

**COURSE OVERVIEW PM0020**  
**Project Planning, Budgeting & Cost Control**

**Course Title**

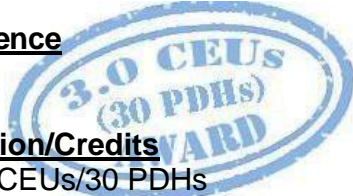
Project Planning, Budgeting & Cost Control

**Course Reference**

PM0020

**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



**Course Date/Venue**

Session(s)	Date	Venue
1	May 19-23, 2024	Oryx Meeting Room, Doubletree By Hilton Doha-Al Sadd, Doha, Qatar
2	September 29-October 03, 2024	The Kooh Al Noor Meeting Room, The H Dubai Hotel, Sheikh Zayed Rd - Trade Centre, Dubai, UAE
3	December 15-19, 2024	Kizkulesi, Crown Plaza Istanbul Asia Hotels & Convention Center, Istanbul, Turkey

**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**).

### 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.

### 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 **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.

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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.

### 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. Pete Du Plessis** is a **Senior Project Management Consultant** with over **35 years** of extensive experience. His expertise lies extensively in the areas of **Value Engineering, Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Leadership, Communication & Negotiation, Project Quality Management, Project Scheduling & Cost Control, Project Risk Management, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Work Monitoring & Control, Project Scope Management, Commercial Negotiation Skills, Contract Management, Contract Negotiation, Risk Management & Contractors Selection, Supplier Assessment, Supplier & Contractors' Management, Supplier Claim Management, Effective Tendering & Supplier Selection, Supplier Relationship Management, Suppliers & Contractors Management, Suppliers Assessment & Performance Measurement, Effective Purchasing & Supplier Selection, Essential Management of Suppliers & Contractors, Contractors Agreements & SLAs, Contractors Evaluation, Budgeting & Forecasting Skills, Effective Budgeting & Cost Control, Financial Analysis & Reporting, Budget Preparation Skills, Business Process Development, Business Process Optimization, Business Process Analysis, Business Process Improvement, Business Continuity Planning, Service Provider Performance & Monitoring, Cash Flow Fundamentals, Business Finance Fundamentals, Business Continuity Fundamentals, Situational Analysis Fundamentals, Financial Management, Planning, Budgeting & Cost Control and Risk Management.** Previously, he was the **Quality Manager of Benteler Automotive**, where he was responsible for implementing, controlling and managing quality and technical department processes and systems and mobilizing the quality control department, procedures and quality management system.

During his career life, Mr. Plessis has worked with several prestigious companies occupying numerous challenging managerial and technical positions such as being the **Financial Manager, Operations Manager, Technical & Quality Manager, Logistics & Purchasing Manager, Head Metrologist, Quality Engineer, Project Engineer, Materials & Warehouse Planner & Controller, Quality Control Inspector, Consultant, Fitter & Machinist, Apprentice Fitter and Part-time Instructor..** All throughout his career, he has mastered and specialized in the application of project management, warehouse & inventory control, value chain analysis, logistics & strategic planning, process flow analysis, business process evaluation & re-engineering, master-plan development, capacity planning and site space-planning & development.

Mr. Plessis has **Bachelor degree with Honours in Industrial Engineering & Management.** Further, he has gained **Diploma in Quality & Production Management.** He is also a **Certified Assessor & Moderator** with the Manufacturing, Engineering & Related Services Education and Training Authority (MERSETA), a **Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a **Certified Instructor/Trainer** by the APICS. He has further delivered numerous trainings, courses, seminars, conferences and workshops internationally.



### 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 Fee

Doha	<b>US\$ 6,000</b> per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	<b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	<b>US\$ 6,000</b> per Delegate + <b>VAT</b> . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### 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	<i>Registration &amp; Coffee</i>
0800 - 0815	<i>Welcome &amp; Introduction</i>
0815 - 0830	<b>PRE-TEST</b>
0830 - 0930	<b>Introduction to Project Planning</b> <i>Key Concepts • Introduction to Project Management • Role of Project Manager • General Planning • Life Cycle Phases • Project Planning</i>
0930 - 0945	<i>Break</i>
0945 - 1100	<b>Planning &amp; Control Cycle</b> <i>Project Initiation • The Statement of Work • Project Specification • Project Stakeholders • Project Staffing</i>
1100 - 1230	<b>Planning &amp; Control Cycle (cont'd)</b> <i>Project Communications • Reporting Frequency</i>
1230 - 1245	<i>Break</i>
1245 - 1420	<b>Case Study # 1: Dorale Products (A)</b>
1420 - 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day One</i>



**Day 2**

0730 – 0930	<b>Scope Management</b> Project Planning Steps • Project Control Cycle • Scope Planning • Scope Definition • Scope Verification • Scope Change Control • Project Closeout
0930 - 0945	Break
0945 – 1100	<b>Work Breakdown Structure (WBS)</b> The WBS Structure • Method of Sub-Division • WBS Templates • How Many WBS Levels? • Estimating
1100 - 1230	<b>Work Breakdown Structure (WBS) (cont'd)</b> The Numbering System • WBS Roll-Up • Responsibility • Foreign Currency
1230 – 1245	Break
1245 – 1420	<b>Orientation Session to MS Project</b>
1420 - 1430	<b>Recap</b>
1430	Lunch & End of Day Two

**Day 3**

0730 – 0930	<b>Critical Path Method</b> 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	<b>Critical Path Method (cont'd)</b> Calendar/Work Pattern • Critical Path Method Steps • Forward Pass • Backward Pass • Activity Float
1100 - 1230	<b>Critical Path Method (cont'd)</b> Various Class Exercises about How to Solve a Network Diagram
1230 - 1245	Break
1245 - 1420	<b>Case Study # 2: Crosby Manufacturing Corporation</b>
1420 - 1430	<b>Recap</b>
1430	Lunch & End of Day Three

**Day 4**

0730 – 0930	<b>Schedule Barcharts</b> How to Draw a Barchart • Tabular Reports • Activity Float • Select & Sort Functions • Hammocks • Events, Keydates & Milestones
0930 - 0945	Break
0945 - 1100	<b>Resource Planning</b> 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	<b>Procurement Schedule</b> Procurement Cycle • Procurement Schedule • Expediting • B2B Procurement • Just-In-Time
1230 - 1245	Break



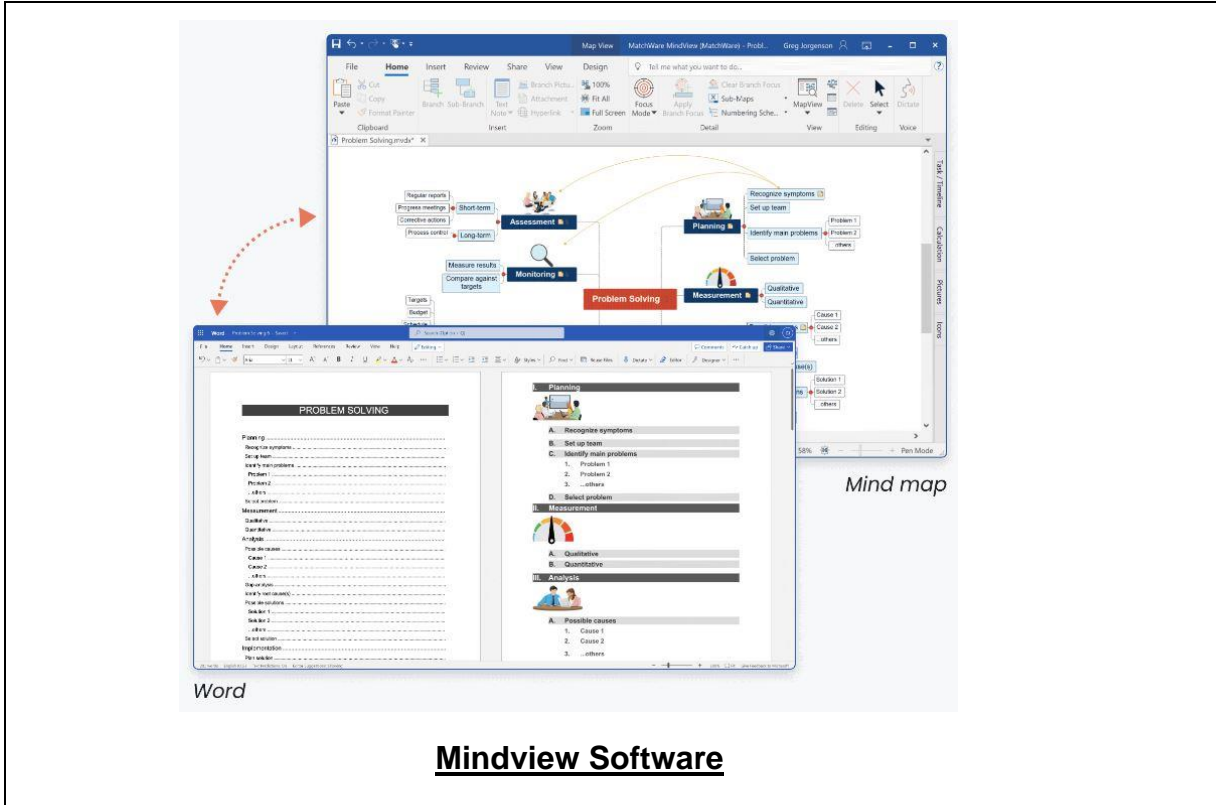
1245 - 1330	<b>Project Cost Control</b> Cost Estimating & Budgeting • Cost Estimating Techniques • Activity Based Costing • Project Risk Management • Introductory Principles
1330 - 1420	<b>Case Study #3 &amp; 4: Teloxy Engineering (A) &amp; (B)</b>
1420 - 1430	<b>Recap</b>
1430	Lunch & End of Day Four

**Day 5**

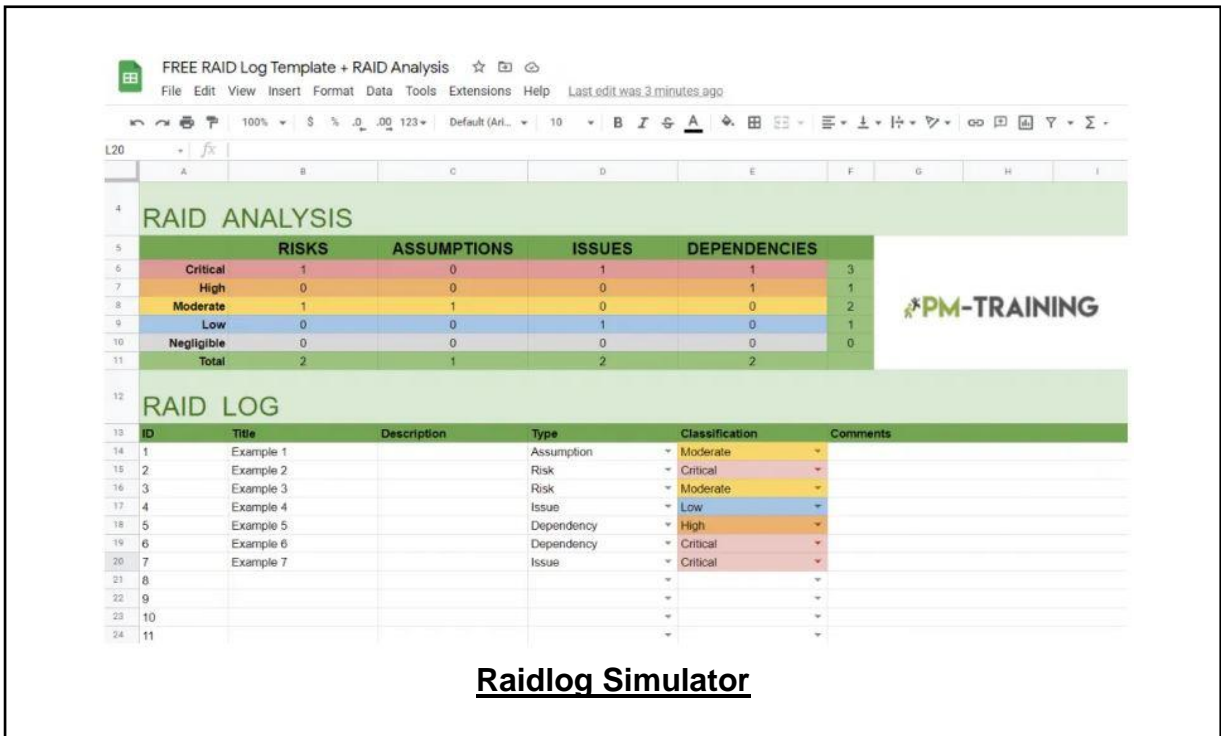
0730 - 0930	<b>Cost Control</b> Fixed & Variable Costs • Breakeven • Time Estimating • Volumes • Breaking Costs Down to Elements for Purposes of Improved Accuracy - Using Project Management Methods • Breaking the Budget into Time Periods for Period & to Date Targets & Control Objective • The Need for Cash Flow Control
0930 - 0945	Break
0945 - 1100	<b>Cost Control (cont'd)</b> Managing the Resources to get Feedback for Control & Corrective Action Purposes - Meetings, Minutes & Other Verbal, Written Communications • Engineering Change Proposals
1100 - 1230	<b>Cost Control (cont'd)</b> 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	<b>Project Closeout</b>
1345 - 1400	<b>Course Conclusion</b>
1400 - 1415	<b>POST-TEST</b>
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”.



**Mindview Software**



**Raidlog Simulator**

**Course Coordinator**

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