

COURSE OVERVIEW PM0020-4D
Project Planning, Budgeting & Cost Control

Course Title

Project Planning, Budgeting & Cost Control

Course Date/Venue

August 05-08, 2024/Fujairah Meeting Room,
 Grand Millennium Al Wahda Hotel, Abu
 Dhabi, UAE

Course Reference

PM0020-4D

Course Duration/Credits

Four days/2.4 CEUs/24 PDHs

Course Description

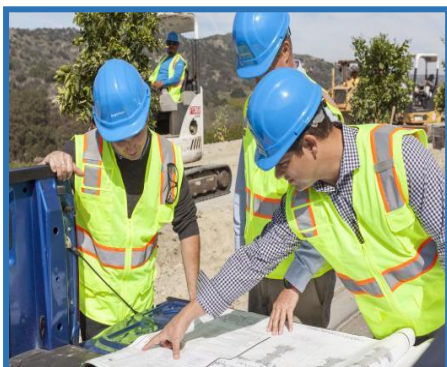


This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

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® (only for Haward and UAE Public Courses)



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, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

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 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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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.

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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.

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 Fee

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.

Accommodation

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

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 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, 05th of August 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 • Project Communications • Reporting Frequency
1100 - 1230	Case Study # 1: Dorale Products (A)
1230 – 1245	Break
1245 – 1420	Scope Management Project Planning Steps • Project Control Cycle • Scope Planning • Scope Definition • Scope Verification • Scope Change Control • Project Closeout
1420 – 1430	Recap
1430	Lunch & End of Day One



Day 2: Tuesday, 06th of August 2024

0730 – 0930	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
0930 - 0945	Break
0945 – 1100	Orientation Session to MS Project
1100 - 1230	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
1230 – 1245	Break
1245 – 1420	Critical Path Method (cont'd) 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: Wednesday, 07th of August 2024

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: Thursday, 08th of August 2024

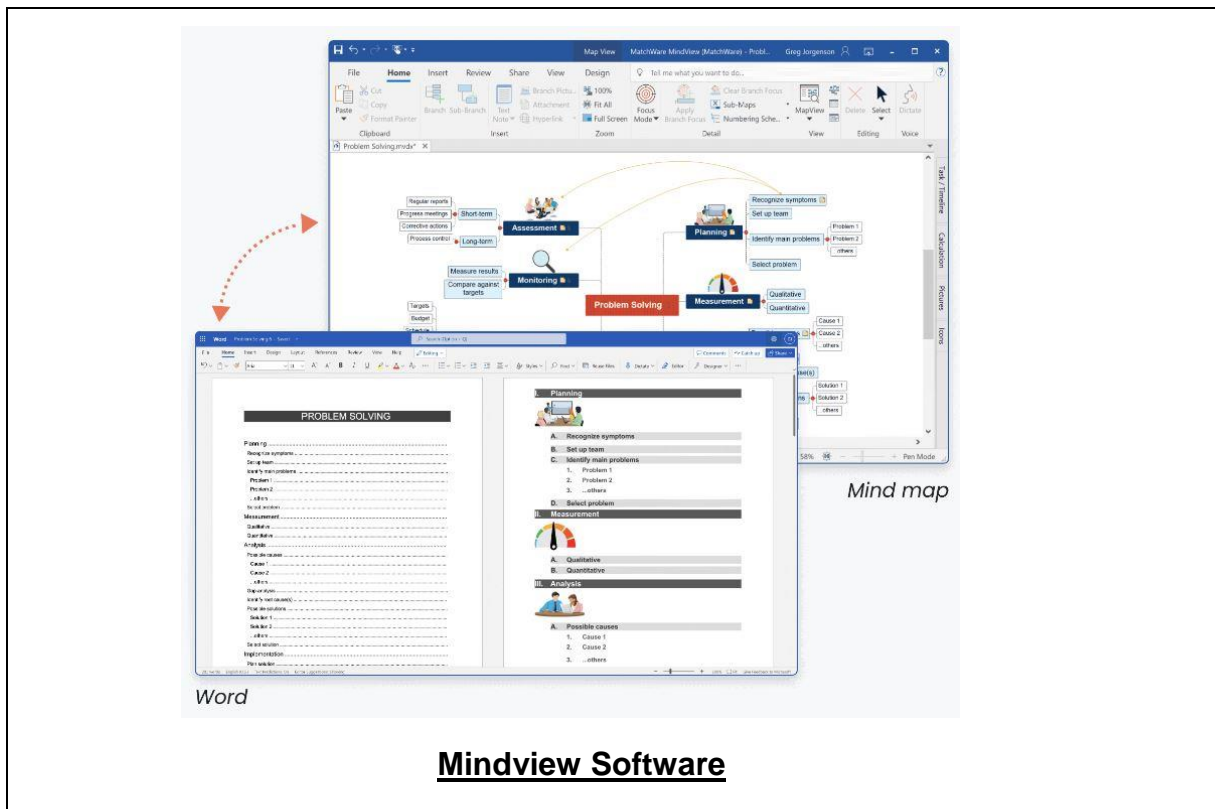
0730 – 0830	Project Cost Control Cost Estimating & Budgeting • Cost Estimating Techniques • Activity Based Costing • Project Risk Management • Introductory Principles
0830 - 0930	Case Study #3 & 4: Teloxy Engineering (A) & (B)
0930 - 0945	Break
0945 - 1100	Cost Control Fixed & Variable Costs • Breakeven • 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) <i>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</i>
1230 - 1245	Break
1245 – 1345	Project Closeout
1345 – 1400	Course Conclusion
1400 – 1415	POST-TEST
1415 -1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

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”.



Course Coordinator

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