contractor Operations Manual
- <https://www.smacna.org/resources/business-management/contractor-operations-manual>



WHAT IS NEW IN THE MANUAL?

- In '**Right Sizing: The Keys to Profitably Scaling Your Business**,' released in August 2023, the book distinguishes between growth and scale, highlighting the importance of rapid revenue increase while managing resources incrementally for successful scaling. It explores challenges such as evolving business processes and managing larger teams, while providing insights into adapting leadership styles and strategic right-sizing to navigate growth and scale effectively and maintain profitability in fluctuating markets.

RIGHT SIZING

THE KEYS TO PROFITABLY
SCALING YOUR BUSINESS



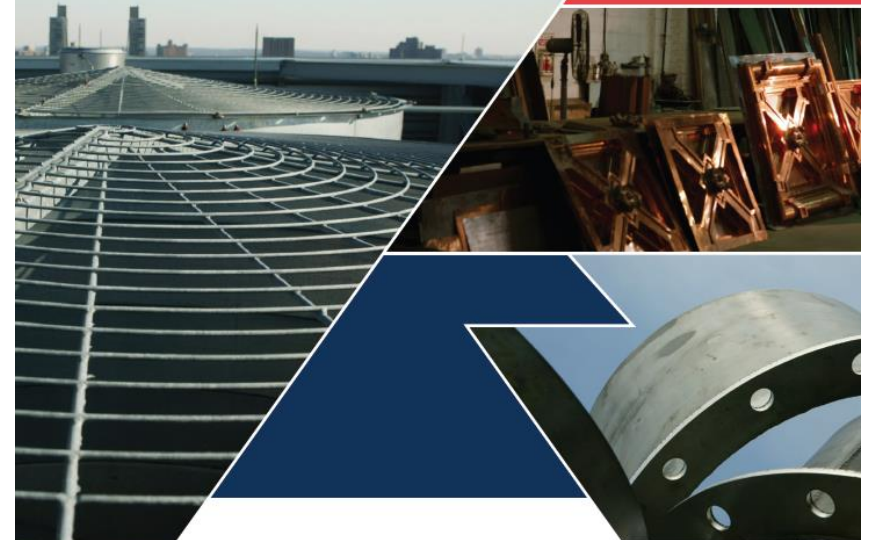
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WHAT IS NEW IN THE MANUAL?

- J.B. Knowledge's Construction Technology Report reveals that over 40% of construction firms lack an IT department, with a higher proportion among small and medium-sized specialty contractors like SMACNA members, prompting the release of SMACNA's '**Guideline to Information Technology**,' released in July 2023, offering concise advice on standardized hardware, software, and connectivity, alongside essential appendices for disaster recovery planning and IT policy and procedures, serving as a valuable resource for IT decision-making and management.

GUIDELINE TO INFORMATION TECHNOLOGY

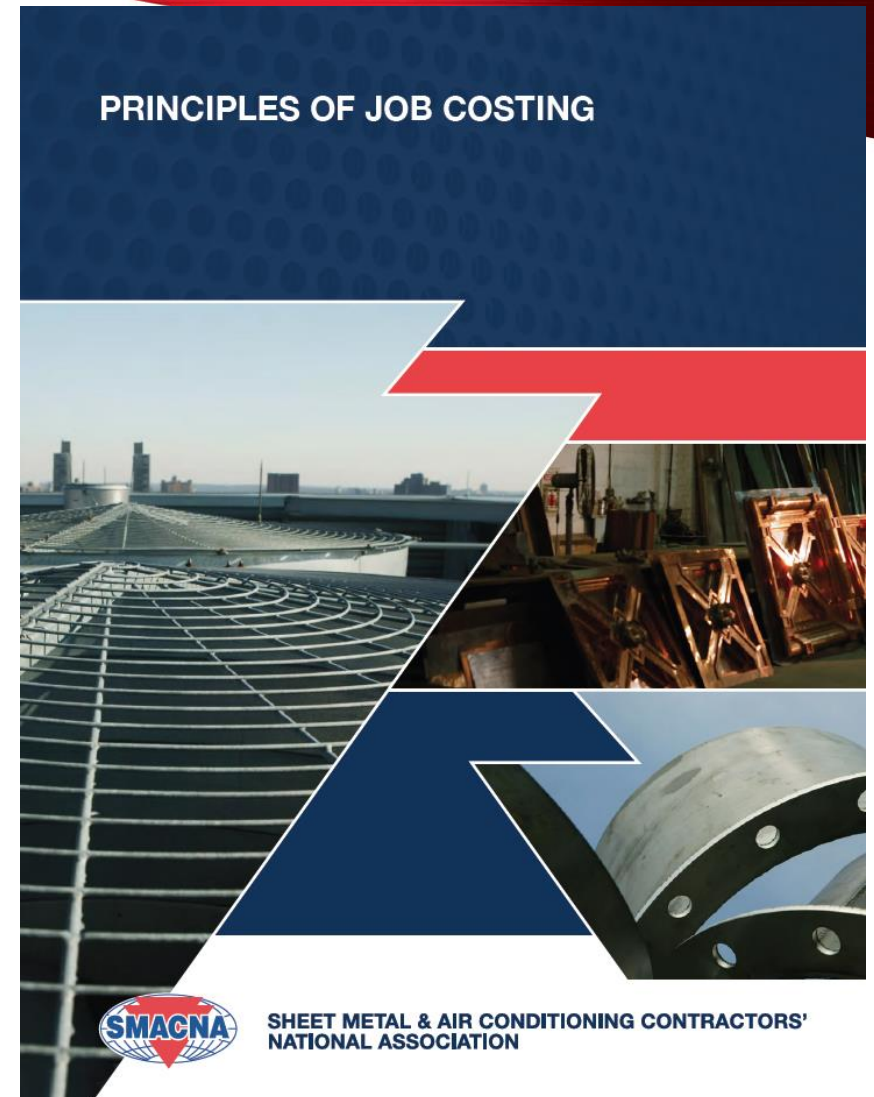


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WHAT IS NEW IN THE MANUAL?

- SMACNA's updated book '**Principles of Job Costing**,' released in July 2023, offers valuable insights into enhancing construction companies' job costing systems, aiding in profitability, risk identification, and efficient project management, with chapters covering system setup, estimating, budgeting, progress reporting, change control, work in progress, cash-flow forecasting, and useful appendixes providing practical samples and checklists.





Podcast

The Operations Hub

SMACNA

- **A forum where SMACNA Contractors can learn from one another on ways they can enhance their businesses through the incorporation of best practices and new technologies...with your host, Seth Lennon!**
- Episode 1 – **Partnerships**, Feat. Todd Hill, Paul Klaus, and Tom Martin
- Episode 2 – **When is it Time to Right Size?** Feat. Heath Allard, Chad Bunting, and Kurt Mattson
- *Coming soon!!*
- Episode 3 – **Advancing Your Business Negotiations Skills**, Feat. Bobby McCally and Roeland Hoeke
- Episode 4 – **Improving Shop Workflow and Efficiency**
- Episode 5 – **Guidelines for Change Orders**



TO BE RELEASED IN 2024-25!

- Alternative Delivery Methods Expansion (Maxim)
- Enhancing BIM Scheduling Practices for MEP Contractors (SpectrumAEC)
- Career Path Mapping (Maxim)
- Guide to Successfully Executing an Integrated Project Delivery Contract (Maxim)
- Personnel Policies and Procedures (Update from Felhaber)
- Best Practices in Writing a Proactive RFI (SpectrumAEC with Veloris Consulting)



THIS HAS BEEN AN UPDATE ON THE CONTRACTORS OPERATIONS MANUAL

for further information, please contact us...

Linda Jennings – ljennings@smacna.org

Travis Voss – tvoss@smacna.org