Haward Technology Middle East

Project Planning, Budgeting & Cost Control

Course Title
Project Planning, Budgeting & Cost Control

Course Reference
PM0020-4D

Course Duration/Credits
Four days/2.4 CEUs/24 PDHs

Course Date/Venue
Please refer to Page 3

2.4 CEUs (24 PDHs) AWARD

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 project planning, budgeting and cost control. It covers the various tools and techniques of project planning, scheduling and control cycle; the scope management as one of the key factors in planning the project success; the purpose of the work breakdown structure (WBS) and importance in engineering planning and scheduling; and the techniques and practical applications of the critical path method (CPM) to effectively plan and control a project.
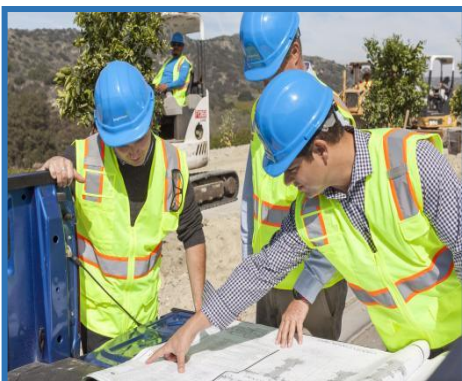
During this interactive course, participants will learn the schedule bar charts; the procurement schedule in engineering planning and scheduling; the techniques in resource planning, its scope and practical application; and the various techniques used to control the cost of the project and complete the project within the budget.

The course is carefully developed to reflect the best practices in the petroleum industry that also match the training requirements of distinguished professional organizations such as the Project Management Institute (**PMI**) and **FIDIC**. The Professional Development Units/Hours (**PDUs**) or Continuing Education Units (**CEUs**) awarded to our participants are recognized by the Project Management Institute (**PMI**) and by the International Association for Continuing Education & Training (**IACET-USA**).

Course Objectives

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

- Apply systematic techniques in project planning, budgeting and cost control

- Outline the various tools and techniques of planning and control cycle

- Recognize the scope management as one of the key factors in planning the project success

- Determine the purpose of the work breakdown structure (WBS) and emphasize importance in engineering planning and scheduling

- Review the techniques and practical applications of the critical path method (CPM) to effectively plan and control a project

- Identify and use schedule barcharts

- Review and carryout procurement schedule in engineering planning and scheduling

- Employ the techniques in resource planning and recognize its scope and practical application in engineering planning and scheduling

- Implement the various techniques used to control the cost of the project and complete the project within budget

PMI Recognition of Haward Courses

The Project Management Institute (**PMI**) recognizes Haward's Certificates and Continuing Education Units (CEUs).

The recognition and acceptance of our PDUs/CEUs fall under Categories E, F and G of PMI's "Professional Education" section at the PMP Application. Hence, what the delegates simply need to do is to complete this section as part of the PMP Application and submit it to PMI upon the receipt of Haward's certificates and ANSI/IACET's CEUs. PMI will automatically accept the delegates with 24 Contract Honors as a fulfillment of the required Professional Education.

Haward Technology, being the first **Authorized Provider** of the International Association for Continuing Education & Training (**IACET-USA**) in the Middle East, is authorized to award ANSI/IACET **CEUs** that are automatically accepted and recognized by the Project Management Institute (**PMI**).

Who Should Attend

This course covers systematic techniques and methodologies on project planning, budgeting and cost control for all managers, engineers, supervisors and coordinators who are willing to command project planning, scheduling and cost control tools and techniques.

Course Date/Venue

Session(s)	Date	Venue
1	April 15-18, 2024	Club B, Ramada Plaza By Wyndham Istanbul City Center, Istanbul, Turkey
2	August 05-08, 2024	Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
3	November 11-14, 2024	Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA

Course Fee

Istanbul	**US$ 5,000** per Delegate + **VAT**. This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Abu Dhabi	**US$ 4,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Al Khobar	**US$ 4,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

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

Certificates are accredited by the following international accreditation organizations:-

- 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 **2.4 CEUs** (Continuing Education Units) or **24 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.

- 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.

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:

Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM is a **Senior Project & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts** Management Skills, **Project & Construction** Management, **Project** Planning, Scheduling & Control, **Project** Management, Project Delivery & Governance Framework, **Project** Management Practices, **Project** Management Disciplines, **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, **Contract** Management, **Tender** Development, **Contract** Standards & Laws, **Dispute Resolution** & **Risk** Identification, Myers-Briggs Type Indicator (**MBTI**), **Organization** Development Consultation, Advanced Debriefing of **Emotional** Trauma, **Interpersonal Motivation**, **Model Based Interviewing**, **Leadership Orientation** Programme, **Coaching & Motivation**, **Creative Thinking & Problem-Solving** Techniques, **Emotional Intelligence**, **Presentation** Skills, **Communication & Interpersonal** Skills, Effective **Communication & Influencing** Skills, Effective **Business Writing Skills**, **Writing** Business Documents, **Business Writing** (Memo & Report Writing), **Leadership & Team Building**, Psychology of **Leadership**, **Interpersonal Skills & Teamwork**, **Coaching & Mentoring**, **Innovation & Creativity**, **Office Management & Administration** Skills, Controlling Your **Time & Managing Stress**, **Crisis** Management, Strategic **Human Resources** Management, **Change** Management, **Negotiation** Skills, **Strategic Planning**, **Risk** Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding **Customer** Expectations, **Corporate Governance** Best Practice, **Business Performance** Management & Improvement, Building Environment of **Trust & Commitment**, **Win-Win Negotiation** Strategies, **Quality Improvement & Resource** Optimization, Neuro Linguistic Programming (**NLP**), **Personal Resilience** Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, **Career** Management, Situation & Behaviour Analysis, Interpersonal **Motivation** Skills, **Inventory** Management and **Financial** Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist** & **Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director**, **Medico Legal Assessor Psychologist**, **Training & Development General Manager**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior HR Consultant**, **Senior Lecturer**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals** and **Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD** in **Commerce Major** in **Leadership** in **Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional** (**PMI-PMP**), a **Certified Associate** in **Project Management** (**PMI-CAPM**), a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator**, **Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops 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	**Introduction to Project Planning** *Key Concepts • Introduction to Project Management • Role of Project Manager • General Planning • Life Cycle Phases • Project Planning*
0930 – 0945	*Break*
0945 – 1100	**Planning & Control Cycle** *Project Initiation • The Statement of Work • Project Specification • Project Stakeholders • Project Staffing*
1100 - 1230	**Planning & Control Cycle (cont'd)** *Project Communications • Reporting Frequency*
1230 – 1245	*Break*
1245 – 1420	**Case Study # 1: Dorale Products (A)**
1420 – 1430	**Recap**
1430	*Lunch & End of Day One*

Day 2

0730 – 0930	**Scope Management** *Project Planning Steps • Project Control Cycle • Scope Planning • Scope Definition • Scope Verification • Scope Change Control • Project Closeout*
0930 - 0945	*Break*
0945 – 1100	**Work Breakdown Structure (WBS)** *The WBS Structure • Method of Sub-Division • WBS Templates • How Many WBS Levels? • Estimating • The Numbering System • WBS Roll-Up • Responsibility • Foreign Currency*
1100 - 1230	**Orientation Session to MS Project**
1230 – 1245	*Break*
1245 – 1420	**Critical Path Method** *Project Scheduling • Network Diagram • Introduction to CPM Key Concepts • Definition of an Activity • Logical Relationships • Logical Errors • How to Draw the Logical Relationships • Activity Logic Table • Activity Duration • Calendar/Work Pattern • Critical Path Method Steps • Forward Pass • Backward Pass • Activity Float • Various Class Exercises about How to Solve a Network Diagram*
1420 - 1430	**Recap**
1430	*Lunch & End of Day Two*

Day 3

0730 – 0930	**Case Study # 2: Crosby Manufacturing Corporation**
0930 - 0945	*Break*
0945 - 1100	**Schedule Barcharts** *How to Draw a Barchart • Tabular Reports • Activity Float • Select & Sort Functions • Hammocks • Events, Keydates & Milestones*

1100 - 1230	**Resource Planning** *Resource Estimating • Resource Forecasting • Resource Availability - Resource Histogram • Resource Loading • Resource Smoothing • Time-Limited Resource Scheduling • Resource-Limited Resource Scheduling • How to Increase Resources • Resource Planning & Control • Multi-Project Resource Scheduling • Planning Software*
1230 - 1245	*Break*
1245 - 1420	**Procurement Schedule** *Procurement Cycle • Procurement Schedule • Expediting • B2B Procurement • Just-In-Time*
1420 - 1430	**Recap**
1430	*Lunch & End of Day Three*
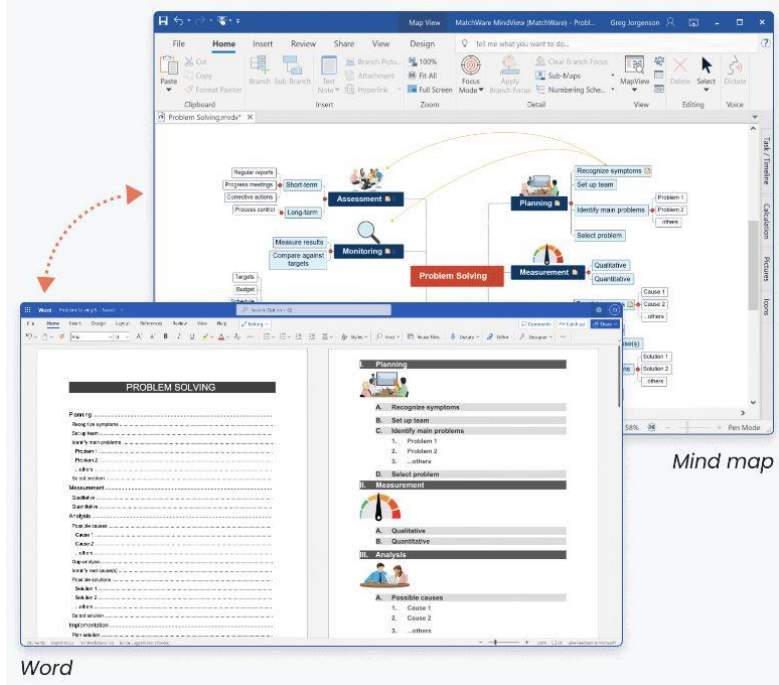
Day 4

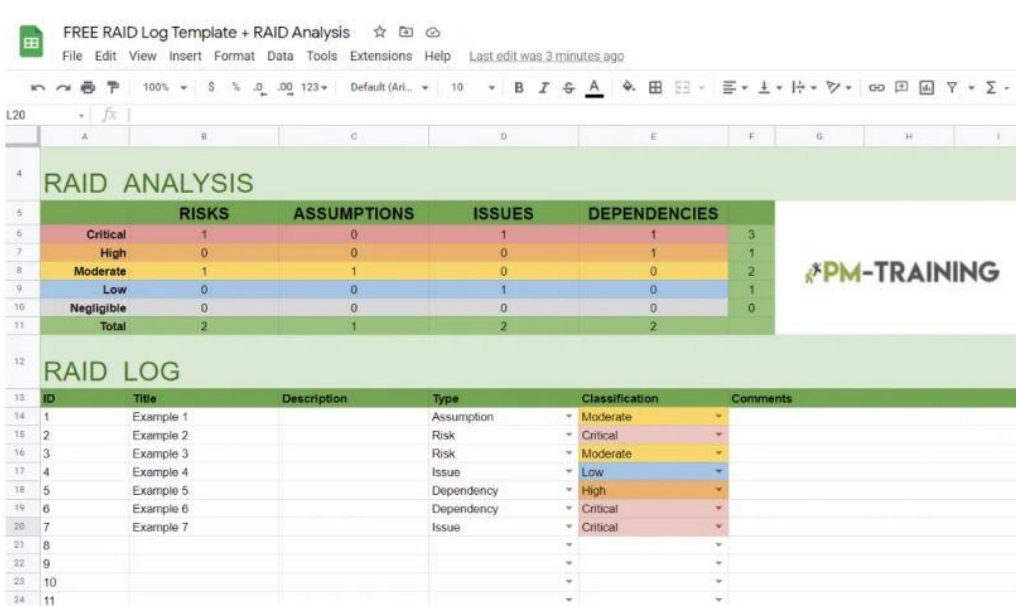| 0730 – 0930	**Case Study #3 & 4: Teloxy Engineering (A) & (B)**
0930 - 0945	*Break*
0945 - 1100	**Cost Control** *Fixed & Variable Costs • Breakeven • Time Estimating • Volumes • Breaking Costs Down to Elements for Purposes of Improved Accuracy – Using Project Management Methods • Breaking the Budget into Time Periods for Period & to Date Targets & Control Objective • The Need for Cash Flow Control*
1100 - 1230	**Cost Control (cont'd)** *Managing the Resources to get Feedback for Control & Corrective Action Purposes – Meetings, Minutes & Other Verbal, Written Communications • Engineering Change Proposals • Time, Volume & Cost Variances • Cost Schedule Control System in Projects • When the Budget is Going Out of Control – What is Expected? & How do I Know What to Do? • Examples & Exercises*
1230 - 1245	*Break*
1245 – 1345	**Project Closeout**
1345 – 1400	**Course Conclusion**
1400 – 1415	**POST-TEST**
1415 -1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

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".

Mind map

Word

Mindview Software

Raidlog Simulator

Course Coordinator

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