

COURSE OVERVIEW PM0033
Procurement Essentials for Capital Projects

Course Title

Procurement Essentials for Capital Projects

Course Date/Venue

Session 1: February 24-28, 2025/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
 Session 2: September 21-25, 2025/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

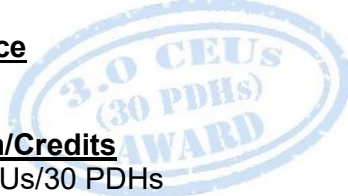


Course Reference

PM0033

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 Capital Projects Monitoring and Tracking. It covers the capital projects and the importance of monitoring and tracking in capital projects; the capital project life cycle and the key performance indicators (KPIs) in capital projects; the basics of project planning covering scope, schedule and budget; the risk management in capital projects and detailed project planning comprising of work breakdown structures (WBS) and critical path method (CPM); using project management tools for planning that include MS project and Primavera; reviewing project schedules and milestones; and developing a resource plan for capital projects.



During this interactive course, participants will learn the strategies for effective resource allocation, project cost management and budgeting; cost estimating techniques in capital projects including cost control and management; the impact of change orders on project costs; creating financial performance metrics in capital projects; the project monitoring and control and the role of tracking systems in project monitoring; utilizing technology for real-time project tracking and measuring project performance; applying performance reporting and communication in capital projects; managing and tracing changes in capital projects and dealing with project delays and disruptions; the role of project audits in monitoring and tracking; and the technology trends in capital project management.



Course Objectives

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

- Apply and gain in-depth knowledge on capital projects monitoring and tracking
- Discuss capital projects and the importance of monitoring and tracking in capital projects
- Illustrate capital project life cycle and recognize the key performance indicators (KPIs) in capital projects
- Recognize the basics of project planning covering scope, schedule and budget
- Identify and assess risk management in capital projects and apply detailed project planning comprising of work breakdown structures (WBS) and critical path method (CPM)
- Use project management tools for planning that include MS project and Primavera
- Review project schedules and milestones and develop a resource plan for capital projects
- Apply strategies for effective resource allocation as well as project cost management and budgeting
- Carryout cost estimating techniques in capital projects including cost control and management
- Assess the impact of change orders on project costs and create financial performance metrics in capital projects
- Employ project monitoring and control and discuss the role of tracking systems in project monitoring
- Utilize technology for real-time project tracking and measure project performance
- Apply performance reporting and communication in capital projects, manage and track changes in capital projects and deal with project delays and disruptions
- Identify the role of project audits in monitoring and tracking and discuss the technology trends in capital project management

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspects and considerations of capital projects monitoring and tracking for project engineers, project officers, managers and professional evaluators/consultants who are in-charged with the responsibility of evaluating, monitoring and tracking of projects and for those who have already occupied a position within a project task force and need to understand the fundamental project control.

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

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

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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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.
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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 **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.



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. Pan Kidis, MBA, BSc, is a Senior Management Consultant with over 30 years of extensive experience in Problem Analysis, Techniques of Recognizing Problems Information Analysis, Emotional Intelligence, People Problems & Solutions, Problem Analysis, Techniques of Recognizing Problems Information Analysis, Emotional Intelligence, Strategic Decision Making and Creative Problem Solving & Decision Making, Project Scheduling & Cost Control, Project Planning, Scheduling & Cost

Control Professional, Production Planning & Scheduling, Administration Skills, Office Management Skills, Survey Skills, Interviewing Skills, Interpersonal Skills, Communication Skills, Negotiation Skills, Presentation Skills, Manager Skills, Supervisory & Management Skills, Counselling Skills, Leadership Skills, Office Management, Code of Conduct, Train the Trainer, Logistics & Transportation Planning Methods, Forecasting Logistics Demands, Visual Network Model, Logistics Operations, Strategic Transport Planning, Transport System, Fleet Planning, Routing & Scheduling, Transport Cost Concepts & Elements, Costing Vehicles & Trips, Tariff Fixing, Supply Chain & Operations Management, Logistics & Production Planning, Cost Reduction Techniques, Inventory Management, Business Analysis, Risk Management, Production Management, Warehouse Management, Production Planning, Material Requirement Planning, Budgeting, Production & Shop Floor Scheduling, Cost Analysis, Database Design & Implementation, Business Administration, Production Data Acquisition & Analysis, Industrial Logistics, Process Improvement, Team Leadership & Training, Textile Manufacturing, Staff Reduction, Warehouse and Shipping. Further, he is also well-versed in Cash Flow Management, Decision Making Techniques, Production & Product Inventory Control, Inventory Analysis Tools, Stock Management Techniques, Material Handling, Process Improvement & Equipment Selection, Costing & Budgeting, Wastewater Treatment Plant Monitoring & Control, Volume Tank Measurements, Data Acquisition and Energy Conservation. He is currently the Business Analyst of Diasfalis Ltd. wherein he is responsible in the design of the proposed business model and develop and evaluate new applications.

Mr. Kidis had occupied several significant positions as the **Supply Chain Manager, Production Planning & Logistics Manager, Purchasing Office Manager, Project Manager, Assistant Dyeing Manager, Production Supervisor, Production Coordinator** and Design & Analysis Intern for various international companies such as the Hellenic Fabrics, **AKZO Chemicals Ltd.** and **EKO Refinery** and Greek Navy Force.

Mr. Kidis has a **Master** degree in **Business Administration** from the **University of Kent, UK** and a **Bachelor** degree in **Chemical Engineering** from the **Aristotle University of Thessaloniki, Greece**. Further, he is a **Certified Instructor/Trainer, a Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** and has delivered numerous trainings, courses, workshops, seminars and conferences internationally.

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	<i>Introduction to Capital Projects: Definition, Types & Examples</i>
0900 - 0930	<i>The Importance of Monitoring & Tracking in Capital Projects</i>
0930 - 0945	<i>Break</i>
0945 - 1100	<i>Overview of the Capital Project Life Cycle</i>
1100 - 1230	<i>Key Performance Indicators (KPIs) in Capital Projects</i>
1230 - 1245	<i>Break</i>
1245 - 1330	<i>Basics of Project Planning: Scope, Schedule & Budget</i>
1330 - 1420	<i>Risk Management in Capital Projects: Identification & Assessment</i>
1420 - 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 - 0830	<i>Detailed Project Planning: Work Breakdown Structures (WBS) & Critical Path Method (CPM)</i>
0830 - 0930	<i>Use of Project Management Tools for Planning (e.g., MS Project, Primavera)</i>
0930 - 0945	<i>Break</i>
0945 - 1100	<i>Understanding Project Schedules & Milestones</i>
1100 - 1230	<i>How to Develop a Resource Plan for Capital Projects</i>
1230 - 1245	<i>Break</i>
1245 - 1330	<i>Strategies for Effective Resource Allocation</i>
1330 - 1420	<i>Case Study Analysis: Successful Planning & Scheduling in Capital Projects</i>
1420 - 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 - 0830	<i>Understanding Project Cost Management & Budgeting</i>
0830 - 0930	<i>Cost Estimating Techniques in Capital Projects</i>
0930 - 0945	<i>Break</i>
0945 - 1100	<i>Cost Control & Management: Earned Value Analysis</i>
1100 - 1230	<i>The Impact of Change Orders on Project Costs</i>
1230 - 1245	<i>Break</i>
1245 - 1330	<i>Financial Performance Metrics in Capital Projects</i>
1330 - 1420	<i>Case Study Analysis: Budget Management in Capital Projects</i>
1420 - 1430	Recap
1430	<i>Lunch & End of Day Three</i>



Day 4

0730 - 0830	Introduction to Project Monitoring & Control
0830 - 0930	Role of Tracking Systems in Project Monitoring
0930 - 0945	Break
0945 - 1100	Utilizing Technology for Real-Time Project Tracking (e.g., ERP systems, Project Management software)
1100 - 1230	Measuring Project Performance: Schedule Variance & Cost Variance
1230 - 1245	Break
1245 - 1330	Performance Reporting & Communication in Capital Projects
1330 - 1420	Case Study Analysis: Effective Tracking & Performance Measurement in Capital Projects
1420 - 1430	Recap
1430	Lunch & End of Day Four

Day 5

0730 - 0830	Change Management in Capital Projects: Managing & Tracking Changes
0830 - 0930	Dealing with Project Delays & Disruptions
0930 - 0945	Break
0945 - 1100	The Role of Project Audits in Monitoring & Tracking
1100 - 1230	Lessons Learned: Documentation & Application in Future Projects
1230 - 1245	Break
1245 - 1315	Technology Trends in Capital Project Management (AI, Machine Learning, IoT, etc.)
1315 - 1345	Course Review & Wrap-up: Key Takeaways, Q&A Session
1345 - 1400	Course Conclusion
1400 - 1415	POST-TEST
1415 - 1430	Presentation of Course Certificates
1430	Lunch & End of Course



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 “MS Project” and “Mindview Software”.



Course Coordinator

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