

COURSE OVERVIEW PM0028 Capital Budgeting

Course Title

Capital Budgeting

Course Date/Venue

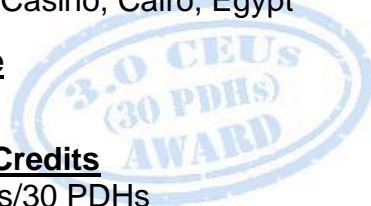
Session 1: June 18-22, 2023/Boardroom 1,
Elite Byblos Hotel Al Barsha,
Sheikh Zayed Road, Dubai, UAE
Session 2: January 21-25, 2024/Venue 1
Meeting Room, Sheraton Cairo
Hotel & Casino, Cairo, Egypt

Course Reference

PM0028

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.



This course is designed to provide participants with a detailed and up-to-date overview of strategic planning, management control and effective budgeting. It covers the corporate strategy planning including fire forces analysis, SWOT analysis, segmentation and segment attractiveness, value chain and cost analysis and scenario analysis; the strategy and its key desired opportunities and set business objective; the options and the target segments, positioning and advantages; evaluating options and predicting competitor response; and the alternative strategies by setting strategies and analysis of SCRS.



Further, this course will also discuss the resourcing by integrating key initiatives into business operations forecast and define organization structure and leadership; the detailed operations plans and expense budgets for business units as well as defining reporting requirements; the project planning composing of key concepts, project management, role of project manager, general planning and life cycle phases; and the planning and control cycle, project initiation, statement of work, project specification, project stakeholders, project staffing, project communications and reporting frequency.



During this interactive course, participants will learn the scope management, project planning steps and control cycle; the scope planning, scope definition, scope verification, scope change control and project closeout ; the work breakdown structure (WBS), method of sub-division, WBS templates, WBS levels and estimating; the various types of budgets, operating and capital budgets; the budget methods such as incremental budgeting, zero based budgeting, forecasting & etc.; the alignment between business plan and budgets and the different budgets merge into each other and methods budgeting; the roles and area of responsibility or project for which the budget is required; and the costing in budgeting and the difference between capital and operating expenditure.

Moreover, the course will also cover the fixed and variable costs, fixed assets register, activity-based costing and tools used for budgeting; the critical path method, project scheduling, network diagram, CPM key concepts, logical relationships and errors; the calendar/work pattern, critical path method steps, forward and backward pass; the resource planning, estimating forecasting, loading and smoothing as well as classify time and limited resource scheduling; the cost control and management including its tool, project cost control systems, cost accounts, cost coding systems, project cost code structure and cost accounts for integrated project management; the earned value method, labor data collection from payroll, charges for indirect and overhead expense, project indirect costs and fixed overhead; the risk management programs and manage anticipated and unanticipated risk at site; and application of controls and manage level reporting by project manager.

Course Objectives

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

- Apply and gain a comprehensive knowledge on strategic planning, management control and effective budgeting
- Discuss corporate strategy planning including fire forces analysis, SWOT analysis, segmentation and segment attractiveness, value chain and cost analysis and scenario analysis
- Define strategy and its key desired opportunities and set business objective
- Describe options and the target segments, positioning and advantages
- Evaluate options and predict competitor response as well as identify and evaluate alternative strategies by setting strategies and analysis of SCRS
- Employ resourcing by integrating key initiatives into business operations forecast and define organization structure and leadership
- Create detailed operations plans and expense budgets for business units as well as define reporting requirements
- Discuss project planning composing of key concepts, project management, role of project manager, general planning and life cycle phases
- Discuss planning and control cycle, project initiation, statement of work, project specification, project stakeholders, project staffing, project communications and reporting frequency
- Identify scope management, project planning steps and control cycle
- Explain scope planning, scope definition, scope verification, scope change control and project closeout





- Describe work breakdown structure (WBS), method of sub-division, WBS templates, WBS levels and estimating
- Recognize various types of budgets, operating and capital budgets
- Identify budget methods such as incremental budgeting, zero based budgeting, forecasting & etc.
- Discuss alignment between business plan and budgets and explain the different budgets merge into each other and methods budgeting
- Define roles and area of responsibility or project for which the budget is required
- Apply costing in budgeting and identify the difference between capital and operating expenditure
- Classify fixed and variable costs, fixed assets register, activity-based costing and tools used for budgeting
- Explain critical path method, project scheduling, network diagram, CPM key concepts, logical relationships and errors
- Describe calendar/work pattern, critical path method steps, forward and backward pass
- Recognize resource planning, estimating forecasting, loading and smoothing as well as classify time and limited resource scheduling
- Employ cost control and management including its tool, project cost control systems, cost accounts, cost coding systems, project cost code structure and cost accounts for integrated project management
- Discuss earned value method, labor data collection from payroll, charges for indirect and overhead expense, project indirect costs and fixed overhead
- Define risk management programs and manage anticipated and unanticipated risk at site
- Employ application of controls and manage level reporting by project manager

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.

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 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.
Cairo	US\$ 5,500 per Delegate + VAT . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.





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. John Kruger is a **Senior Projects & Contracts Manager** with over **30 years** of extensive experience. His expertise includes **Project Management, Contract Management, Capital Budgeting, Contracts & Tendering, Human Resource Management, Performance Management, Technical Management, Quality Management, Productivity & Efficiency Improvements, Time Management, Financial Management, Strategic Management, Change Management, People Management, Production Management, Toolkit Management, Public Relations & Organisational Communication, Public Speaking, Social & Environmental Projects, Business Development, Psychometric Assessment, Crisis Management, Effective Team Leaders, and Strategic Change**. Further, his specialization covers **Train-the-Trainer, Negotiation Skills, Communication Skills, Coaching, Counselling & Mentoring, Strategic Planning, Problem Solving, Decision Making, Budgeting & Cost Control, Supply Chain Management, Operational Management, Adult Education, Turnaround and Re-Engineering Projects and Macro-Economics**.

During his career, Mr. Kruger has contributed his expertise and held prestigious positions as a **Business Analyst Manager, Business Development Manager, Project Manager, Strategic & Divisional Plan Manager, Warehouse Manager, Supply Chain Manager** as well the **Technical & Management Consultant/Instructor** for major organizations worldwide like the **Ministry of Finance (Uganda), Cybercity (Mauritius), Stock Exchange (Taiwan), Candlewick Development (USA)** and many more.

Mr. Kruger has a **Post Graduate Diploma in IPM Industrial Psychology Management** and in **UNISA Advanced Leadership Programme** as well as **Bachelor degree in Communications** from the **Northwest University**. He is a **Registered Assessor & Moderator, a Certified Instructor/Trainer and a Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)**. Further, he is an active member of **The Institute of Management Consultants of South Africa** and he has delivered various trainings, workshops, courses and conferences worldwide.

Training Methodology

This interactive training course includes the following training methodologies as a percentage of the total tuition hours: -

- 30% Lectures
- 20% Workshops & Work Presentations
- 20% Case Studies & Practical Exercises
- 30% Videos, Software & Simulators

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

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Corporate Strategy Planning Analysis & Insight (Five Forces Analysis, SWOT Analysis, Segmentation & Segment Attractiveness, Value Chain & Cost Analysis, Scenario Analysis (Low, Mid, High Case))
0930 – 0945	Break
0945 – 1100	Corporate Strategy Planning (cont'd) Strategy Definition (Define Key Desired Opportunities (Set Business Objectives), Define Options (Target Segments, Positioning & Advantages), Evaluate Options & Predicting Competitor Response, Identify & Evaluate Alternative Strategies (Set Strategies), SCRS Analysis)
1100 – 1200	Corporate Strategy Planning (cont'd) Resourcing (Integrate Key Initiatives Into Business Operations Forecast, Define Organization Structure & Leadership)
1200 – 1215	Break
1215 – 1420	Corporate Strategy Planning (cont'd) Operating Plan Definition (Create Detailed Operations Plans & Expense Budgets for Business Units, Define Reporting Requirements)
1420 – 1430	Recap
1430	Lunch & End of Day One

Day 2

0730 – 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 – 1200	Scope Management Project Planning Steps • Project Control Cycle • Scope Planning • Scope Definition • Scope Verification • Scope Change Control • Project Closeout
1200 – 1215	Break
1215 – 1420	Work Breakdown Structure (WBS) The WBS Structure • Method of Sub-Division • WBS Templates • How Many WBS Levels? • Estimating
1420 – 1430	Recap
1430	Lunch & End of Day Two



Day 3

0730 – 0830	Budgets Types of Budgets • Operating & Capital Budgets • Budget Methods (Incremental Budgeting, Zero Based Budgeting, Forecasting & Etc.) • Where Does One Find Information for Budgeting & How Does One Use It • Examples & Exercises
0830-0930	Budgeting The Budgets • Alignment Between Business Plan & Budgets • Explanation & Exercises on How the Different Budgets Merge Into Each Other • Methods of Going About Budgeting • Examples & Exercises
0930-0945	Break
0945-1015	Program Budgeting Principles Evaluating Proposals for New Capital Projects • Preparing Budgets for those Projects
1015-1100	Capital Budgeting Plan Evaluating Proposals for New Capital Projects • Preparing Budgets for those Projects
1100 – 1200	Roles & Responsibilities What is Expected of You • Defining the Area of Responsibility or Project for which the Budget is Required
1200 – 1215	Break
1215 – 1420	Costing in Budgeting Understanding the Difference between Capital & Operating Expenditure Variable Costs • Fixed Assets Register (Work in Progress, Creating Fixed Assets for Completed Projects, Disposals & Write-Off) • Activity Based Costing • Costing Tools Used for Budgeting • Examples & Exercises
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4

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 – 1215	Resource Planning Resource Estimating • Resource Forecasting • Resource Availability - Resource Histogram • Resource Loading • Resource Smoothing • Time-Limited Resource Scheduling
1215 - 1230	Break



1230 - 1420	Resource Planning (cont'd) Resource-Limited Resource Scheduling • How to Increase Resources • Resource Planning & Control • Multi-Project Resource Scheduling • Planning Software
1420 - 1430	Recap
1430	Lunch & End of Day Four

Day 5

0730 - 0930	Cost Control & Management Cost Control as a Management Tool • Project Cost Control Systems • Cost Accounts • Cost Coding Systems • Project Cost Code Structure • Cost Accounts for Integrated Project Management
0930 - 0945	Break
0945 - 1100	Cost Control & Management (cont'd) Earned Value Method • Labor Data Collection From Payroll • Charges for Indirect and Overhead Expense • Project Indirect Costs • Fixed Overhead
1100 - 1200	Risk Management Risk Management Programs • Managing Anticipated & Unanticipated Risk at Site • Factors Impacting Progress & Performance KPIs • Tracking & Evaluating Time, Cost & Quality
1200 - 1215	Break
1215 - 1345	Application of Controls Management-Level Reporting by Project Manager • Overall Cost Controls by Project Manager • Schedule and Progress Controls by Project Manager
1345 - 1400	Course Conclusion
1400 - 1415	POST-TEST
1415 - 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:



Course Coordinator

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