



COURSE OVERVIEW PM0323-3D
Certified Estimating Professional (AACE-CEP)
(AACE Exam Preparation Training)

Course Title

Certified Estimating Professional (AACE- CEP)
(AACE Exam Preparation Training)



Course Date/Venue

July 13-15, 2025/ Slaysel 02 Meeting Room,
Movenpick Hotel & Resort Al Bida'a Kuwait, City of
Kuwait

Course Reference

PM0323-3D



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 estimating professional (AACE-CEP). It covers the cost estimating including the role of the cost estimator, elements of cost, elements of analysis and enabling knowledge; the general estimating concepts, cost estimating terminology, cost estimate classifications and estimate variability; the uncertainty, estimating algorithms, code of account and historical cost data; the estimating processes and practices; and planning the estimate, estimating methodologies, quantification, costing, pricing and conditioning.



During this interactive course, participants will learn the risk evaluation and contingency determination; the estimate documentation, estimate reconciliation, estimate review and validation; the estimate reporting and estimate closeout; the other estimating issues, bidding, budgeting, project and life cycle costing; the cash flow and forecasting, cost control baseline and project and product costs; and the internationalization, building information modeling (BIM) and change order estimating.



Course Objectives

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

- Get prepared for the next ACCE-CEP exam and have enough knowledge and skills to pass such exam in order to get the CEP certification
- Discuss cost estimating including the role of the cost estimator, elements of cost, elements of analysis and enabling knowledge
- Explain general estimating concepts, cost estimating terminology, cost estimate classifications and estimate variability
- Recognize uncertainty, estimating algorithms, code of account and historical cost data
- Estimate processes and practices as well as plan the estimate, estimate methodologies and apply quantification, costing, pricing and conditioning
- Analyze risk evaluation and contingency determination, estimate documentation and reconciliation, estimate review and validation and estimate reporting and estimate closeout
- Identify other estimating issues, bidding, budgeting, project and life cycle costing, cash flow and forecasting, cost control baseline and project and product costs
- Recognize internationalization, building information modeling (BIM) and change order estimating

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 course conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspects and considerations of estimating professional (AACE-CEP) for all construction industry professionals, project managers, engineers, consultants, cost estimators, controllers, accountants, quantity surveyors or those who leads, manages or supports project planning and execution.

Exam Eligibility & Structure

Eligibility Requirements	Recommended Study Materials
8 years industry related experience	<ul style="list-style-type: none"> • AACE's Certified Estimating Professional Study Guide • AACE's Skills & Knowledge of Cost Engineering, 6th Edition • AACE's Recommended Practices 46R-11, 11R-88 and 10S-90 • AACE's Total Cost Management Framework • AACE's CEP Examinee Format of Definitions
OR	
<ul style="list-style-type: none"> • 4 years industry related experience + 4-year industry related college degree • Adherence to AACE's Canons of Ethics 	






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

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 **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.

Accommodation

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





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 Project & Finance Management Consultant** with over **25 years** of experience in **Power & Water Utilities, Other Energy Sectors and Financial industries**. His expertise lies extensively in the areas of **Project Quality Management, Quality Control & Site Inspection, Project Quality Plan, Construction Quality Management, Material Management & Project Turnover, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, 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, Data Quality Control, Data Quality Assessment, Data Quality Planning, Data Quality Strategy 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 **Project Financial Data, Financial Indicators, Financial Leverage, Discounted Cash Flow, Economic Cost Analysis, Equity Profitability Analysis, Financial Modelling & Forecasting, Financial Analysis Techniques, Financial Data Analysis Concepts & Process, Credit Analysis, Financial Accounting Management, Financial Planning Techniques, Vendor Invoice Processing Management, Evaluating Cost & Revenue, 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 & Finance Management Consultant, Executive Management Development/Facilitator, Business Consultant/Facilitator, Business & Quality Consultant/Coach, Client Director, Administrative 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 De Making Institute (MDMI), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Gial Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Lead Corporation, Dentsply SA, FMCG/Binzagr Company, Unilever, Kellogg's, BAT, Hershey's, CORO, Lilly Direct/Lennon Generics and Bausch & Lomb**.

Mr. Taylor has **Master's** degree 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.





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

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\$ 835 per Delegate + **VAT**.

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 July 2025

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Introduction to Cost Estimating The Role of the Cost Estimator • Elements of Cost • Elements of Analysis • Enabling Knowledge
0930 – 0945	Break
0945 – 1100	General Estimating Concepts Cost Estimating Terminology • Cost Estimate Classifications • Estimate Variability
1100 – 1230	General Estimating Concepts (cont'd) Uncertainty • Estimating Algorithms
1230 – 1245	Break
1245 – 1400	General Estimating Concepts (cont'd) Code of Account • Historical Cost Data
1400 – 1420	Quiz
1420 – 1430	Recap
1430	Lunch & End of Day One

Day 2: Monday, 14th of July 2025

0730 – 0830	Review of Day 1
0830 – 0930	Estimating Processes & Practices Planning the Estimate • Estimating Methodologies • Quantification
0930 – 0945	Break
0945 – 1100	Estimating Processes & Practices (cont'd) Costing • Pricing • Conditioning
1100 – 1230	Estimating Processes & Practices (cont'd) Risk Evaluation & Contingency Determination • Estimate Documentation • Estimate Reconciliation



1230 – 1245	Break
1245 – 1400	Estimating Processes & Practices (cont'd) Estimate Review & Validation • Estimate Reporting • Estimate Closeout
1400 – 1420	Quiz
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 15th of July 2025

0730 – 0830	Review of Day 2
0830 – 0930	Other Estimating Issues Bidding • Budgeting • Project & Life Cycle Costing
0930 – 0945	Break
0945 – 1100	Other Estimating Issues (cont'd) Cash Flow & Forecasting • Cost Control Baseline • Project & Product Costs
1100 – 1230	Internationalization Building Information Modeling (BIM)
1230 – 1245	Break
1245 - 1345	Internationalization (cont'd) Change Order Estimating
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 “Mindview Software” and “Raidlog Simulator”.

The screenshot displays the Mindview Software interface. At the top, a mind map titled "Problem Solving" is visible, with branches for "Assessment", "Planning", "Measurement", and "Monitoring". Below the mind map, a Microsoft Word document is open, showing a structured document with sections for "PROBLEM SOLVING", "Planning", "Measurement", and "Analysis". A red dashed arrow points from the mind map to the Word document, indicating the export or synchronization process. The text "Mind map" and "Word" are placed near their respective windows.

Mindview Software

The screenshot shows the RAIDlog Simulator interface. It features a spreadsheet with two main sections: "RAID ANALYSIS" and "RAID LOG".

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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