COURSE OVERVIEW PM0020

Project Budgeting & Cost Management

Establishing and Controlling Your Project's Planned Expenditures

Course Title

Project Budgeting & Cost Management: Establishing and Controlling Your Project's Planned Expenditures

Course Date/Venue

December 16-20, 2024/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference

PM0020

Course Duration/Credits

Five days/3.0 CEUs/30 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 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

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 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.

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.

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 **3.0 CEUs** (Continuing Education Units) or **30 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 Fee

US$ 5,950 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

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. Mohamed Khamis, BSc, PMI-PMP, is a **Senior Project & Management Consultant** with extensive experience within the **Oil & Gas**, **Refinery** and **Petrochemical** industries. His wide expertise widely include in the areas of **Project** Management, **Project & Construction Management**, **Project** Management Framework, **Project Analysis**, **Project Budgeting & Cost Control**, **Business Agility**, **Performance Appraisal**, **Strategic** Management, **Reports Preparation**, **Job Description Preparation & Evaluation** Skills, **Quality** Management, **Project** Management, Operation & Maintenance (**O&M**) Contracts, Strategic **O&M Contracting**, **Contract Negotiation** Techniques, Effective **Contract Negotiation Strategies**, Change Management in **O&M Contracts**, Managing Contractual Obligations in **O&M Agreements**, Effective **Contractor Relationship Management**, **Strategic Talent** Management, **People** Management, **Information** Management, **Project & Construction** Management, **Customer Service Skills**, **Change** Management, **Customer** Satisfaction Management, **Office** Management & Administration, **Data Quality** Management, **Interpersonal** Skills, **Leadership & Mentoring**, **Time** Management, **Performance** Management, **Strategic Planning & Analysis**, **Communication & Reporting** Skills, **Budgeting & Project Scheduling**, **Risk** Management, Project Planning & Cost Control, Project Execution, Project Organizing, Project Management Tools & Techniques, Project Leadership & Communications, Project & Construction Management, Project Supervisor, Project Life Cycle, Managing Multiple Projects, Mastering Complex Projects, Project Cost Estimation, Project Risk Analysis, Project Scheduling and Project Engineering. Further, he is also well-versed in **Maintenance & Reliability** Management, **Rotating Equipment, Maintenance Planning** and **Scheduling & Work Control**. He is currently the **Senior Mechanical Field Service Engineer/Gas Turbine Shift Leader/Site Leader** of **Siemens** wherein he is responsible in handling highly skilled service specialist for enhancing the quality of services, managing continuous improvement of field services activities and ensures that all activities are accomplished in the safest and most effective manner.

During his career life, Mr. Mohamed has gained his practical and field experience through his various significant positions and dedication as the **Acting Site Manager**, **Construction Mechanical Engineer**, **Contracts Manager**, **Rotor Specialist/Level-3 Trainer**, **Mechanical Commissioning & Start Up Engineer**, **Shift Operation Engineer**, **Mechanical Maintenance Engineer** and **Senior Instructor/Trainer** for various companies such as the West Delta Company, ALTOUKHI Company (KSA) and PGESCO Consultant.

Mr. Mohamed has a **Bachelor's** degree in **Mechanical Engineering**. Further, he is a **Certified Instructor/Trainer**, a **Certified Project Management Professional** (**PMI-PMP**) and has delivered various trainings, seminars, conferences, workshops and courses 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: ***Monday, 16th of December 2024***

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*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day One*

Day 2: ***Tuesday, 17th of December 2024***

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*
1100 – 1230	***Work Breakdown Structure (WBS) (cont'd)*** *The Numbering System • WBS Roll-Up • Responsibility • Foreign Currency*
1230 – 1245	*Break*
1245 – 1420	***Orientation Session to MS Project***
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Two*

Day 3: ***Wednesday, 18th of December 2024***

0730 – 0930	***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*
0930 – 0945	*Break*

0945 – 1100	***Critical Path Method (cont'd)*** *Calendar/Work Pattern • Critical Path Method Steps • Forward Pass • Backward Pass • Activity Float*
1100 – 1230	***Critical Path Method (cont'd)*** *Various Class Exercises about How to Solve a Network Diagram*
1230 – 1245	*Break*
1245 – 1420	***Case Study # 2: Crosby Manufacturing Corporation***
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Three*

Day 4: ***Thursday, 19th of December 2024***

0730 – 0930	***Schedule Barcharts*** *How to Draw a Barchart • Tabular Reports • Activity Float • Select & Sort Functions • Hammocks • Events, Keydates & Milestones*
0930 – 0945	*Break*
0945 – 1100	***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*
1100 – 1230	***Procurement Schedule*** *Procurement Cycle • Procurement Schedule • Expediting • B2B Procurement • Just-In-Time*
1230 – 1245	*Break*
1245 – 1330	***Project Cost Control*** *Cost Estimating & Budgeting • Cost Estimating Techniques • Activity Based Costing • Project Risk Management • Introductory Principles*
1330 – 1420	***Case Study #3 & 4: Teloxy Engineering (A) & (B)***
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Four*

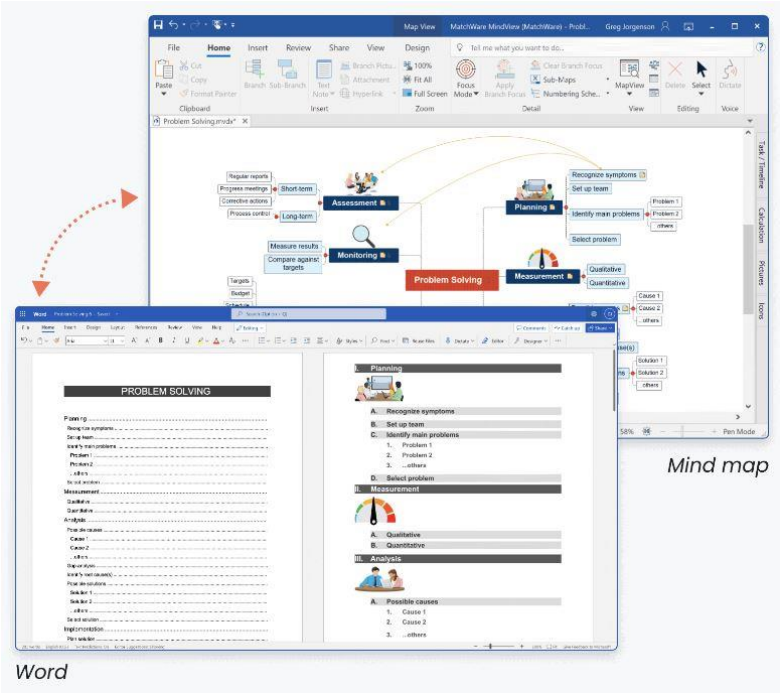
Day 5: ***Friday, 20th of December 2024***

0730 – 0930	***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*
0930 – 0945	*Break*

0945 – 1100	***Cost Control (cont'd)*** *Managing the Resources to get Feedback for Control & Corrective Action Purposes – Meetings, Minutes & Other Verbal, Written Communications • Engineering Change Proposals*
1100 – 1230	***Cost Control (cont'd)*** *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*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course*
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".



Mindview Software

Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org