



PROJECT BUDGETING & COST MANAGEMENT

Appraising And Monitoring The Final Performance Of Projects To Maximise Your ROI Whilst Minimising Variances In Deviations From Planned Performance



Led by
Peter Hofmann



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A HYFLEX Course – A Training Solution That Gives You The Freedom To Choose Your Learning Environment



PMI Talent Triangle

Ways of Working	10
Business Acumen	4
Power Skills	10



COURSE INFORMATION

COURSE OVERVIEW

This course places an emphasis on a variety of tools and techniques used for the purpose of preparing a financial budget for projects and monitoring variances over a period of time in the process.

This course begins with defining the project and the various elements involved through the Work Breakdown Structure. It provides a walk through of the process in developing a project plan and a milestone plan which determine the project budget. The content expands further and delves into the complexities of formulating the project budget using the time and material system leading to the creation of a capital budget. Once the budget is determined, you will focus on a variety of methods that could be deployed in raising project financing including the basic concepts of Angel and Venture Capital Financing, as well as aspects associated with Public Private Partnerships.

The course further undertakes a walkthrough of the process involved in carrying out a basic capital investment appraisal of the project and considers basic aspects of risk and sensitivities associated with the actual project results.

Finally, the course concludes with an overview on monitoring the actual financial performance of the project with reference to the Stage of Completion Method and how variances are determined and reported to senior management in the process.

ON THIS COURSE, YOU WILL:

- Review the basics of project management
- Understand the differences between project and operational management
- Gain insight into feasibility evaluation of projects
- Understand different techniques used to support capital investment decisions
- Explore alternative means of accessing and tapping into project finance resources
- Understand key forms of Public Private Partnerships in project finance initiatives
- Learn to manage and account for risks in projects
- Analyse project risk using appropriate techniques
- Gain insight into monitoring financial performance on projects
- Identify and evaluate deviations from financial plans

EDUCATION PARTNER



PMI - Project Management Institute

Informa Middle East is an approved Registered Education Provider (REP) with the Project Management Institute (PMI). As an REP Informa Middle East is approved by PMI to issue Professional Development Units (PDU) for our training courses. The REP programme has been designed to enhance the ongoing professional development of PMI's members, those credentialed through PMI and others in the project management profession.

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REQUIREMENTS AND CERTIFICATES

Delegates must meet two criteria to be eligible for an Informa/PMI® Certificate of Completion for a course:

1. Satisfactory attendance – delegates must attend all sessions of the course. Delegates who miss more than 2 hours of the course sessions will not be eligible to sit the course exam
2. Successful completion of the course assessment.

Delegates who do not meet these criteria will receive an Informa Certificate of Attendance. If delegates have not attended all sessions, the Certificate will clearly state the number of hours attended.

COURSE SCHEDULE

The course will commence at 9:30 and end at 16:30 GST (GMT+4). There will be short refreshment breaks and an hour long lunch break at 12:45.

WHO SHOULD ATTEND

- Financial Directors and Financial Managers
- Banks, Lenders and Project Investors
- Government Officials involved in PPP initiatives
- Programme Directors and Project Managers
- Programme Sponsors

COURSE OUTLINE

Introduction To A Project

Learn the basics of project management and how this differs from the traditional management of day-to-day operations. This introduction will serve as a building block to enable a better understanding on the specific financial implications of managing projects in subsequent sessions.

- Defining and scaling a project
- Project management dimensions
- Starting and initiating a project
- Defining a project team and a project organisation structure
- Planning and scheduling a project
- Developing project milestones and the Work Breakdown Structure
- Assessing project risk
- Managing change and version control
- Project closure

Group Exercise: *Creating logic diagrams, work breakdown structures and GANTT chart schedules for a capital project*

Budgeting A Project

This session will provide you with the basic building blocks required for the purpose of developing a budget and forecast for a project.

- Identifying project options
- Developing the capital budgets
- Forecasting demand
- Understanding alternative revenue models and pricing structures

Group Exercise: *Applying break-even analysis to determine how project option analyses are influenced*

- Estimating operating costs
- Building modelling assumptions
- Developing and presenting illustrative projected financial statements for the project

Group Exercise: *Compile a set of illustrative financial statements based on key input information*

Evaluating The Feasibility Of A Project

With an acquired understanding of preparing illustrative projected financial statements, you will subsequently learn how to apply these to make capital investment decisions using different techniques.

- Cash flow analysis
- Investment techniques – The Net Present Value (NPV)
- Internal rate of return
- Profitability index
- Payback period
- Accounting rate of return
- Ranking mutually exclusive projects
- Modified IRR
- Investment evaluation and capital rationing
- Incremental cash flow analysis
- Replacement decisions
- The problem of unequal lives
- Inflation and taxation issues

Group Exercise: *Evaluating the feasibility of a project adopting capital investment appraisal techniques*

Accounting For Project Risk

Illustrative financial projections and project evaluations are based on a set of assumptions which may or may not materialise. This session will introduce you to the concept of project risk and how this may be factored into the overall feasibility studies carried out for the purpose of the project.

- Using the Expected Net Present Value Method
- Attitudes to project risk
- Alternative forms of risk
- Describing and measuring risk
- Adjusting the NPV formula for risk
- Risk analysis in practice

Group Exercise: *Identifying and assessing key project risks and evaluating risk treatment approaches for a capital investment project*

COURSE OUTLINE (CONTINUED)

Financing A Project

Once the feasibility of a project is readily ascertained, promoters of such a project will need to identify appropriate ways of financing it. This session explores alternative sources of project finance and discusses the relevant advantages and disadvantages of using such sources in the process.

- Structuring a project finance company
- The mechanics of non-recourse financing
- Public Private Partnerships
- Angel Financing and Venture Capital
- Bank and loan financing
- Other methods of financing

Monitoring The Financial Performance Of A Project

This session focuses on introducing a range of techniques on how to monitor and evaluate variations from planned financial performance of a project during its development stage.

- Tracking and monitoring costs of a project
- Completion and cost estimation techniques
- Developing variance analysis for projects
Establishing tolerance levels and change controls

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MEET YOUR COURSE EXPERT | PETER HOFMANN



Executive Director of MFX Options and Solutions (Pty) Ltd, specializing in business management and corporate strategic and operational management consulting. The platform for his current business focus was established through his exposure to the holistic corporate business environment where he built a successful career over two decades having established and built up successful departments focused on operational and executive management and board liaison.

- His integral involvement with projects undertaken by MFX have been for a range of international clients including:
- Strategic business plans, functional plans and processes, supply chain management, strategic planning and ERP process analysis for implementation of ERP systems
- The development and implementation of performance strategies for business units, comprising of individual projects – SAP HR, finance, supervisory development, internal communications systems and procedures
- Development of five-year strategies at a corporate level, supported by business unit strategies
- Undertaking detailed business development reviews to establish a basis for executive decision-making on key business diversification opportunities
- The development of financial and budgeting models to enhance project management processes

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WHAT IS HYFLEX?

HyFlex brings together the best of both worlds to give you the choice to attend our world-renowned courses either In-Person or Remotely



Informa HyFlex is an instructional model that combines face-to-face and remote learning, giving learners the option of attending sessions either In-Person* or synchronously Online.

Bridging the gap between In-Person and Remote Learning

The model provides rich face-to-face experience for In-Person attendees and promotes meaningful engagement for Remote learners at the same time. Our trainers are skilled at addressing two audiences simultaneously, ensuring you are engaged in the content and activities whether you are in the training room or attending remotely.

High-quality engagement

- Three-way communication and engagement between the facilitator, In-Person learners and Remote learners
- The course content is modularised to make learning conducive to In-Person and Remote learners
- Both In-Person and Remote learners will collaborate on activities, exercises, and case studies using the learning platform and other interactive tools like Mentimeter and Mural

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PROJECT BUDGETING & COST MANAGEMENT

HYFLEX COURSE FEE

COURSE	ATTEND IN-PERSON	ATTEND REMOTELY
PROJECT BUDGETING & COST MANAGEMENT	US\$ 5,445 *	US\$ 2,740

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MC/AA | PROJECT MANAGEMENT

ABOUT INFORMA ALLSECURE



Informa AllSecure is Informa's approach to enhanced health and safety standards at our courses following COVID-19. From trainers to delegates, speakers, visitors and journalists, those who come to our courses come to connect, learn, know more and do more business, effectively and safely.

The standards and practices that make up Informa AllSecure are designed to provide confidence that at this event, we are striving to provide the highest standards of safety, hygiene, cleanliness and quality. Read more about it here: www.informa-mea.com/allsecure/

ABOUT PRICING AND DOCUMENTATION

Pricing excludes 5% VAT, charged where applicable.

Course fees include documentation, luncheon and refreshments for in-person learners. Delegates who attend all sessions and successfully complete the assessment, will receive a Informa/PMI® Certificate of Completion. A hard copy will be provided to in-person learners and a soft-copy will be provided to virtual learners.

AVOID VISA DELAYS – BOOK NOW

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible. Visas for non-GCC nationals may take several weeks to process.

REGISTRATION, PAYMENTS AND CANCELLATION

All registrations are subject to our terms and conditions which are available at www.informa-mea.com/terms. Please read them as they include important information. By submitting your registration, you agree to be bound by the terms and conditions in full. All registrations are subject to acceptance by Informa Connect which will be confirmed to you in writing.

A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the course. Only those delegates whose fees have been paid in full will be admitted to the course.

For full cancellation details, please visit www.informa-mea.com/terms

All cancellations must be sent by email to register-mea@informa.com marked for the attention of Customer Services Cancellation. Due to unforeseen circumstances, Informa Connect reserves the right to cancel the course, change the programme, alter the venue, speaker or topics. For full details, please visit www.informa-mea.com