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
Please refer to Page 3

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, sample video clips of the instructor's actual lectures & practical sessions during the course 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 Date/Venue

Session(s)	Date	Venue
1	January 07-11, 2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
2	February 04-08, 2024	Boardroom, Warwick Hotel Doha, Doha, Qatar
3	March 03-07, 2024	Club B, Ramada Plaza By Wyndham Istanbul City Center, Istanbul, Turkey

Course Fee

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

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 **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 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 Management & Financial Consultant** with over **35 years** of extensive experience. His expertise lies extensively in the areas of **Creative Thinking & Problem-Solving** Techniques, **Change** Management, **Negotiation** Skills, **Presentation** Skills, **Communication & Influencing** Skills, **Communication & Interpersonal** Skills, **Emotional Intelligence**, Effective **Business Writing Skills**, **Leadership** Skills, **Leadership & Team Building**, **Interpersonal Skills & Teambuilding**, **Coaching & Mentoring**, **Innovation & Creativity** Skills, **Office Management & Administration** Skills, **Time & Stress** Management, **Crisis** Management, **Human Resources** Management, **Customer Service** Excellence, Essential Skills for **Effective Training**, Training & Designing a **Training Plan**, Identifying **Training Needs & Evaluating Training**, Executive **Coaching**, **Mentoring & Team Building**, **Coaching & Counselling**, **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, **SWOT** Analysis, **Gap** Analysis, **Change** Management, Human Resource Management (**HRM**), Human Resource Development (**HRD**), **HR Business Development**, **HR Practices & Strategy**, **Behaviour Based Interviewing & Recruitment**, **Learning & Development**, **Project** Management, **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** degrees 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.

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*
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**
1430	*Lunch & End of Day Two*

Day 3

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**
1430	*Lunch & End of Day Three*

Day 4

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**
1430	*Lunch & End of Day Four*
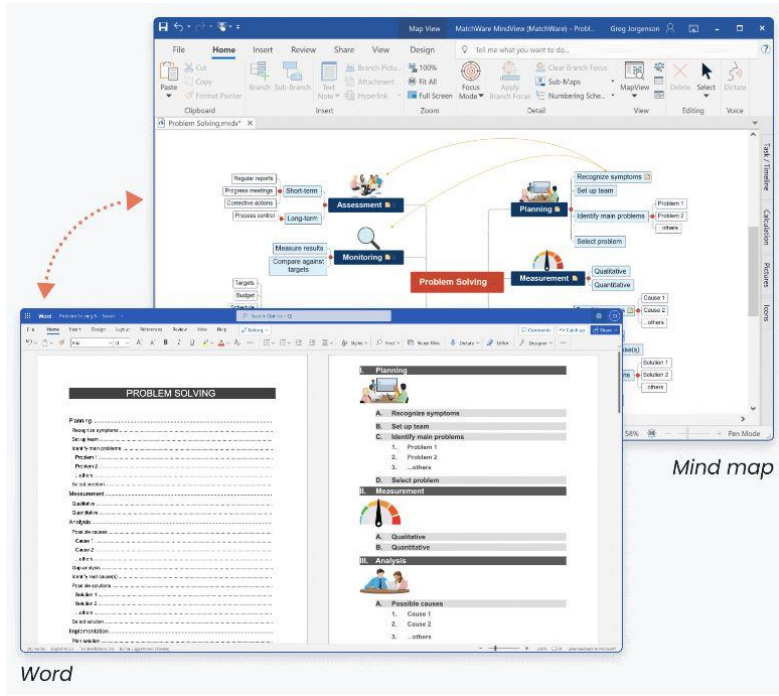
Day 5

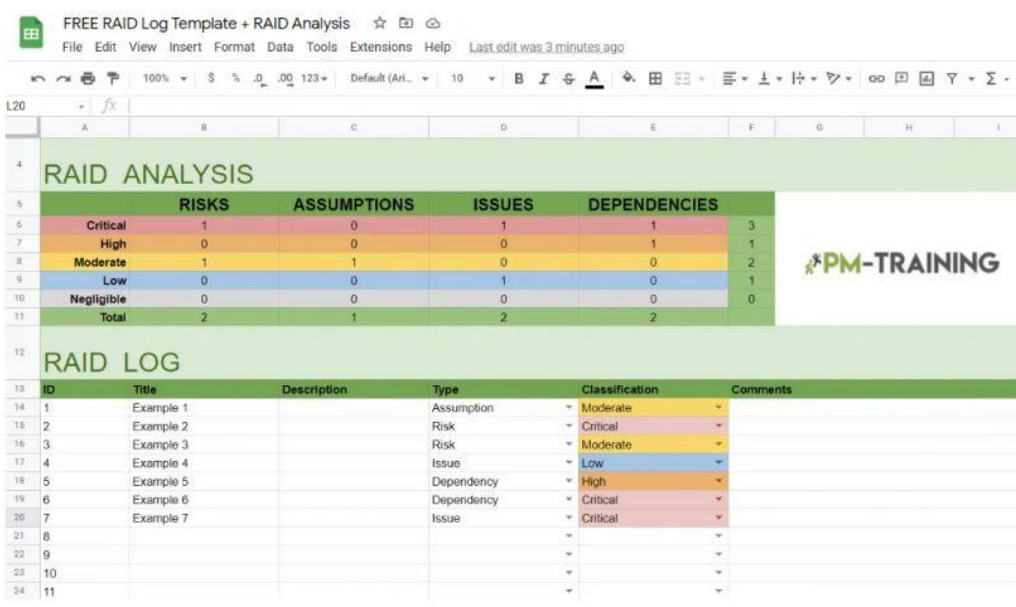| 0730 – 0930	**Cost Control** *Fixed & Variable Costs • Breakeven • Time Estimating • Volumes • Breaking Costs Down to Elements for Purposes of Improved Accuracy – Using Project Management Methods • Breaking the Budget into Time Periods for Period & to Date Targets & Control Objective • The Need for 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**
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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