



COURSE OVERVIEW PM0326

Certified Cost Professional (AACE-CCP)

(AACE Exam Preparation Training)

Course Title

Certified Cost Professional (AACE-CCP) (AACE Exam Preparation Training)

Course Reference

PM0326

Course Duration/Credits

Five days/4.0 CEUs/40 PDHs



Course Date/Venue

Session(s)	Date	Venue
1	April 21- 25, 2025	Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
2	August 03-07, 2025	Al Khobar Meeting Room, Hilton Garden Inn, Al Khobar, KSA
3	October 19-23, 2025	Oryx Meeting Room, Double Tree by Hilton Al Saad, Doha, Qatar
4	December 14-18, 2025	Slaysel 02 Meeting Room, Movenpick Hotel & Resort Al Bida'a Kuwait, City of Kuwait

Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.



This course is designed to provide participants with a detailed and up-to-date overview of Cost Professional (AACE-CCP). It covers the cost elements, cost dimensions, cost classification, cost types including statistics and probabilities; the economics and financial analysis as well as physical measurements; enhancing the knowledge of leadership, organization structure and information management; the quality and value management, environmental, health and safety (EHS) and total cost management (TCP); and the strategic and asset management process, project control process elicitation and analysis.



During this interactive course, participants will learn the scope and execution strategy development, cost estimating foundations, conceptual estimates and uncertainty; costing and pricing the estimate, budgeting, documenting, resource management, value analysis and engineering and risk management; the types and components of contract, integrated project control and investment decision making; the project implementation, project control implementation, cost accounting and performance and project performance assessment; and the project and asset performance assessment and forecasting performance assessment.



Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get prepared for the next ACCE-CCP exam and have enough knowledge and skills to pass such exam in order to get the CCP certification
- Discuss cost elements covering cost dimensions, cost classification, cost types including statistics and probabilities
- Carryout economics and financial analysis as well as physical measurements
- Enhance the knowledge of leadership, organization structure and information management
- Apply quality and value management, environmental, health and safety (EHS) and total cost management (TCP)
- Employ strategic and asset management process, project control process elicitation and analysis
- Discuss the scope and execution strategy development as well as cost estimating foundations, conceptual estimates and uncertainty
- Apply costing and pricing the estimate, budgeting, documenting, resource management, value analysis and engineering and risk management
- Identify the types and components of contract and apply integrated project control and investment decision making
- Carryout project implementation, project control implementation, cost accounting and performance and project performance assessment
- Apply project and asset performance assessment and forecasting performance assessment

Who Should Attend

This course provides an overview of all significant aspects and considerations of cost professional (AACE-CCP) for those who are part of any team that executes industrial projects. The course is aimed at cost controllers, project engineers, (cost) estimators, project managers, project cost engineers, project control professionals, contract administrators, discipline leads, members of the purchase department, members of a tendering team, work preparators and all who are involved in technical projects, cost estimation, cost control and contract review in their organization as well as those who are associated with project planning and scheduling.

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.



Exam Eligibility & Structure

Eligibility Requirements	Recommended Study Materials
<ul style="list-style-type: none"> 8 years industry related experience or 4 years industry related experience + 4-year industry related college degree Adherence to AACE's Canons of Ethics 	<ul style="list-style-type: none"> CCP Review Course CCP Candidate Handbook How to Write a CCP Memo AACE's CCP Certification Study Guide AACE's Recommended Practices 11R-88 and 10S-90 AACE's Skills & Knowledge of Cost Engineering, 6th Edition AACE's Total Cost Management Framework

*CCP certification is valid for 3 years and must be recertified through the accumulation of 12 CEUs in at least two categories or re-examination. [Click here to learn more about recertification.](#)

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons

Training Fee

Al Khobar	US\$ 6,500 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Doha	US\$ 7,000 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Kuwait	US\$ 6,500 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Exam Fee

US\$ 920 per Delegate + **VAT**.


Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.




Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET-USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **4.0 CEUs** (Continuing Education Units) or **40 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Mike Taylor, PhD (on-going), MScLI, MBA, MBL, BSc, HDE, is a **Senior Management Consultant** with over **25 years** of extensive experience in the areas of **Data Quality Control, Data Quality Assessment, Data Quality Planning, Data Quality Strategy Management, Data Modelling, Root Cause Analysis & Solution Development, Project Planning, Scheduling & Cost Control Professional, Project Scheduling & Cost Control, Facilitation & Leadership Skills, Coaching, Human Resource Development, Psychometric Testing, Career Development & Competence, Succession Planning, Self-Development & Empowerment, Personal Learning Needs Identification**, Critical Success Factors (CSFs), Key Performance Indicators (KPIs), Productivity **Creativity & Thinking Modes, Human Resource Scorecard Management, Career Laddering, Fast-Track Career Progression Application, Knowledge Management, Customer Management, Leadership Skills, Presentation Skills, Negotiation Skills, Decision Making Skills, Communication Skills, Emotional Intelligence, Performance Management, Contract Management, Quality Management, Commercial Strategy, Project Management, Risk Management, Leadership & Business Management, Human Resource Management, Planning, Budgeting & Cost Control, Business Development, Innovation, Sales Strategy and Knowledge & Intangible Asset Assessment Design**. Further, he is also well versed in **Organization Management & Business Consulting, Stakeholder & Supplier Evaluation, Data Collection & Information Gathering, Value & Supply Chain Management, Intellectual Property & Innovation Assessments, Logistics & Supply Chain Management, Budgeting & Cost Control and Marketing Management**. Mr. Taylor is the **Founder & CEO** of Mitakon Innovation Pty Ltd wherein he is responsible for the development of Executives & Senior Managers specializing in innovation, knowledge management and commercial negotiation as well as authored, implemented and executed a global 21st century facilitation and leadership methodology.

During his career life, Mr. Taylor has gained his practical and field experience through his various significant positions and dedication as the **Knowledge-Solutions Service Provider, Founder-Principal/CIO, Subject Matter Expert, Consulting Partner, Executive/Management Development Facilitator, Multinational/Corporate Senior Management Consultant, Senior Quality & Management Consultant, Executive Management Development/Facilitator, Business Consultant/Facilitator, Business & Quality Consultant/Coach, Client Director, Administration Manager, Quality Manager, International Sales & Business Development Executive, Regional Sales Manager, National Key Accounts Manager, Commercial Sales & Marketing Consultant, Admin Assistant, Sales & Marketing Representative, Key Note Speaker, Lecturer and Instructor/Trainer** for various international companies such as the Highland Group (Business Consulting), **Anglo American, BHP Billiton, Rio Tinto, DI Management Solutions (BPO), Master Deal Making Institute (MDMI), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Giant Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Leatt Corporation, Dentsply SA, FMCG/Binzagr Company, Unilever, Kellogg's, BAT, Hershey's, CORO, Lilly Direct/Lennon Generics and Bausch & Lomb.**

Mr. Taylor has **Master** degrees in **Leadership & Innovation, Business Administration and Business Leadership** as well as a **Bachelor** degree in **Physical Education** and pursuing **PhD** in **Global Governance & Energy Policy**. Further, he is a **Certified Instructor/Trainer, Certified Internal Verifier/Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a member of Incremental Advantage, Da Vinci Institute, Black Management Forum, Institute of Directors (IOD), World Future Society (WFS), Social Science Research Network, University of Kwazulu Natal (Alumnus), Anthropology & Archaeology Research Network and National Research Foundation (NRF). He has further delivered numerous trainings, courses, workshops, seminars and conferences globally.





Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Elements of Costs Cost Dimensions • Cost Classifications
0930 – 0945	Break
0945 – 1230	Elements of Costs (cont'd) Cost Types • Pricing
1230 – 1245	Lunch
1245 - 1400	Elements of Analysis Statistics & Probabilities • Economics & Financial Analysis
1400 - 1415	Break
1415 - 1650	Elements of Analysis (cont'd) Physical Measurements
1650 - 1700	Recap
1700	End of Day One

Day 2

0730 – 0930	Enabling Knowledge Part A Leadership • Part B Organization Structure
0930 – 0945	Break
0945 – 1230	Enabling Knowledge (cont'd) Information Management • Quality Management
1230 – 1245	Lunch
1245 - 1400	Enabling Knowledge (cont'd) Value Management • Environmental, Health & Safety (EHS)
1400 - 1415	Break
1415 - 1650	Total Cost Management (TCM) Process Overall TCM Process & Terminology • Strategic & Asset Management Process • Project Control Process
1650 - 1700	Recap
1700	End of Day Two

Day 3

0730 – 0930	Planning Requirements Elicitation & Analysis • Scope & Execution Strategy Development • Part A: Schedule Planning • Part B: Schedule Development
0930 – 0945	Break
0945 – 1230	Planning (cont'd) Part C Other Schedule Topics • Part A: Cost Estimation Foundations • Part B: Conceptual Estimates • Part C: Uncertainty
1230 – 1245	Lunch
1245 - 1400	Planning (cont'd) Part D: Costing & Pricing the Estimate • Part E: Budgeting & Documenting the Estimate • Resource Management • Value Analysis & Engineering





1400 - 1415	Break
1415 - 1650	Planning (cont'd) Risk Management • Part A: Contract Types & Components • Part B Integrated Project Control • Investment Decision Making
1650 - 1700	Recap
1700	End of Day Three

Day 4

0730 - 0930	Plan Implementation Project Implementation
0930 - 0945	Break
0945 - 1230	Plan Implementation (cont'd) Project Control Implementation
1230 - 1245	Lunch
1245 - 1400	Performance Measurement Cost Accounting
1400 - 1415	Break
1415 - 1650	Performance Measurement (cont'd) Part A: Performance Measurement
1650 - 1700	Recap
1700	End of Day Four

Day 5

0730 - 0930	Performance Measurement (cont'd) Part B: Project Performance Measurement
0930 - 0945	Break
0945 - 1230	Performance Assessment Project Performance Assessment
1230 - 1245	Lunch
1245 - 1400	Performance Assessment (cont'd) Asset Performance Measurement
1400 - 1415	Break
1415 - 1615	Performance Assessment (cont'd) Forecasting
1615 - 1630	Course Conclusion
1630 - 1645	POST-TEST
1645 - 1700	Presentation of Course Certificates
1700	End of Course

MOCK Exam

Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward's Portal. Each participant will be given a username and password to log in Haward's Portal for the MOCK Exam during the 30 days following the course completion. Each participant has only one trial for the MOCK exam within this 30-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.





Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “Mindview Software” and “Raidlog Simulator”.

The screenshot displays the MindView software interface. The main window shows a mind map titled "Problem Solving" with branches for "Assessment", "Planning", "Measurement", and "Monitoring". A secondary window shows a Microsoft Word document with a matching "PROBLEM SOLVING" template, demonstrating how the mind map's structure is converted into a text-based format.

Mindview Software

The screenshot shows the RAID Log Simulator interface. It features a "RAID ANALYSIS" table with columns for Risks, Assumptions, Issues, and Dependencies, and a "RAID LOG" table with columns for ID, Title, Description, Type, Classification, and Comments.

RAID ANALYSIS					
	RISKS	ASSUMPTIONS	ISSUES	DEPENDENCIES	
Critical	1	0	1	1	3
High	0	0	0	1	1
Moderate	1	1	0	0	2
Low	0	0	1	0	1
Negligible	0	0	0	0	0
Total	2	1	2	2	

RAID LOG					
ID	Title	Description	Type	Classification	Comments
1	Example 1		Assumption	Moderate	
2	Example 2		Risk	Critical	
3	Example 3		Risk	Moderate	
4	Example 4		Issue	Low	
5	Example 5		Dependency	High	
6	Example 6		Dependency	Critical	
7	Example 7		Issue	Critical	

Raidlog Simulator

Course Coordinator

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