



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Project Cost Control Technical Support

Business, Commerce and Management Studies / Project Management

Unit Standard 244573 · NQF Level 4 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the technical skills to provide effective support for project cost control functions. Participants will learn to assist in monitoring project budgets, tracking expenditures, and generating cost reports, ensuring that project financials are managed accurately and efficiently.

Category	Business, Commerce and Management Studies
Subfield	Project Management
Unit Standard	244573
Accreditation	SAQA Accredited · NQF Level 4 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply cost control procedures to track project expenditures against budgets.
- Analyze cost variances and prepare reports to support decision-making.
- Demonstrate the use of cost control tools and software for data capture and reporting.
- Implement corrective actions based on cost performance analysis.
- Evaluate the impact of cost deviations on project objectives.
- Communicate cost-related information effectively to project stakeholders.

WHO SHOULD ATTEND

- This course is ideal for project administrators, junior project managers, and finance support staff who assist in managing project costs.
- It is also suitable for individuals seeking to enhance their technical support capabilities within project environments.

COURSE OUTLINE

Day 1: Introduction to Project Cost Control

- Overview of project cost control
- Key terms: budget, actual cost, earned value, variance
- The project management framework (PMBOK)
- Cost control vs. cost management
- Cost control process: planning, monitoring, controlling
- Roles and responsibilities in cost control
- Introduction to cost control documentation
- Case study: cost control failure

Day 2: Cost Estimation Techniques

- Types of cost estimates: order of magnitude, budgetary, definitive
- Top-down estimating: analogous, parametric
- Bottom-up estimating: WBS-based
- Three-point estimating (PERT)
- Expert judgment and historical data
- Cost of quality and risk contingency
- Escalation and inflation considerations
- Practical exercise: estimate a small project

Day 3: Budgeting and Baseline Setting

- Aggregating costs from WBS
- Determining budget vs. baseline
- Cost baseline development
- S-curves and cumulative cost
- Funding limit reconciliation
- Management reserve vs. contingency reserve
- Cash flow forecasting
- Exercise: develop a budget for a sample project

Day 4: Earned Value Management (EVM) Fundamentals

- EVM concepts and terminology
- PV, EV, AC definitions
- Variance analysis: CV, SV
- Performance indices: CPI, SPI
- Forecasting: EAC, ETC, TCPI
- EVM reporting formats
- Common pitfalls in EVM
- Practice calculations with sample data

Day 5: Monitoring and Controlling Costs

- Cost control cycle: measure, compare, act
- Variance analysis techniques
- Corrective action planning
- Control accounts and work packages
- Change control process for cost

- Re-baselining and forecasting updates
- Cost performance reviews
- Case study: corrective action in a project

Day 6: Cost Reporting and Communication

- Cost report components: actual vs. budget, variances, trends
- Graphical reporting: S-curves, bar charts, histograms
- Dashboard design and KPIs
- Stakeholder communication plan
- Frequency and level of detail
- Cost performance meetings
- Reporting software overview
- Exercise: create a cost report

Day 7: Cost Control in Procurement and Contracts

- Procurement process and cost control
- Types of contracts: fixed price, cost-reimbursable, time & materials
- Contract cost monitoring
- Change orders and claims
- Subcontractor cost management
- Make-or-buy analysis
- Earned value for procurement
- Case study: contract cost overrun

Day 8: Advanced Cost Control Techniques and Software

- Overview of cost control software (e.g., MS Project, Primavera)
- Trend analysis and forecasting
- Monte Carlo simulation for cost risk
- Life cycle costing (LCC)
- Value engineering
- Benchmarking and best practices
- Agile cost control
- Hands-on software demonstration

Day 9: Integration, Review, and Assessment

- Integration with scope, time, quality, risk
- Cost control audit preparation
- Lessons learned and continuous improvement
- Ethics in cost control
- Comprehensive case study: full project cost control
- Review of key concepts
- Final assessment and feedback
- Course wrap-up

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **12 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 33,300.00	R 33,300.00
1	In-House	R 43,300.00	R 43,300.00
1	On-Campus (Pretoria)	R 50,000.00	R 50,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	17 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	18 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	19 Aug 2026	On-Campus	Mauritius
10 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 244573) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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