

COST & SCHEDULE TRACKING & CONTROL

“Ensuring On-Time and On-Budget Project Delivery through Proven Monitoring Techniques”

Schedule

Date	Venue	Fees (Face-to-Face)
01 - 05 Jun 2026	Dubai, UAE	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Tracking project costs and schedules effectively is critical to ensuring timely delivery and financial success. Delays and overruns not only damage profitability but also erode stakeholder trust and business reputation.

This intensive 5-day course equips project professionals with the tools, techniques, and practices to monitor progress, control deviations, forecast outcomes, and report performance using industry standards like Earned Value Management (EVM), KPIs, and scheduling tools. The training blends technical rigor with real-world application across multiple industries.

Objectives

By the end of this course, participants will be able to:

- Set up cost and schedule baselines for tracking project performance
- Apply earned value management (EVM) principles for performance evaluation
- Monitor progress, identify variances, and implement corrective actions
- Develop accurate forecasts for project time and cost completion
- Communicate performance effectively through dashboards and reports

Why Attend

- Master proven tools to track time, cost, and resource performance
- Gain hands-on experience with EVM, trend analysis, and forecasting
- Learn how to manage change orders, rebaseline, and mitigate risk
- Improve reporting quality and communication with project stakeholders
- Strengthen your ability to deliver projects on time and within budget

Target Audience

This program is designed for:

- Project managers and engineers
- Planning and scheduling professionals
- Cost controllers and project accountants
- PMO analysts and project coordinators
- Contract, procurement, and finance personnel in project environments

Individual Benefits

Key competencies that will be developed include:

- Cost and schedule monitoring using standard tools
- Earned value analysis and performance metrics
- Forecasting and variance analysis
- Project control reporting and visualization
- Integration of cost, schedule, and resource control

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved cost and time performance on projects
- Consistent application of monitoring and control standards
- More accurate forecasts and reduced budget/schedule overruns
- Enhanced stakeholder reporting and transparency
- Stronger integration between technical and commercial project teams

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Frameworks for cost/schedule control and KPIs
- Case Studies - Real-world control scenarios and variance analysis
- Workshops - EVM calculations, forecasting, dashboard creation
- Peer Exchange - Cross-sector discussions on project control challenges
- Tools - EVM templates, control charts, forecasting models

Course Outline

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Introduction to Project Monitoring Frameworks

- Module 1: Cost & Schedule Control Fundamentals (07:30 - 09:30) • Control processes and integration • Baseline planning and stakeholder roles
- Module 2: Establishing Cost & Time Baselines (09:45 - 11:15) • Work breakdown structure (WBS), cost accounts • Schedule creation and resource allocation
- Module 3: Earned Value Management Basics (11:30 - 01:00) • EVM terminology, metrics (CPI, SPI) • Data collection for progress tracking
- Module 4: Workshop - Build a Project Control Plan (02:00 - 03:30) • Define baselines and KPIs for a sample project

Day 2: Cost Monitoring and Performance Analysis

- Module 5: Tracking Project Costs (07:30 - 09:30) • Cost tracking structures and coding • Actuals vs budget, commitment tracking
- Module 6: Variance Analysis and Control Actions (09:45 - 11:15) • Analyzing deviations, root cause review • Implementing corrective and preventive measures
- Module 7: Forecasting at Completion (11:30 - 01:00) • Estimate at Completion (EAC) and To-Complete Performance Index (TCPI) • Scenario modeling
- Module 8: Workshop - Cost Forecasting & Adjustment (02:00 - 03:30) • Use cost data to update forecasts and trigger alerts

Day 3: Schedule Control and Delay Management

- Module 9: Critical Path and Float Analysis (07:30 - 09:30) • Forward/backward pass, critical path method (CPM) • Float, slippage, and delay quantification
- Module 10: Schedule Progress Monitoring (09:45 - 11:15) • Schedule update techniques • Status reporting and visual timelines
- Module 11: Schedule Recovery and Acceleration (11:30 - 01:00) • Fast tracking, crashing, reallocation strategies • Stakeholder coordination
- Module 12: Workshop - Reschedule a Delayed Project (02:00 - 03:30) • Create a revised schedule and mitigation plan

Day 4: Integrated Cost and Schedule Reporting

- Module 13: Creating Dashboards and KPIs (07:30 - 09:30) • Reporting metrics and formats • Visualization tools and templates
- Module 14: Project Reporting Best Practices (09:45 - 11:15) • Reporting cycles, stakeholder communication • Storytelling through data
- Module 15: Advanced EVM Techniques (11:30 - 01:00) • Performance indices and trend analysis • Predictive control
- Module 16: Workshop - Build a Project Dashboard (02:00 - 03:30) • Use case data to create a reporting dashboard

Day 5: Final Integration and Course Review

- Module 17: Managing Changes and Rebaselining (07:30 - 09:30) • Change control procedures • Rebaseline triggers and documentation
- Module 18: Final Project Case Study (09:45 - 11:15) • Analyze a full project case from baseline to closure
- Module 19: Review and Lessons Learned (11:30 - 01:00) • Summary of tools, key takeaways, feedback
- Module 20: Capstone Workshop - Full Control Cycle Simulation (02:00 - 03:30) • Simulate cost/schedule tracking and reporting lifecycle

Certification

Participants will receive a Certificate of Completion in Cost & Schedule Tracking & Control, certifying their competence in monitoring project progress, evaluating performance metrics, and maintaining cost and schedule alignment through effective control strategies.

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