Haward Technology Middle East

COURSE OVERVIEW PM0323
Certified Estimating Professional (AACE-CEP)
(AACE Exam Preparation Training)

Course Title
Certified Estimating Professional (AACE- CEP)
(AACE Exam Preparation Training)

Course Date/Venue
Session 1: July 28-August 01, 2024/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
Session 2: November 03-07, 2024/Club B, Ramada Plaza By Wyndham Istanbul City Center, Istanbul, Turkey

Course Reference
PM0323

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

This course is designed to provide participants with a detailed and up-to-date overview of estimating professional (AACE-CEP). It covers the cost estimating including the role of the cost estimator, elements of cost, elements of analysis and enabling knowledge; the general estimating concepts, cost estimating terminology, cost estimate classifications and estimate variability; the uncertainty, estimating algorithms, code of account and historical cost data; the estimating processes and practices; and planning the estimate, estimating methodologies, quantification, costing, pricing and conditioning.

During this interactive course, participants will learn the risk evaluation and contingency determination; the estimate documentation, estimate reconciliation, estimate review and validation; the estimate reporting and estimate closeout; the other estimating issues, bidding, budgeting, project and life cycle costing; the cash flow and forecasting, cost control baseline and project and product costs; and the internationalization, building information modeling (BIM) and change order estimating.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get prepared for the next ACCE-CEP exam and have enough knowledge and skills to pass such exam in order to get the CEP certification

- Discuss cost estimating including the role of the cost estimator, elements of cost, elements of analysis and enabling knowledge

- Explain general estimating concepts, cost estimating terminology, cost estimate classifications and estimate variability

- Recognize uncertainty, estimating algorithms, code of account and historical cost data

- Estimate processes and practices as well as plan the estimate, estimate methodologies and apply quantification, costing, pricing and conditioning

- Analyze risk evaluation and contingency determination, estimate documentation and reconciliation, estimate review and validation and estimate reporting and estimate closeout

- Identify other estimating issues, bidding, budgeting, project and life cycle costing, cash flow and forecasting, cost control baseline and project and product costs

- Recognize internationalization, building information modeling (BIM) and change order estimating

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK**®). The **H-STK**® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of estimating professional (AACE-CEP) for all construction industry professionals, project managers, engineers, consultants, cost estimators, controllers, accountants, quantity surveyors or those who leads, manages or supports project planning and execution.

Exam Eligibility & Structure

Eligibility Requirements	Recommended Study Materials
8 years industry related experience	• AACE's Certified Estimating Professional Study Guide
OR	• AACE's Skills & Knowledge of Cost Engineering, 6th Edition
• 4 years industry related experience + 4-year industry related college degree • Adherence to AACE's Canons of Ethics	• AACE's Recommended Practices 46R-11, 11R-88 and 10S-90 • AACE's Total Cost Management Framework • AACE's CEP Examinee Format of Definitions

![Haward Technology Middle East]

Course Certificate(s)
Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations
Certificates are accredited by the following international accreditation organizations: -

- **The International Accreditors for Continuing Education and Training (IACET - USA)**

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- **British Accreditation Council (BAC)**

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Accommodation
Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Mike Taylor, PhD (on-going), MScLI, MBA, MBL, BSc, HDE, is a **Senior Project & Finance Management Consultant** with over **25 years** of experience in **Power** & **Water Utilities**, **Other Energy** Sectors and **Financial** industries. His expertise lies extensively in the areas of **Project Quality** Management**, Quality Control & Site Inspection, Project Quality Plan, Construction Quality Management, Material** Management **& Project Turnover, Project Risk** Management, **Risk** Identification Tools & Techniques, **Project** Life Cycle, **Project Stakeholder** & Governance, **Project Management** Processes, **Project Integration** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Quality** Assurance, **Project Human Resource** Management, **Project Communication** Management, **Project Planning, Scheduling & Cost Control Professional**, **Project Scheduling & Cost Control**, **Facilitation & Leadership** Skills, **Coaching**, **Human Resource** Development, **Psychometric** Testing, **Career Development** & Competence, **Succession Planning**, **Self Development & Empowerment**, **Personal Learning Needs Identification**, **Data Quality Control**, **Data Quality Assessment**, **Data Quality Planning**, **Data Quality Strategy** Management, **Customer** Management, **Leadership** Skills, **Presentation** Skills, **Negotiation** Skills, **Decision Making** Skills, **Communication** Skills, **Emotional Intelligence**, **Performance** Management, **Contract** Management, **Quality** Management, **Commercial Strategy**, **Project** Management, **Risk** Management, **Leadership** & **Business** Management, **Human Resource** Management, **Planning, Budgeting & Cost Control**, **Business Development**, Innovation, Sales Strategy and Knowledge & **Intangible Asset Assessment** Design. Further, he is also well versed in **Project Financial Data, Financial Indicators**, **Financial Leverage**, **Discounted Cash Flows**, **Economic Cost** Analysis, **Equity Profitability** Analysis, **Financial** Modelling & Forecasting, **Financial** Analysis Techniques, **Financial Data** Analysis Concepts & Processes, **Credit** Analysis, **Financial & Accounting** Management, **Financial Planning** Techniques, **Vendor Invoice Processing** & **Management**, **Evaluating Cost** & **Revenue**, **Budgeting & Cost Control** and **Marketing** Management. Mr. Taylor is the **Founder & CEO** of Mitakon Innovation Pty Ltd wherein he is responsible for the development of Executives & Senior Managers specializing in innovation, knowledge management and commercial negotiation as well as authored, implemented and executed a global 21 century facilitation and leadership methodology.

During his career life, Mr. Taylor has gained his practical and field experience through his various significant positions and dedication as the **Knowledge-Solutions Service Provider**, **Founder/ Principal/CIO**, **Subject Matter Expert**, **Consulting Partner**, **Executive/Management Development Facilitator**, **Multinational/Corporate Senior Management Consultant**, **Senior Quality & Finance Management Consultant**, **Executive Management Development/Facilitator**, **Business Consultant/Facilitator**, **Business & Quality Consultant/Coach**, **Client Director**, **Administration Manager**, **Quality Manager**, **International Sales & Business Development Executive**, **Regional Sales Manager**, **National Key Accounts Manager**, **Commercial Sales & Marketing Consultant**, **Admin Assistant**, **Sales & Marketing Representative**, **Key Note Speaker**, **Lecturer** and **Instructor/Trainer** for various international companies such as the Highland Group (Business Consulting), **Anglo American**, **BHP Billiton**, Rio Tinto, DI Management Solutions (BPO), Master Decision Making Institute (MDMI), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Giant Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Lear Corporation, Dentsply SA, FMCG/Binzagr Company, **Unilever**, **Kellogg's**, BAT, **Hershey's**, CORO, Lilly Direct/Lennon Generics and Bausch & Lomb.

Mr. Taylor has **Master's** degree in **Leadership & Innovation**, **Business Administration** and **Business Leadership** as well as a **Bachelor** degree in **Physical Education** and pursuing **PhD** in **Global Governance & Energy Policy**. Further, he is a **Certified Instructor/Trainer**, **Certified Internal Verifier**/**Trainer**/**Assessor** by the **Institute of Leadership & Management** (**ILM**) and a member of Incremental Advantage, Da Vinci Institute, Black Management Forum, Institute of Directors (IOD), World Future Society (WFS), Social Science Research Network, University of Kwazulu Natal (Alumnus), Anthropology & Archaeology Research Network and National Research Foundation (NRF). He has further delivered numerous trainings, courses, workshops, seminars and conferences globally.

Training Fee

Dubai	**US$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	**US$ 6,000** per Delegate + **VAT**. This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Exam Fee
US$ 835 per Delegate + **VAT.**

Training Methodology
All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program
The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	**PRE-TEST**
0830 – 0900	**Introduction to Cost Estimating**
0900 - 0930	**The Role of the Cost Estimator**
0930 – 0945	*Break*
0945 – 1100	**Elements of Cost**
1100 – 1130	**Elements of Analysis**
1130 - 1230	**Enabling Knowledge**
1230 – 1245	*Break*
1245 – 1300	**General Estimating Concepts**
1300 – 1330	**Cost Estimating Terminology**
1330 - 1400	**Cost Estimate Classifications**
1400 – 1420	**Quiz**
1420 – 1430	**Recap**
1430	*Lunch & End of Day One*

Day 2

0730 – 0830	Review of Day 1
0830 – 0900	**Estimate Variability**
0900- 0930	**Uncertainty**
0930 – 0945	Break
0945 – 1100	**Estimating Algorithms**
1100 – 1130	**Code of Account**
1130 - 1230	**Historical Cost Data**
1230 – 1245	Break
1245 – 1300	**Estimating Processes & Practices**
1300 - 1400	**Planning the Estimate**
1400 – 1420	**Quiz**
1420 – 1430	**Recap**
1430	Lunch & End of Day Two

Day 3

0730 – 0830	Review of Day 2
0830 – 0900	**Estimating Methodologies**
0900- 0930	**Quantification**
0930 – 0945	Break
0945 – 1100	**Costing**
1100 – 1130	**Pricing**
1130 - 1230	**Conditioning**
1230 – 1245	Break
1245 – 1300	**Risk Evaluation & Contingency Determination**
1300 - 1400	**Estimate Documentation**
1400 – 1420	**Quiz**
1420 – 1430	**Recap**
1430	Lunch & End of Day Three

Day 4

0730 – 0830	Review of Day 3
0830 – 0900	**Estimate Reconciliation**
0900- 0930	**Estimate Review & Validation**
0930 – 0945	Break
0945 – 1100	**Estimate Reporting**
1100 – 1130	**Estimate Closeout**
1130 - 1230	**Other Estimating Issues**
1230 – 1245	Break
1245 – 1300	**Bidding**
1300 - 1400	**Budgeting**
1400 – 1420	**Quiz**
1420 – 1430	**Recap**
1430	Lunch & End of Day Four

Day 5

0730 – 0830	*Review of Day 4*
0830 – 0900	**Project & Life Cycle Costing**
0900 - 0930	**Cash Flow & Forecasting**
0930 – 0945	*Break*
0945 – 1100	**Cost Control Baseline**
1100 – 1230	**Project & Product Costs**
1200 – 1215	*Break*
1215 - 1230	**Internationalization**
1230 - 1245	**Building Information Modeling (BIM)**
1245 - 1300	**Change Order Estimating**
1300 - 1400	**Course Conclusion**
1400 – 1415	**POST TEST**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

MOCK Exam

Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward's Portal. Each participant will be given a username and password to log in Haward's Portal for the MOCK exam during the 7 days following the course completion. Each participant has only one trial for the MOCK exam within this 7-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the "Mindview Software" and "Raidlog Simulator".

Mind map

Word

Mindview Software

Raidlog Simulator

Course Coordinator
Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org