



An ISO 9001:2008 & ISO 29990:2010 Certified Company

This course is registered with the Project Management Institute (PMI)® R.E.P. Program*

Project Scheduling & Cost Planning Skills


Project Estimation & Planning for your Organisation

01 - 05 Jun 2015	Amsterdam
31 Aug - 04 Sep 2015	Amsterdam
30 Nov - 04 Dec 2015	London



ISO 9001:2008 & ISO 29990:2010





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This course is a Project Management Institute (PMI)[®] Registered Programme.

Why Choose this Course?

This course focuses on how to deliver reliable estimates that can result in significant savings later in the project life. To develop reliable cost and schedule estimates is one of the critical management skills and is addressed in this course.

Every project needs good estimates during the design and early conceptual stages of a proposed project, and if they are not delivered it is one of the reasons for project failure. The decision to proceed with a project is often based almost exclusively on early conceptual estimates, and these estimates provide the basis for the cash flow projections and schedule forecasts during the project feasibility.

This course will feature:

- Gaining knowledge of techniques used in project estimating, from the conceptual stage to the final detailed estimate
- Understanding the different types of estimates used to accurately and progressively estimate project costs and schedule
- Identifying risk sources and minimize their impact and learn how to sustain project momentum
- Developing effective performance monitoring and control systems
- An integrated approach to scope, time, resources and cost management into a dynamic and manageable model

What are the Goals?

By the end of this course, participants will be able to:

- Maintain continuous project performance and delivery control
- Accurately estimate and allocate project costs and resources
- Measure, forecast and control project performance by employing earned value techniques
- Manage and mitigate schedule, cost, scope, and resource risks associated with the project
- Develop a project recovery plan for budget and schedule overruns

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented.

The course is highly interactive and presents knowledge through formal and interactive learning methods. The course includes individual exercises, team projects, applicable case studies and group discussions. The material has been designed to enable delegates to apply all of the material with immediate effect at the office.

Additionally, the seminar does not assume prior knowledge of the topics covered in the course. New concepts and tools are introduced gradually to enable delegates to progress from the fundamental to the advanced concepts of project risk management.

Course Schedule:

AMSTERDAM

01 - 05 Jun 2015

31 Aug - 04 Sep 2015

LONDON

30 Nov - 04 Dec 2015

Who is this Course for?

This course is suitable to a wide range of professionals but will greatly benefit:

- Those who have a role in various projects such as cost estimators, project schedulers, project designers, project planner, contracts professionals, project procurement and purchasing staff, and project control and business services professionals who have the responsibility for preparing cost / schedule estimates and project proposals in client and contracting companies
- Those who are interested in knowing more about estimation and control in a project environment

The Certificate

- AZTech Certificate of Completion for delegates who attend and complete the course.
- The applicable PMI Professional Development Units/Contact Hours will be reflected in the Certificate of Completion.



THE COURSE CONTENT

DAY 01

Project Estimating Basics

- Basic Project Management definitions
- Triple Constraints – Time, Cost, Scope
- Project Selection Methods
- Defining the Project Scope
- Cost & Schedule Estimation, cost Budgeting & Control
- Project Schedule Planning and Critical Path Method

DAY 02

Developing Project Budget & Schedule Control

- Project management inputs to cost budgeting
- Resource Requirements
- Direct & Indirect Project Costs
- Planning and Scheduling Limited Resources
- Options for Accelerating the Schedule
- Crashing the Schedule - How?

DAY 03

Managing the Risk

- Risk Identification, Analysis & Management
- Contingency Reserve
- PERT, Probability and Standard Deviation Formulae
- Network Activity Risk Profiles
- Application: Estimating Project Duration
- Project Risk Strategies

DAY 04

Measuring Project Performance

- Balanced Project Schedule without Buffers (Finish-Start) and Inserting Buffers
- Comparison of Unbalanced with Balanced Schedules
- Measuring Planned Progress on Schedule
- Risk distribution in contracting
- Actual Progress and Work Conditions
- Managing Variable Conditions

DAY 05

Managing and Recovering Project Estimates

- Schedule Variances & Cost Variances
- Progress Control Charts - Trend Analysis
- Schedule and Cost Variance Forecasting
- Schedule and Cost Recovery Analysis
- Schedule and Cost Recovery Plan
- Project Recovery Baselines and Controls

Professional Recognition and Accreditation



AZTech as an R.E.P. has been approved by PMI to issue applicable Professional Development Units (PDUs) for its Project Management training courses. PMI allows credential holders to apply PDUs to the maintenance of their credentials where one contact hour of training is equivalent to one PDU.

The PMI Registered Education Provider logo and PMI are registered marks of the Project Management Institute, Inc.

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Complete & send by fax/mail to address given below. Please use **BLOCK CAPITALS**.

- 01 - 05 Jun 2015, Amsterdam US\$ 4,950/- per participant
- 31 Aug - 04 Sep 2015, Amsterdam US\$ 6,000/- per participant
- 30 Nov - 04 Dec 2015, London US\$ 4,950/- per participant

This fee is inclusive of Documentation, Lunch and Refreshments

REGISTRATION DETAILS

Family Name:

First Name (Mr./Ms.):

Position:

Company:

Mailing Address:

Telephone

Mobile

Fax

Email

AUTHORISATION

Authorised by:

Position:

Telephone

Fax

Email

Postal Address:

MODE OF PAYMENT

- Please invoice my company
- Please invoice me
- Please find enclosed a cheque payable to AZTECH

CERTIFICATION

AZTech Certificate of Completion will only be awarded to those delegates who attend and complete the course.

The applicable PMI Professional Development Units/ Contact Hours will be reflected in the Certificate of Completion.

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation **at least 3 weeks** prior to the commencement of the program.

CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a \$250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

DISCLAIMER

Circumstances beyond the control of AZTech may necessitate postponement, change of venue or substitution of the Instructor. As such, AZTech reserves the right to implement such amendments.

4 WAYS TO REGISTER

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Website: **www.aztech.ae**

ABOUT AZTECH

TRAINING & CONSULTANCY

A leading international provider of training, seminars, and learning solutions. We offer Strategy, Management & Leadership Development Programs, Functional & Technical Seminars, Customised In-house Programs, and Business Consultancy for Performance Solutions.