

3-day Masterclass Cost Management

29–31 March 2021
The African Leadership Center
Mauritius

Team SYNthesis (Mauritius & Africa) Ltd is pleased to invite you to attend an intensive **Cost Management Masterclass** on **29-31 March 2021** at The African Leadership Centre, 4A Hitchcock Avenue, Quatre Bornes, Mauritius.

About the Chief Instructor:



Mr. Tan Chee Peng is the founder and CEO of Team SYNthesis (TS) and Business Technovise International (BTI), a strategic services firm specializing in Business / IT Strategy, Programme & Project Management (PPM, PMO & IQA Advisory) of large implementations and business process integration projects.

Since the global financial crisis, organisations are seeking **greater gold-standard confidence** from investment proposals and decisions. Traditionally, the complexity of scope and other elements add challenges to defining an accurate prediction of cost for planned initiatives. **56% projects have been cancelled or are seen as a failure because they ran too far over budget.** This intense 3-day Cost Management Masterclass provides *strategy, proven techniques and tools* through interactive dialogue and PMIS-centric exercises on how to be effective in preparing, planning, budgeting, spending and controlling project-based cost expenditure.

This Masterclass is designed to improve your business and project-based cost outcomes through better awareness, analysis, application of skill and process that is supported by strong technique and proven tools. The Masterclass will be especially relevant and useful to *senior programme and project resources, line managers, cost estimators and project controls specialists in addition to those seeking to advance their career in those areas.*

It will provide an in-depth analysis of Project Cost Management from the pre-prioritization & initiation stages through to project cost close-out at the end of your initiative. The content applies equally to small as well as large initiatives with differing degrees of complexity.

Translating Theory into Practice?

This highly interactive and intensive training course provides attendees with the latest practices, tools and techniques. Our format combines real-world practical case study examples, hypothetical scenarios, group exercises and tutorial style presentations with a focus on collaborative and interactive learning, including 1-1 reviews.

Managers and customers expect to get value for money from this 3-day Masterclass as it will present the participants with straightforward approaches to developing a cost baseline and setting up a cost tracking system so that the budget is well managed during the project's life cycle. The Masterclass will cover:

1. The PMI PMBoK global standard for managing projects (5th Edition)
2. Estimating cost techniques, including the Work Breakdown Structure, Work Packages and Risk Management considerations
3. The S-curves for risk and cost estimates
4. Control accounts and change control
5. Earned Value Management, performance variances and management recovery options.

Target Audience:

This course aims at empowering the Program managers, Project managers, Operations managers, Senior Engineers, Team Leaders, managers and others who want to apply best practices for **Cost Management**. This is the fourth of 10-part knowledge areas to develop high performance teams that can drive initiatives to successful completion and obtain the desired organization outcome. **Certified PMs will find the missing links in their PPM practices and relish its inherent challenges.**

The course is very demanding, inevitably it will force the participants out of their comfort zone in order to climb the next S-curve. All participants **should have a laptop (with WIFI Connections)** in order to take part in the exercises and read the course notes provided in PDF format.

Prior to BTI, Mr. Tan was the managing partner, **Andersen Worldwide** managing the consulting practice in Mauritius, Madagascar, Kenya, Malawi, Tanzania and Uganda. Mr. Tan, an **ASEAN scholar** and a **First Class Degree** holder from Imperial College, UK, has more than **32 years of consulting experience** in financial services industry, helping MNC clients in Business-I Strategy Formulation & Implementation, Business Process Reengineering, Programme and Change Management Performance Management and, e-Commerce strategy and Implementation. He was previously the Vice President, Technology of **Citibank N.A.**, Singapore.

Mr. Tan was conferred the **CITPM Senior**, the Singapore National IT Project Management Certification on 26 November 1998. Based on his professional work in Singapore, Mauritius and Africa, he was independently nominated and admitted to the **International Who's Who of Professionals for 1999**. Mr. Tan also sits on the **Board of Assessor** for the Singapore National IT Skills Certification Programme – IT Project Management since its inception.

He is also a **Fellow Member** of the Singapore Computer Society and has been listed on the **SCS Roll of Honour** in recognition and appreciation of his valuable support and contribution to the Society. Mr. Tan has given Project/Programme Management Conferences, workshops and training sessions to more than **6,000 PMs** worldwide and has successfully completed assignments in more than **67 countries**. Mr. Tan is also a Mauritius SAPES recipient & invited member, **Honorary 300** of the Singapore National Infocomm Registry for ICT Professionals 2011-2013. Mr Tan anchors the national Leadership certification programme in **Malaysia, Singapore & Mauritius**.

... Another Value-add Talent Management Initiative

www.teamsynthesis.com/PLC/

 Team SYNthesis

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PLCSecretariat@teamsynthesis.com

(230) 454 6730

Agenda

DAY ONE - (08:30–19:00)

08:30-12:30

Cost Management

- Define Cost Management
- Key Considerations.

Cost Dynamics

- What is Cost Management?
- Cost Performance Baseline
- Earned Value Management
- Planned Value (PV)
- Actual Cost (AC)

Cost Estimation for Typical Development Project

- When to estimate?
- What to estimate?
- Contingency
- Recurring
- The Bermuda Triangle Situations.

Current methods used for Cost Estimation

- "Ballpark estimating"
- "Detailed estimating".

What to Look Out For?

- Assigning Contingency
- A proper Approach Contingency
- Estimating

13:00-19:00

Cost Management – The Best Practices

Computer Based Testing (CBT) 1

Course Work (PMP) 1

Group Work 1

PMBOK Process Groups & 10 Knowledge Areas –

- Integration (how it is impacted)
- Scope (how it is impacted)
- Time (how it is impacted)
- Cost (direct)
- Quality (how it is impacted)
- Human Resource (how it is impacted)
- Communications (how it is impacted)
- Risk (how it is impacted)
- Procurement (how it is impacted)
- Stakeholder (how it is impacted)

1st IGS Leadership Speaker

DAY TWO - (08:30 –19:00)

09:00-10:30

Review & Discussion on CBT, Course Work & Group Work

Project Charter

- Cost Change Control System
- Performance Measurement Analysis
- Forecasting
- Project Performance Review
- Project Management Software
- Variance Management.

PPM Tool

What is an Estimate?

- Labour
- Duration
- Schedule.

Current Methods used for Cost Estimation

- "Experts" Judgements
- Productive Estimating
- Transactional Estimating.

Rationale for Cost-by Analogy

Step for Performance Cost-by Analogy

Top Down Estimating

Commercial Packages

The Basic FPC Measure

Calculating FPC

13:00-19:00

Practical Session

Leadership Session

Computer Based Testing (CBT) 2

Course Work (PMP) 2

Group Work 2

2nd IGS Leadership Speaker

Planning Review

DAY THREE - (08:30–19:00)

08:30-12:30

Group Work 3 (Presentation)

Computer Based Testing (CBT) 3

Leadership Session

Cost Management-The Takeaways Success Stories

3rd IGS Leadership Speaker

Certificate of attendance Presentation & Closing



3-day **PLC** Masterclass Series

Deepening Practice Level, Mastering

What Our Past **PLC** Masterclass Leaders Have To Say...



The 3-day PLC Masterclass has helped me to critically assess my roles in my organization. Being very focused, I had always thought that I was doing my job with the best approach. But, after the PLC Masterclass, I am equipped with new practical techniques which would enable me to do my job even better, for my benefit, my staff and my company. As a leader, over and above skill and competence, humility is very important to make the difference, have the winning edge and makes it happen...

Francois CHONG TSANG FEE AH QUNE, Manager Maintenance Planning, Air Mauritius Ltd



The PLC Masterclass has driven me back into the inspired mood of the 5-day PLC. This Masterclass, however, is more in-depth and covers each knowledge area comprehensively. The Masterclass has given me more useful tools which I can, not only use in my work, but also in my day-to-day life. Overall, I am very satisfied and will certainly encourage my colleagues & friends to attend the future Masterclass series...

Beenou MUNGRA-RAMPARGASS, Human Resource Manager Livestock Feed Ltd



I have recently been posted in the Quality Department in my company. I was unaware of the terms used. Now after the Masterclass, I am well equipped to do the Quality Assurance & I am well versed with the „Quality terms“. The concepts/ideas presented will be very helpful to me to apply in my new job. Overall, I am satisfied with this 3-day PLC Masterclass Workshop...

Mirella MALHERBE, Assistant Administrative Officer, Financial Services Commission



Very good knowledge was imparted to us, with more details, techniques & templates to enable one to perform better in his daily work. I will certainly use these techniques to achieve better targets for my company. Overall, I am satisfied with this 3-day PLC Masterclass Workshop...

Yasdeo RAWOTEEA, Head of HR Management, Cum Head of Electronic Banking, MPCB



The 3-day PLC Masterclass was very interesting and I learnt new techniques which will help in practice. Communication plays a vital role in my job & it is good to know how to handle it. In the PLC Masterclass, I learnt how to conduct presentations the right way. It will certainly be very helpful for me...

Amit JUGGURNATH, IT Manager Central Water Authority



Apart from being an invaluable knowledge enriching experience, the Masterclass on Risk Management has broadened my views and has enhanced my way of doing things. Managing risk is a daily activity for all of us. In general, we all have a general idea of risk management and mitigation but this 3-day Masterclass brings out this practical and real aspects, especially in the context of running a business. Investors are always worried about multiplying their wealth, directors about their paychecks, creditors about payment on time and so many constraints exist in real life. However, this Masterclass shows us how to identify, address and mitigate risks such that no issue is left unresolved thereby, satisfying all stakeholders. Masterclass is definitely the enlightenment! **Ashwini Salabee**



Being at the level of management, all the scopes are of great interest to me. On a personal point of view I also find that all the scopes are important for any deliverables in any field of activity. Overall, I am satisfied with this 3-day PLC Masterclass Workshop. The class was really interesting and all the modules are directly applicable to the different functions for the deliverables in our company. On the whole, I must say that the approach with all the details were very good for the understanding of the course...

Ludy RAMALINGUM, Managing Director, DCL



The PLC Masterclass has completely taken me out of my comfort zone. Now that I have acquired a lot of practical techniques, I will certainly put them into practice as from tomorrow. The Masterclass made me realize that I have not reached the summit yet. I will definitely set another dream for my students tomorrow. The Masterclass journey has come to a quick end but created 2 major changes in me (both personal & professional). I would also testify that the Masterclass is tougher than my PhD ...

Mahend GUNGAPERSAD, Rector, Rabindranath Tagore Secondary School



The 3-day PLC Masterclass was very insightful. I have learnt many techniques & terminologies which will allow me to compartmentalize the steps and activities in my project procurement plan. What I acquired in the Masterclass will be very useful in building up my knowledge and helping me in putting theory into practice. Besides, it is always a pleasure to attend the PLC Masterclasses...

Eric Taily, Project and Engineering Manager DRBC Milling Co Ltd, Alteo Group



After the 5-day PLC course, I thought I had gone through everything. But, life is a learning process. The 3-day PLC Masterclass was a good refresher course on each knowledge area topped up with real-life experience. I acquired new skills which I will put into practice as from tomorrow ...

Ken Arian, Manager Business Projects Harel Mallac Technologies Ltd



I have learnt a lot in this Masterclass. I will have to apply everything that I have learnt in my day-to-day work & make things better. I will certainly recommend my colleagues/friends to attend the Masterclass in the future...

Hassen Emrith, Head of Operation, Vector International Ltd



The 3-day PLC Masterclass has exceeded my expectations, not only professionally but also personally. I regret it's already over. What I learnt will complement my professional life with the additional knowledge of tools, techniques and technical terminologies. The Masterclass certainly value-add in terms of planning for my future professional career ...

Jeannique Marie Noelle Ithier, Procurement Manager Livestock Feed Ltd

Registration Form

Masterclass on Cost Management

Workshop 29-31 March 2021

1. PERSONAL DETAILS

Mrs ☐ Miss ☐ Ms ☐ Mr ☐

First Name (s) _____

Billing Address _____

Tel. (Incl. area code & extension) _____

Email _____

Meal Preferences: Veg ☐ Non-veg ☐

Title _____ (Dr, Prof, etc)

Surname _____

Country _____

Company _____

Mobile _____

Fax _____

Personal Email _____

Signature _____ Date _____

2. PROFESSIONAL BACKGROUND

Qualifications _____

Years of Project Management Experience _____

Professional Project Management Certification (e.g. PMI, CITPM, PLC, AAPM, Prince2, etc) _____

Years of Experience _____

Years as Officially-designated PM Roles _____

Additional Information _____

3. REGISTRATION METHOD

Email: PLCSecretariat@teamsynthesis.com

Phone: (230) 465 0048/ (230) 454 6730

Fax: (230) 465 0048/ (230) 454 6730

Post: Team SYNthesis (Mauritius & Africa) Ltd

4A Hitchcock Avenue

Quatre Bornes

Mauritius

4. MODE OF PAYMENT

(Local Delegates - Rs. 33,000)

Number of participants _____

☐ Please find enclosed a cheque for Rs. _____

☐ Please invoice my institution and payment will be made prior to the start of the Course.

Cheque should be drawn to the order of **Team SYNthesis (Mauritius & Africa) Ltd**

(Overseas Delegates - USD 2,000)

Number of participants:

The only method of payment acceptable is via Telegraphic Transfer to the bank account of the Team SYNthesis (Mauritius & Africa) Ltd. Payment must be received 10 days before the start of the course.

Swift Code:

STCBMUMU

Account Name:

Team SYNthesis (Mauritius & Africa) Ltd

Bank Account No:

610 301 0003 7432

Bank Name:

State Bank of Mauritius

Bank Address:

State Bank Tower

1 Queen Elizabeth II Avenue

Port Louis

Mauritius

5. INFORMATION & DISCLAIMER

PAYMENT POLICY

Payment is due in full at the time of registration. Full payment is mandatory for event attendance.

CANCELLATIONS & SUBSTITUTIONS

Once registration form is received by Team SYNthesis and invoice issued to participants, payment is expected. You may substitute participants at least 5 working days prior to the beginning of the Course. Cancellations will be refunded only if made in writing at least 10 days prior to the beginning of the Course. In lieu of the preceding cancellations, participants can be transferred to the next session but such transfer is allowed ONCE only regardless of the period of notice. No refund is given for any late cancellations or for participants who do not show up for the course (no-show or partial show). The Organizers reserve the rights to change the venue at their own discretions.

VENUE

The African Leadership Centre

4A Hitchcock Avenue

Quatre Bornes

Mauritius

REGISTRATION DEADLINE

The duly filled Registration form together with payment should reach the Team SYNthesis (Mauritius & Africa) Ltd by **Monday, 4th May 2020**.

(Tel: (230) 454 6730 / (230) 465 0048)