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Course: Project Planning, Scheduling and Cost Estimating Skills

Code	City	Hotel	Start	End	Price	Language - Hours
320	Amsterdam (Netherlands)	Hotel Meeting Room	2025-05-05	2025-05-16	8950 €	En - 50

The Course

The late delivery of projects have become the scourge of project professionals worldwide. Countless numbers of projects undertaken by organizations in the private and public sectors significantly overrun the project schedule and budget, and as a consequence fail to achieve the organization`s financial and strategic objectives, often with sizable increases in costs and with substantial financial losses to the organization. Why?

This is due mainly to the failure of many project professionals to successfully apply the tools and techniques of modern project planning, scheduling and control to their projects. Likewise, the development of reliable cost estimates during the design and early conceptual stages of a proposed project are of critical importance to the success of the project.

The decision to proceed with a project is often based almost exclusively on early conceptual cost estimates, and these estimates provide the basis for the cash flow projections and forecasts used during the project feasibility study. Unreliable cost estimates can result in significant cost overruns later in the project life when it is too late to contain them.

In addition to the potential financial losses suffered by the organization, many such projects subsequently fail to deliver the required quality of outcomes intended for the project as a direct consequence of poor estimating. Budgeting inaccuracies inevitably result in lower quality workmanship and materials.

The estimating techniques and processes covered in this course will provide delegates with the necessary skills to forecast accurately the anticipated costs of projects with a focus on budget estimates, estimates for pre-construction services, estimating contractor and sub-contractor work, estimating general conditions, pricing self-performed work, estimating negotiated contracts, and performing lump sum and unit-price estimates.

This brand new day course will significantly enhance the skills and knowledge of delegates and improve their ability to properly plan and schedule their projects, as well as perform estimates at both the conceptual and detailed levels, and to compare feasible alternatives quickly and efficiently.

The Structure

This comprehensive programme consists of two modules which can be booked as a Training event, or as individual

Module 1 - Project Scheduling & Contingency Planning Skills

Module 2 - Project Cost Estimating Skills

The Goals

The Primary Objectives of the Seminar are to help delegates to:

- Gain knowledge of techniques used in resource planning and control.
- Understand the time-cost trade-offs.
- Identify risk sources and minimize their impact and learn how to sustain project momentum.
- Learn how to administer project documentation and reporting.
- Develop effective performance monitoring and control systems.
- Gain knowledge of techniques used in project estimating, from the conceptual

stage to the final detailed estimate
- Understand the different types of estimates used to accurately and progressively estimate project costs
- Understand the different types of contracts based on the distribution of risk between contracting parties
- Effectively apply incentive arrangements to get the best results from the contract

The Delegates

This course is designed for project planning engineers, project cost estimators, project designers, project planners and schedulers, contracts professionals, project procurement and purchasing staff, and project control and business services professionals who have the responsibility for preparing cost estimates and project proposals in client and contracting companies.

The Process

Delegates will develop advanced project management planning, performance and control, and cost estimating and management skills and knowledge through formal and interactive learning methods. The program includes individual exercises, team projects, applicable case studies, group discussions and video material that bring to life the skills acquired throughout the course.

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.

The Benefits

- This Fundamental Program takes the practice of project planning, scheduling and estimating to a new level to ensure maximum results
- The most recent developments in the field are included to provide fresh inputs to your project management efforts
- The course takes a practical rather than a theoretical approach by introducing a case study so that new skills can be applied with immediate effect
- High quality videos of substantial projects of different kinds are screened and discussed during the seminar
- Group activities and exercises will ensure mastery of the practical application of new skills learned
- The use of software programs to facilitate the incorporation of many advanced techniques are introduced
- Related project management fields such as risk are continuously incorporated to provide an integrated view of the total project management process
- Delegates will have excellent opportunities for interaction and discussion of best practices at their respective organizations
- This course will equip delegates with the skills and knowledge to significantly improve all levels of project estimating and control in the organization
- The program will be an important stepping stone in terms of personal career development in that it prepares delegates for the internationally recognized Project Management Professional (PMP) exam

The Results

This intensive seminar will provide delegates with a proven set of critical skills and techniques for the development a systematic and dynamic project plan and schedule, as well as the ability and skills to develop accurate and reliable conceptual and detailed estimates used for project proposals and final estimates.

This will enable delegates to:

- Integrate scope, time, resources and cost management into a dynamic, manageable

plan

- Develop project network diagrams for CPM and advanced PERT calculations to identify schedule and cost risks
- 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
- Compress or accelerate the schedule when required by adverse circumstances
- Manage and mitigate schedule, cost, scope, and resource risks associated with the project
- Develop line of balance schedules and velocity diagrams for repetitive or recurring work
- Benefit from the financial effects of the learning curve on recurring work
- Develop a project recovery plan for budget and schedule overruns
- Produce clear and concise project progress reports
- Integrate all relevant project elements into a cohesive and comprehensive cost estimate
- Prepare budget estimates that will enable the owner-organization to make informed decisions as to the feasibility of a potential project
- Compare the costs of alternative strategies or technical approaches to ensure the most economical project at the desired level of quality
- Structure the contract compensation arrangement to provide the highest level of incentives to complete the project on schedule and within the determined budget
- Keep accurate control of the progressive budgeting process based on the various stages of design
- Prepare accurate budget estimates through the programming phase, the schematic design phase, and finally the design development phase
- Understanding the most appropriate contracting structure to ensure the desired project results
- Apply proper risk analysis to effectively mitigate risks at minimal costs, and to determine appropriate contingencies for residual risks
- Obtain the skills required to prepare and manage the bidding process

- Prepare lump-sum, unit-price, cost plus, and time-and-materials estimates and contracts

The Core Competencies

- Ability to deliver projects on time and within budget.
- Understanding of what it takes to be a successful project manager.
- Skill and confidence to plan and control projects successfully and ability to sidestep the most common project management pitfalls and problems.
- Appreciation of the philosophy, framework, standards and approaches to the delivery of the projects.
- Understanding and practicing effective project management techniques in successfully completing and handing over projects.
- Developing an initial project budget for the owner
- Determining project feasibility
- Designing the project within the owner`s budget
- Evaluating alternative design concepts and project components
- Preparing bids
- Preparing cost proposals
- Establishing project budgets
- Determining the cost impacts of change orders
- Substantiating claims and resolving disputes
- Preparing a Schedule of Values
- Creating historical cost databases to improve future estimating accuracy

The Programme Content

Module 1:

Project Scheduling & Contingency Planning Skills

Project Scope Planning and Definition (Fundamentals)

- Scope Planning
- Work Breakdown Structures (WBS)
- Work Packages
- Statement of Work (SOW) - Technical Baseline
- Scope Execution Plan
- Triple Constraints - Time, Cost, Scope
- Project Quality Issues
- Project Risk Analysis
- Project Deliverables
- Resource Requirements

Project Schedule Planning and Critical Path Method

- Precedence Network Diagramming
- Job Logic Relationship Chart
- Critical Path Analysis
- Project Float Analysis
- Lead and Lag Scheduling
- Activity Duration Estimation
- Milestone Charts
- Gantt Chart - Schedule Baseline
- Project Estimating Processes
- Production and Productivity Planning
- Resource and Cost Allocation

Resource Allocation and Resource Levelling

- Management of Resources

- Planning and Scheduling Limited Resources
- Resource Allocation Algorithms for Resource Prioritisation
- Solving Resource Contention
- Resource Levelling when Project Duration is Fixed
- The Brooks Method of Resource Allocation
- Increasing the Workforce
- Solving Interruptions to the Schedule
- Scheduling Overtime

Accelerating the Project Schedule

- Circumstances Requiring Project Acceleration
- Time-Cost-Scope Trade-off
- Project Time Reduction
- Direct Project Costs
- Indirect Project Costs
- Options for Accelerating the Schedule
- Crashing the Schedule - How?
- Pre-Accelerated Schedule
- Developing a Crash Cost Table
- Acceleration in Practice
- The Optimal Acceleration Point
- Gantt Chart for Accelerated Schedule
- Network Activity Risk Profiles
- Additional Considerations
- Multiple Critical Paths
- Project Cost Reduction

Project Contingency Planning

- Program Evaluation and Review Technique (PERT)
- Path Convergence Analysis

- Solving the Path Convergence Problem
- Network Risk Profile Types
- Normal Distribution
- PERT, Probability and Standard Deviation Formulae
- Calculating the Standard Deviation
- Standard Deviation for Critical Path
    - Z-Values: The Probability of Project Completion at a Required Date
- True Critical Path
- Network Activity Risk Profiles
- Application: Estimating Project Duration

Line of Balance Scheduling - The Planning of Recurring Activities

- Preparing a Line of Balance Schedule
- Velocity Diagrams and Linear Scheduling
- Velocity Diagram Production Rate Calculations
- Linear Sequence of Activities as a Series of Velocity Diagrams
- Balancing the Schedule
- Calculations for a Line of Balance Schedule
- Line of Balance Formulae
    - Target Units per Week
    - Determining Crew Size
    - Actual Rate of Output
    - Time to Complete One Activity
    - Elapsed Time for Recurring Activity
- Slope of Line from Activity Start to Activity Finish
- Balanced Project Schedule without Buffers (Finish-Start)
- Inserting Buffers
- Comparison of Unbalanced with Balanced Schedules
- Measuring Planned Progress on Schedule
- Velocity Diagram Reflecting Expected Conditions
- Actual Progress and Work Conditions

- Variable Conditions

Project Execution Management, Control and Reporting

- Progress Tracking and Monitoring
- Project Cost Management
- Earned Value Control Process
- Schedule Variances
- Cost Variances
- Progress Control Charts - Trend Analysis
- Schedule and Cost Variance Forecasting
- Labour Management and Cost Control
- Materials Management and Cost Control
- Earned Value Analysis
- Earned Value Reporting

Project Recovery Plan Development

- Project Variance Analysis and Quantification
- Schedule Performance Index (SPI)
- Cost Performance Index (CPI)
- Setting Schedule and Cost Control Limits
- Project Recovery Data Assessment
- Schedule and Cost Recovery Analysis
- Schedule and Cost Recovery Plan
- Project Recovery Baselines and Controls

Module 2:

Project Cost Estimating Skills

Cost Estimating Basics

- The estimating life cycle
- Phases of the Design Process
  - Programming phase
  - Schematic design
  - Design development
  - Construction documents
- Estimating accuracy by phase
- Conceptual Cost Estimates
- Rough Order of Magnitude Estimates (Broad Scope Estimates)
- Assemblies cost estimates
- Cost indices
- Semi-detailed Estimates (Narrow Scope Estimates)
- Definitive Estimates (Detailed Scope Estimates)
- Basic procedures
- Lump-sum contracts
- Unit-price contracts
- Cost-plus contracts
- Cost-plus contract with guaranteed maximum price (GMP)
- Time-and-materials contracts
- Bid method
- Negotiated method
- Quantity take-off
- Types of construction contracts
- Procurement methods
- Pre-construction services
- Risk analysis and contingencies

Broad Scope Cost Estimating Techniques

- Adjustments to Project Cost for Broad Scope Estimates
- PERT Project Cost Analysis
- PERT Unit Cost Estimates
- Formulae for Cost Estimating
- The Normal Distribution Curve
- Z-Value Table
- The Probability of Project Completion within Budget
- Estimating Project Unit Cost by Using the Standard Deviation
- Estimating the Project Unit Cost at a Required Probability
- The Probability of Completing the Project at a Required Cost
- PERT vs Standard Deviation & Z-Values
- Adjustments to Estimates Based on Previous Projects
- Adjustments for Time
- Review: Future Value of Money
- Review: Present Value of Money
- Equivalent Annual Interest Rate
- Index to Adjust for Time
- Equivalent Compound Interest
- Location Index for Construction
- Adjustments for Location
- Adjustments for Size
- Combined Adjustments
- Economic Price Adjustment
- Estimating Durations based on the Learning Curve Effect
- Estimating Costs based on the Learning Curve Effect
- Unit-Cost Adjustments
- Learning Curves

Budget Estimating Process

- Estimating by design phase
- Programming budget estimates

- Schematic design budget estimates
- Design development budget estimates
- Estimating pre-construction services
- Request for proposal
- Development of pre-construction services estimate
- Pre-construction services contract
- Budget control log

Bid Contract Estimating Process

- Pre-estimate activities
- Estimating process
- Solicitation of lump-sum bids
- Order-of-Magnitude estimates
- Work Breakdown Structure
- Estimating team
- Scheduling the estimating work
- Subcontractors and major suppliers
- Estimating forms
- Accuracy and error prevention
- Pricing self-performed work
- Recap sheet
- Materials
- Labour
- Applying pricing factors
- Summary recap
- Subcontractor work
- Project summary schedule
- Alternative techniques
- Elements of the general conditions estimate
- Final document review
- Completing the bid summary

- Final mark-ups
- Sales tax
- Validating the estimate
- Estimating subcontractor work
- Estimating General Conditions
- Completing the estimate

Unit Price Estimates

- Unit price bid forms
- Direct cost estimation
- Materials
- Labour
- Indirect labour
- Subcontractors
- Recap summary sheet
- Direct-to-indirect cost factor
- Mark-up determination
- Variation-in-quantity contract provision
- Risk analysis
- Bid finalisation

Negotiated Contract Estimating

- Guaranteed Maximum Price Estimates
- Contract procurement process
- Documents
- Strategies
- Estimating process
- Contingencies
- Fee determination for negotiated contracts
- Reimbursable versus Non-reimbursable costs

- Home office overhead
- Risk evaluation
- Fee structure
- Cost savings split
- Strategies for responding to the Request for Proposal
- Documents to be included with the Request for Proposal
- General Contractor interview and selection process
- Negotiated subcontract
- Cost proposals for negotiated contracts

Contract Types and Compensation Arrangements

- Risk distribution in contracting
- Project risk profiles
- Contract types according to risk distribution
- Fixed Price Contracts
- Firm Fixed Price
- Fixed Price with Economic Adjustment
- Incentive Contracts
- Fixed Price Incentive
- Cost Plus Incentive
- Cost Reimbursement
- Cost Plus Award Fee
- Cost Plus Fixed Fee
- Cost-Plus Contracts
- Time-and-Materials

Narrow Scope Cost Estimating Techniques

- Power-sizing techniques (Capacity Ratios)
- Factor estimates
- Cost estimating relationships (CER)

- Design-to-cost-estimates
- Target cost estimates
- Adjusting for Project Type and Quality Level
- Features Determining the Quality Level (Grade) of a Structure
- Adjusting for Quality Level by Using a Costing Publication
- Economic Constraints
- Parametric Cost Estimating
- Analysis of Estimating Accuracy

The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.