



COURSE OVERVIEW PM0326-3D
Certified Cost Professional (AACE-CCP)
(AACE Exam Preparation Training)

Course Title

Certified Cost Professional (AACE-CCP) (AACE Exam Preparation Training)

Course Reference

PM0326-3D

Course Duration/Credits

Three days/1.8 CEUs/18 PDHs



Course Date/Venue

Session(s)	Date	Venue
1	January 15-17, 2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
2	April 22-24, 2024	Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
3	July 01-03, 2024	Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA
4	October 07-09, 2024	Boardroom, Warwick Hotel Doha, Doha, Qatar

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 Cost Professional (AACE-CCP). It covers the cost elements, pricing and costing, materials, labor, engineering role and project success; the machinery, equipment and tools and economic cost; the activity-based cost management, cost estimating, process product manufacturing and discrete part manufacturing; the project planning and scheduling, project and cost control, earned value, performance and productivity management; and the project management, project organization structure, project communications and project labor cost control.



During this interactive course, participants will learn the leadership and management of project people, quality management, value engineering, contracting for capital projects and strategic asset management; the change management practical guide and overview of construction claims and disputes; the economic analysis, statistics, probability and risk including financial and cash flow analysis and practical corporate investment decision-making guide; the statistics and probability, optimization, risk management fundamentals and risk management practical guide; and the total cost management and international system of units (SI).





Course Objectives

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

- Get prepared for the next ACCE-CCP exam and have enough knowledge and skills to pass such exam in order to get the CCP certification
- Discuss cost elements, pricing and costing, materials, labor, engineering role and project success
- Identify machinery, equipment, tools and economic cost
- Carryout activity-based cost management, cost estimating, process product manufacturing and discrete part manufacturing
- Employ proper project planning and scheduling as well as project and cost control, earned value and performance and productivity management
- Apply project management, project organization structure, project communications and project labor cost control
- Carryout leadership and management of project people, quality management, value engineering, contracting for capital projects and strategic asset management
- Review change management practical guide and overview of construction claims and disputes
- Discuss economic analysis statistics, probability and risk including financial and cash flow analysis and practical corporate investment decision-making guide
- Determine statistics and probability, optimization, risk management fundamentals and risk management practical guide
- Recognize total cost management and international system of units (SI)

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 cost professional (AACE-CCP) for those who are part of any team that executes industrial projects. The course is aimed at cost controllers, project engineers, (cost) estimators, project managers, project cost engineers, project control professionals, contract administrators, discipline leads, members of the purchase department, members of a tendering team, work preparators and all who are involved in technical projects, cost estimation, cost control and contract review in their organization as well as those who are associated with project planning and scheduling.



Exam Eligibility & Structure

Eligibility Requirements	Recommended Study Materials
8 years industry related experience or 4 years industry related experience + 4-year industry related college degree 2,500 minimum word technical paper Adherence to AACE's Canons of Ethics	<ul style="list-style-type: none"> • CCP Technical Paper Handbook • AACE's CCP Certification Study Guide • AACE's Recommended Practices 11R-88 and 10S-90 • AACE's Skills and Knowledge of Cost Engineering, 6th Edition • AACE's Total Cost Management Framework

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 Fee

Dubai	US\$ 3,750 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Abu Dhabi	US\$ 3,750 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Al Khobar	US\$ 3,750 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Doha	US\$ 4,500 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Exam Fee

US\$ 850 per Delegate + **VAT**.

Accommodation

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






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: -

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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 **1.8 CEUs** (Continuing Education Units) or **18 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.

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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.





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 Management Consultant** with over **25 years** of extensive experience in the areas of **Data Quality Control, Data Quality Assessment, Data Quality Planning, Data Quality Strategy Management, Data Modelling, Root Cause Analysis & Solution Development, 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, Critical Success Factors (CSFs), Key Performance Indicators (KPIs), Productivity Creativity & Thinking Modes, Human Resource Scorecard Management, Career Laddering, Fast-Track Career Progression Application, Knowledge 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 Organization Management & Business Consulting, Stakeholder & Supplier Evaluation, Data Collection & Information Gathering, Value & Supply Chain Management, Intellectual Property & Innovation Assessments, Logistics & Supply Chain Management, 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 21st 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 & 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 Deal Making Institute (MDMI), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Giant Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Leatt Corporation, Dentsply SA, FMCG/Binzagr Company, Unilever, Kellogg's, BAT, Hershey's, CORO, Lilly Direct/Lennon Generics and Bausch & Lomb.**

Mr. Taylor has **Master** degrees 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.





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	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0900	Cost Elements
0900 – 0930	Pricing & Costing
0930 – 1000	Materials & Labor
1000 – 1015	<i>Break</i>
1015 – 1030	Engineering Role & Project Success
1030 - 1045	Machinery, Equipment & Tools
1045 - 1100	Economic Cost
1100 - 1130	Activity-Based Cost Management
1130 - 1145	Cost Estimating
1145 – 1200	<i>Break</i>
1200 – 1230	Process Product Manufacturing
1230 – 1300	Discrete Part Manufacturing
1300 - 1420	Project Planning & Scheduling
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0830	Project & Cost Control
0830 – 0900	Earned Value Overview
0900 – 0930	Performance & Productivity Management
0930 – 0945	<i>Break</i>
0945 – 1015	Project Management Fundamentals
1015 – 1045	Project Organization Structure
1045 – 1100	Project Communications
1100 - 1115	Project Labor Cost Control
1115 - 1145	Leadership & Management of Project People
1145 – 1200	<i>Break</i>
1200 – 1230	Quality Management
1230 – 1300	Value Engineering
1300 – 1420	Contracting for Capital Projects
1420 – 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 – 0800	Strategic Asset Management
0800 – 0830	Change Management Practical Guide
0830 - 0930	Overview of Construction Claims & Disputes
0930 – 0945	<i>Break</i>
0945 – 1030	Economic Analysis, Statistics, Probability & Risk
1030 - 1045	Financial & Cash Flow Analysis





1045 - 1115	<i>Practical Corporate Investment Decision-Making Guide</i>
1115 - 1145	<i>Statistics & Probability & Optimization</i>
1145 - 1215	<i>Risk Management Fundamentals</i>
1215 - 1230	<i>Risk Management Practical Guide</i>
1230 - 1245	<i>Break</i>
1245 - 1315	<i>Total Cost Management Overview</i>
1315 - 1345	<i>The International System of Units (SI)</i>
1345 - 1400	<i>Course Conclusion</i>
1400 - 1415	POST-TEST
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

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 “MS Project” and “Mindview Software”.





The screenshot displays the Mindview Software interface. At the top, a mind map titled "Problem Solving" is shown with a central node "Problem Solving" and several branches: "Assessment", "Planning", "Monitoring", and "Measurements". Each branch contains sub-nodes with icons and text. Below the mind map, a Microsoft Word document is open, showing a template for "PROBLEM SOLVING" with various sections and text boxes. A red dashed arrow points from the mind map to the Word document. The text "Mind map" is written to the right of the mind map, and "Word" is written below the Word document.

Mindview Software

Course Coordinator

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