COURSE OVERVIEW PM0509-3D
Certified Planning and Scheduling Professional (AACE-PSP)
(AACE Exam Preparation Training)

Course Title
Certified Planning and Scheduling Professional (AACE-PSP) *(AACE Exam Preparation Training)*

Course Date/Venue
September 13-15, 2025/Crowne Meeting Room, Crowne Plaza Al Khobar, an IHG Hotel, Al Khobar, KSA

Course Reference
PM0509-3D

Course Duration/Credits
Three days/1.8 CEUs/18 PDHs

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 Planning and Scheduling Professional (PSP). It covers the contract requirements, identification of stakeholders and constructability methods; the considerations and constraints covering resources, value engineering, stakeholder considerations and project variables; the planning output and deliverables; the scope of work, project goals and project plan; and the phase definition and establishing work breakdown structure (WBS) and organizational breakdown structure (OBS).

Further, the course will also discuss the cost breakdown structure (CBS) including sequencing and phase relationships; the stakeholders, cost estimate development, baseline plan, periodic forecasts, risk and recovery plan; the schedule scope and schedule specification; reviewing of feedback from stakeholders and cost estimate model; and creating schedule and identifying the various types of schedule.

During this interactive course, participants will learn the activities, durations, relationships, constraints and calendars; the cost/resource loading and milestones; the schedule quality analysis, compliance review and schedule basis documentation; maintaining baseline schedule, tracking schedule progress and managing cost, resource and schedule change; the acceleration and schedule maintenance feedback; the schedule output and deliverables covering control level schedules, variances and trends, schedule analysis and schedule forecasts; and the constructability review, progress reports and reviews, recovery schedules and management summary.

Course Objectives

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

- Get prepared for the next ACCE-PSP exam and have enough knowledge and skills to pass such exam in order to get the PSP certification
- Define planning development and discuss the contract requirements, identification of stakeholders and constructability methods
- Identify considerations and constraints covering resources, value engineering, stakeholder considerations and project variables
- Carryout planning output and deliverables and define scope of work, project goals and project plan
- Interpret phase definition and establish work breakdown structure (WBS) and organizational breakdown structure (OBS)
- Discuss cost breakdown structure (CBS) including sequencing and phase relationships
- Review stakeholders and apply cost estimate development, baseline plan, periodic forecasts and risk and recovery plan
- Define schedule scope and schedule specification as well as review feedback from stakeholders and cost estimate model
- Create schedule and identify the various types of schedule
- Discuss activities, durations, relationships, constraints and calendars
- Illustrate cost/resource loading and milestones as well as schedule quality analysis and compliance review and schedule basis documentation
- Maintain baseline schedule, track schedule progress and manage cost, resource and schedule change
- Review acceleration and schedule maintenance feedback
- Employ schedule output and deliverables covering control level schedules, variances and trends, schedule analysis and schedule forecasts
- Apply constructability review, progress reports and reviews, recovery schedules and management summary

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**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of planning ang scheduling professional (PSP) for project managers, planning engineers, cost engineers and employee in project cost control management.

Exam Eligibility & Structure

Exam Candidates shall have the following minimum prerequisites:-

Eligibility Requirements	Recommended Study Materials
• 8 years industry related experience or 4 years industry related experience + 4-year industry related college degree • Adherence to AACE's Canons of Ethics	• AACE's Planning and Scheduling Certification Study Guide • AACE's Skills & Knowledge of Cost Engineering, 6th Edition • AACE's Recommended Practices 14R-90,11R-88 and 10S-90 • AACE's Total Cost Management Framework • CPM in Construction Management, 8th Edition • Construction Planning and Scheduling Manual, 2nd Edition • Project Management

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.

Accommodation

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

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). 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.

- 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 **1.8 CEUs** (Continuing Education Units) or **18 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 Fee

US$ 3,750 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$ 850 per Delegate + **VAT**.

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. Eric Horne, MBA, PMP, HNDPM, NDOWS, T3 (Mech), is a **Senior Management Consultant** with over **35 years** of training and industrial experience. His expertise lies extensively in the areas of **Data Quality Control**, **Data Quality Assessment**, **Data Quality Planning**, **Data Quality Strategy Management**, **Data Modelling**, **Root Cause Analysis & Solution Development**, **Driving Performance**, **Performance** Measurement, **Performance Goal** Implementation, **Contracts**, **Operations**, **Production**, **Finance** and **Supply Chain** Management. Further, Mr. Horne is an expert in **Leadership Management**; **Communications** Management; **Interpersonal**, **Teamwork & Team** Management; **Adaptability & Learning**, **Marketing** Management; **Customer Care** Management; **Account Development Strategy** & **Time** Management; **Facilitation & Business Presentation Management**; **Warehouse** & **Logistics** Management; **Data & Record** Management; Managerial **Economics**; **Marketing** Management; **Value Engineering**; **Change** Management; **Planning**, **Budgeting** & **Cost Control**; **Re-Engineering** & **Risk** Management; **Production Planning** & **Control**; and Service Level Agreements (**SLA**). He is also well-versed in Business Law, Labour Law, Strategy Formulation, Resource Allocation, Continuous Improvement and Productivity Improvement. He is currently the **Project & Training Manager** of **BHP Billiton** wherein he is responsible for the complete project life cycle including **initiating**, **planning**, **executing**, **monitoring & controlling** and **closing** as well as developing and presenting of various trainings within their organization.

Mr. Horne has worked for many blue chip companies such as **BHP Billiton**, **Eskom**, **Telecast Engineering**, **Adcorp**, **3M** and many more wherein he gained technical and broad experience in all facets of well-renowned large companies in various industries. His work started on the shop floor as a Work Study Officer, **Industrial Engineer**, Senior Work Study Officer, **Lecturer**, **Project Engineer** and rising up to managerial positions like **Project Manager**, **Contracts Manager**, **Marketing Manager**, **National Marketing & Training Manager**, **Change Manager**, **Regional Manager** and **Project & Training Manager**.

Mr. Horne has a **Master** degree in **Business Administration**, a **Higher National Diploma** in **Production Management** and a **National Diploma** in **Organisation** & **Work Study**. Further, he is a **Certified Instructor/Trainer**, a **Certified T3** in **Mechanical Engineering**, a **Certified PMI Risk Management Professional** (**PMI-RMP**), a **Certified Project Manager Professional** (**PMP**), a **Qualified Assessor** at **SETA** and a **Certified Trainer/Assessor** by the **Institute of Leadership & Management** (**ILM**). He has further delivered numerous trainings, courses, workshops and conferences worldwide.

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: ***Sunday, 13th of September 2026***

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 - 0930	***Planning Development: Input & Date*** *Contract Requirements ● Identification of Stakeholders ● Constructability Methods ● Identification of Resources ● Value Engineering*
0930 – 0945	*Break*
0945 – 1100	***Considerations & Constraints (cont'd)*** *Stakeholder Considerations ● Project Variables*
1100 – 1230	***Planning Output & Deliverables*** *Define Scope of Work ● Define Project Goals ● Define Project Plan ● Phase Definition ● Establish Work Breakdown Structure (WBS) ● Establish Organizational Breakdown Structure (OBS) ● Cost Breakdown Structure (CBS)*
1230 – 1245	*Break*
1245 – 1420	***Planning Output & Deliverables (cont'd)*** *Sequencing & Phase Relationships ● Review by Stakeholders ● Cost Estimate Development ● Baseline Plan ● Periodic Forecasts ● Risk & Recovery Plan*
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2: ***Monday, 14th of September 2026***

0730 – 0930	***Scheduling Overview*** *Define Schedule Scope ● Breakdown Structures (WBS/OBS/CBS) ● Schedule Specification*
0930 – 0945	*Break*
0945 – 1100	***Scheduling Overview (cont'd)*** *Feedback from Stakeholders ● Cost Estimate Model*
1100 – 1230	***Creating Schedule*** *Types of Schedules ● Activities ● Durations ● Relationships ● Constraints & Calendars*
1230 – 1245	*Break*
1245 – 1420	***Creating Schedule (cont'd)*** *Cost/Resource Loading ● Milestone ● Schedule Quality & Compliance Review ● Schedule Basis Documentation*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3: ***Tuesday, 15th of September 2026***

0730 – 0930	***Maintain Schedule*** *Baseline Schedule ● Tracking Schedule Progress ● Cost & Resource Management*
0930 – 0945	*Break*
0945 – 1100	***Maintain Schedule (cont'd)*** *Schedule Change Management ● Acceleration ● Schedule Maintenance Feedback*

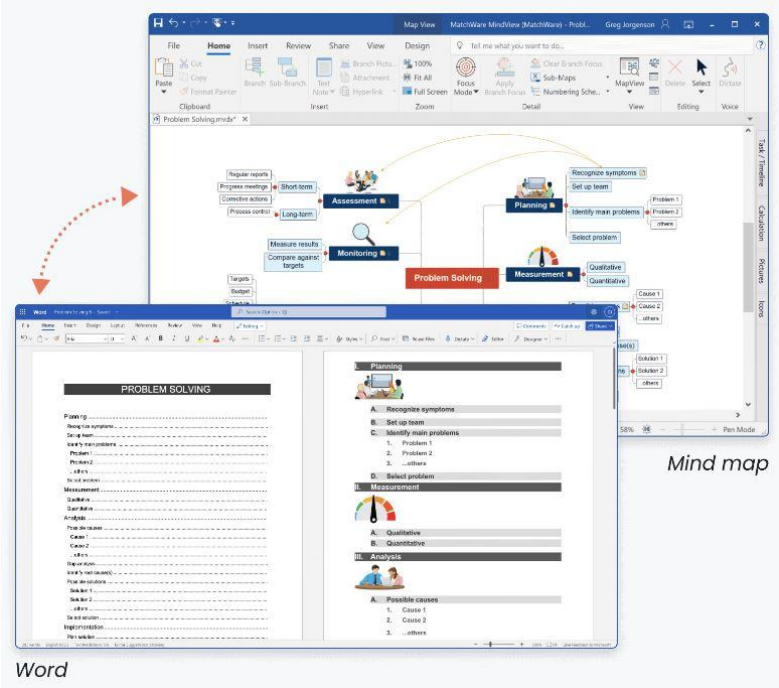
1100 – 1230	***Schedule Output & Deliverables*** *Control Level Deliverables ● Variances & Trends ● Schedule Analysis ● Schedule Forecasts*
1230 – 1245	*Break*
1245 – 1345	***Schedule Output & Deliverables (cont'd)*** *Constructability Review ● Progress Reports & Reviews ● Recovery Schedules ● Management Summary*
1345 – 1400	***Course Conclusion***
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & 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 "MS Project" and "Mindview Software".



Mindview Software

Course Coordinator

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