

"Excellent Service – Excellent Delivery"

Project Scheduling and Cost Planning Skills

Project Estimation & Planning for your Organisation

20-22 August 2025
Southern Sun Hotel
Sandton
Johannesburg



29-DEC-19

Project Scheduling and Cost Planning Skills

Project Estimation & Planning for your Organisation

Why Choose this Training Course?

This Project Management training course focuses on how to deliver comprehensive reliable plans with time and cost estimates that gives the owner or sponsor of projects, high levels of confidence for project delivery. In addition, the plans need to be realistic with a full view of any risks faced during and after the project lifecycle.

The decision to proceed with a project is based on early, high level conceptual estimates. However, these can be wide ranging and therefore more detailed estimates need to provide the basis for the cash flow projections and schedule forecasts.

This training 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 give confidence 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 training course, participants will be able to:

- Confidently estimate project timescales and costs with appropriate resource management plans
- Identify, assess and manage schedule, cost, scope, and resource risks
- Understand project performance and control
- Measure, forecast and control project performance by employing earned value techniques
- Develop a project recovery plan for budget and schedule overruns

How will this Training Course be Presented?

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

The training course is highly interactive and presents knowledge through formal and interactive learning methods. The training course includes individual exercises, team projects, applicable case studies, video 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 training course 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:

20-22 August 202

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Who is this Training Course for?

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

- Those who have a project role such as project managers, cost estimators, project schedulers, project designers, project planner, contract 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
- Senior managers who want to understand best practice in project management
- Those who are interested in knowing more about estimation and control in a project environment

The Certificate:

Choice Point Media cc
Certificate of Completion for delegates who attend and complete the training course



THE COURSE CONTENT

DAY 01: Project Estimating Basics

- Basic project management definitions
- Triple constraints – Time, Cost, Scope
- Project selection methods
- Defining project scope
- Cost & schedule estimation, cost budgeting & control
- Project schedule management using the Critical Path Method

Developing Project Budget & Schedule Control

- Resource requirements
- Direct & indirect project costs
- Planning and scheduling limited resources
- Options for accelerating the schedule
- Crashing the schedule - How?

DAY 02: 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

Measuring Project Performance

- Critical chain analysis and use of 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 03: 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

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DATE	VENUE	FEES
20-22 August 2025	Sandton	R 8,999

REGISTER NOW

*This fee is inclusive of Documentation, Lunch and Refreshments

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

REGISTRATION DETAILS

FAMILY NAME: _____

FIRST NAME: _____

POSITION: _____ COMPANY: _____

MAILING ADDRESS: _____

TELEPHONE: _____ MOBILE: _____

FAX: _____ EMAIL: _____

AUTHORISATION

AUTHORISE BY: _____

POSITION: _____ EMAIL: _____

TELEPHONE: _____ FAX: _____

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MODE OF PAYMENT

- PLEASE INVOICE MY COMPANY
- PLEASE INVOICE ME

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 course.

Event Disclaimer

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor and alter the course content at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

Cancellation & Substitution

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 **50% 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.

4 Ways to Register

Telephone: + 27 87 808 2509
Cell Number: + 27 73 882 2609
Email Address: info@buildersquarterly.co.za
Visit our website: www.buildersquarterly.co.za

Certification

Choice Point Media Certificate of Completion for delegates who attend and complete the training course