

EXCLUSIVE

THE CONTRACTORS DEVELOPMENT PROGRAMME - TRAINING SEMINAR



5-Day Training Seminar

Book and pay before **[date]** and get a discount per delegate.



The **Contractor Development Program** has been exclusively produced by CPD Africa - Leaders in high level corporate education and training for the Built Environment in South Africa.

The program has been carefully designed, after various feedback and requests have been reviewed, to up-skill and develop all construction contractors with knowledge, principles, process and skills required to excel and compete at the highest level within the construction industry and Built Environment.

The program will run over 5 days and provides delegates with a perfect opportunity to learn, engage and network with like-minded professionals PLUS provide certification and CPD points accordingly for their attendance.



Nationwide



**DO NOT MISS THE EVENT OF THE YEAR!
LIMITED SEATS AVAILABLE!
BOOK YOUR SEAT TODAY!**

CPD Points
5 CPD Points - ECSA



Continuous Professional Developments (Pty) Ltd
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CONTRACTORS DEVELOPMENT PROGRAMME TRAINING SEMINAR

DAY ONE

ESTIMATING, COSTING & PRICING OF CONSTRUCTION PROJECTS

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

SESSION 1: INTRODUCTION

- What - Defining estimate, cost and price
- Why - Importance of estimating, costing and pricing
- Where - Uses of estimating, costing and pricing
- When - Competitive bidding in action
- Definitions

SESSION 2: CONTEXTUAL FRAMEWORK

- Role players
- Standards and uniformity
- Procurement and tendering
- Types and forms of contracts
- Pricing and contracting strategies
- Specifications and quality requirements

SESSION 3: GENERAL PRINCIPLES

- Establishment and P&G
- Securities and insurances
- Escalation

SESSION 4: MEASUREMENT

- Field investigation
- Units of measurement
- Rules of measurement

13:00 LUNCH BREAK

14:00 AFTERNOON SESSION

SESSION 5: QUANTITY ESTIMATING

- Level of skills required
- Types of estimating
- Accuracy of the estimation
- Practical estimation

DAY ONE AFTERNOON SESSION CONTINUED...

SESSION 6: CLIENT COSTING

- Accuracy of costing
- Fixed and variable costs
- Direct and indirect costs
- Practical costing

SESSION 7: TENDERER PRICING

- Site visits and investigation
- Keeping records and collecting information
- Production determination
- Profits and mark-up
- Practical Pricing

SESSION 8: CONTRACT COMPLETION

- Recording of information
- Cost Management

SESSION 9: SUMMARY, CLOSE AND APPENDIX

16:00 END OF DAY ONE

DAY TWO

GENERAL CONDITIONS OF CONTRACT 2015 (3rd EDITION)

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

RELEVANT PROCEDURES AND APPROACHES

- The Construction Contract
- Standards and Uniformity
- Standards in Forms of Contract
- GCC as a Form of Contract
- Key Role Players

INTRODUCTION TO GCC 2015

- Objectives of GCC 2015
- Structure of GCC 2015

13:00 LUNCH BREAK

14:00 AFTERNOON SESSION

UNDERSTANDING GCC 2015

- Clause 1: General
- Clause 2: Basis of Contract



Easy ways to register



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DAY TWO AFTERNOON SESSION CONTINUED...

- Clause 3: Employers Representative
- Clause 4: Contractor's General Obligations
- Clause 5: Time and related matters
- Clause 6: Payment and related matters
- Clause 7: Quality and related matters
- Clause 8: Risks and related matters
- Clause 9: Termination of contract
- Clause 10: Claims and disputes

SUPPLEMENTARY DOCUMENTS, SUMMARY AND CLOSE

16:00 END OF DAY TWO

DAY THREE

CONSTRUCTION & ENGINEERING PROJECT MANAGEMENT

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

1. PROJECT MANAGEMENT TERMINOLOGY IN THE CONSTRUCTION ENVIRONMENT

- Project Management
- Portfolios, Programs, and Projects
- Project Life Cycles
- Factors influencing projects
- Project Success
- The PMBOK® Guide
- The Construction Extension

2. TYPICAL PROJECT STAKEHOLDERS IN CONSTRUCTION

- What is a Stakeholder?
- The role of the Project Sponsor
- Portfolio and program Manager
- Project Manager
- Project Team
- Project Management Office (PMO)
- Other Stakeholders

DAY THREE MORNING SESSION CONTINUED...

3. PROJECT INITIATION /CONCEPT /FEASIBILITY /START-UP

- Overview
- Project Statement of Work
- Business Case
- Project Charter /Contract /Agreement
- Stakeholder Register
- What can go wrong with project start-up?

4. PROJECT PLANNING AND ESTIMATING

- Overview of project planning
- Analogues and Parametric estimating
- Bottom-up estimating
- Three-point estimating

13:00 LUNCH BREAK

14:00 AFTERNOON SESSION

5. SCOPE MANAGEMENT

- Overview
- Scope Management planning
- Requirements Management
- Project scope statement
- Work Breakdown Structure (WBS) and WBS Dictionary
- Techniques that can be used
- What can go wrong with scope planning?

6. SCHEDULE MANAGEMENT

- Overview
- Schedule Management Planning
- Activities
- Network diagram
- Project schedule
- What can go wrong with schedule management?

7. COST MANAGEMENT

- Overview
- Terminology
- Project funding requirements
- Funding limit reconciliation
- Cost management planning
- Cost Estimations
- Project budget
- What can go wrong with cost management?



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Book **now** to avoid disappointment

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DAY THREE AFTERNOON SESSION CONTINUED...

8. QUALITY MANAGEMENT

- Overview
- Quality basics
- Quality management planning
- Quality standards
- Quality metrics
- Process improvement
- What can go wrong with quality management?

16:00 END OF DAY THREE

DAY FOUR

CONSTRUCTION & ENGINEERING PROJECT MANAGEMENT

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

9. RESOURCES MANAGEMENT

- Overview
- Resource management planning
- Estimate resources
- Acquire resources
- Develop & manage team
- Control resources
- What can go wrong with resource management?

10. COMMUNICATIONS MANAGEMENT

- Overview
- Communication management basics
- Techniques
- Project communications management planning
- What can go wrong with communications management?

11. RISK MANAGEMENT

- Overview
- Risk Management terminology
- Risk Management planning
- Identify risks
- Risk register
- Risk responses
- What can go wrong with risk management?

DAY FOUR MORNING SESSION CONTINUED...

12. PROCUREMENT MANAGEMENT

- Overview
- Procurement management terminology
- Contract types
- Project delivery methods
- Procurement Management planning
- Make-or-buy decisions
- Procurement Statement of Work
- Supplier Selection Criteria
- What can go wrong with procurement management?

13. STAKEHOLDER MANAGEMENT

- Overview
- Stakeholder Management Planning
- What can go wrong with Stakeholder engagement?

13:00 LUNCH BREAK

14:00 AFTERNOON SESSION

14. HEALTH, SAFETY, SECURITY AND ENVIRONMENTAL ASPECTS

- Overview
- Techniques

15. PROJECT INTEGRATION MANAGEMENT

- Overview
- Project Management Plan
- Other project documents
- What can go wrong with project integration?

16. EXECUTION/ CONSTRUCTION

- Overview of project execution / construction
- Direct and Manage project work
- Perform Quality Assurance
- Acquire, develop and manage Project Team
- Conduct Procurements
- Manage Stakeholder Engagement
- Perform Safety Assurance
- Perform Environmental Assurance

17. MONITORING AND CONTROLLING

- Overview of project monitoring and controlling
- Tracking progress and determining variances



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DAY FOUR AFTERNOON SESSION CONTINUED...

- Earned Value Management
- Progress reporting
- Change Control
- Control communications
- Control risks
- Control procurements
- Control stakeholder engagement
- Control health, safety, security and environmental aspects
- What can go wrong with monitoring and controlling?

18. PROJECT CLOSE-OUT

- Overview of close-out
- Close-out project or phase
- What can go wrong with project close-out?

16:00 END OF DAY FOUR

DAY FIVE

MICROSOFT® PROJECT OVERVIEW

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

- Overview of project management concepts addressed by Microsoft Project
- Using Microsoft Project to create a New Project Plan
- The use of project calendars
- Using MSP to create a Work Breakdown Structure
- Defining task relationships
- Using Microsoft Project to schedule tasks
- Using Microsoft Project to assign and manage resources in a project plan
- The use of resource calendars

13:00 LUNCH BREAK

13:30 AFTERNOON SESSION

DAY FIVE AFTERNOON SESSION CONTINUED...

- Using Microsoft Project to manage project cost
- Resolving resource conflicts
- Using Microsoft Project to optimise a project plan
- Setting a project baseline
- Using Microsoft Project to record task progress
- Monitoring project progress
- Using Microsoft Project to create a Network Diagram
- Editing and changing tasks
- Rescheduling tasks
- Updating a baseline
- Reporting on Progress

16:00 END OF DAY FIVE



ABOUT THE COURSE

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Group **discounts** available

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OBJECTIVES OF THE COURSE

The objective of this training is to equip these contractors in terms of being able to understand the basics of how to correctly:

1. Estimate, cost and price a project,
2. Understand the concept of a contract that governs the project and contract management
3. Cover the basics with regards to Construction and Engineering Project Management
4. Understand tools that can help you manage your projects

ABOUT OUR TRAINERS

OUR TRAINERS HAVE YEARS OF PRACTICAL EXPERIENCE IN THE VARIOUS TOPICS BEING COVERED IN THE EMERGING CONTRACTORS DEVELOPMENT PROGRAMME

Theuns Eloff – Estimating, Costing & Pricing of Construction Projects and GCC 2015:

Theuns Eloff graduated with a B.Eng Degree (Civil) from the Rand Afrikaans University (University of Johannesburg) and started his Engineering career at Raubex Construction as a Civil Contractor where he was involved in the construction, maintenance and rehabilitation of various National and Provincial roads. He then joined Patula Construction where he spent 9 years gaining experience in all fields of the business, working on major earthworks, dams, open canals, water reticulation, rehabilitation, construction and resurfacing, projects across the country.

Theuns has been utilised by organisations such as SAICE, Candidate Academy, EHI and ABC etc. as a facilitator for various courses throughout Southern Africa. Since 2009, Theuns has presented more than 300 courses to more than 6000 delegates and has been a speaker at the 2011 African Roads Maintenance Seminar and is still actively consulting in the industry.

Dave Fourie – Construction & Engineering Project Management and Microsoft® Project Overview:

Having been a practicing consultant in project management for more than twenty-five years, Dave Fourie's long career in program and project management brought him in contact with various project management methodologies and best practices in private as well as public organisations. Dave brings his theoretical knowledge linked to vast practical experience into the training environment with a genuine desire to assist delegates in becoming practicing project management professionals. Certified as a Project Management

Professional (PMP) since 1998, he also holds several other portfolio, program and project management certifications such as certificates in Portfolio, Programme and Project Offices (P3O), Managing Successful Programs (MSP) and in PRINCE2. He also holds certifications in IT Service management (ITIL) and Total Quality Management (TQM).

WHO SHOULD ATTEND?

This training is aimed at contracting companies who would like to up-skill and equip themselves to stand a chance at winning tenders or big construction projects and successfully achieving their business goals.

EXCLUSIVE PROGRAMME

BOOK NOW!



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COURSE REGISTRATION FORM

REGISTRATION INFO / FEES

Event: Emerging Contractors Development Programme Training Seminar

Date: 5-Day Training Seminar

Venue: Nationwide

Price: (excluding VAT and per delegate)

Early Bird: R13490 (pay before [date])

Standard: R14490

Group Discount: 4-6 10%
7-11 13%
12+ 16%

calculated on standard price

AUTHORIZATION

Full Name:

Tel (Direct Line):

Signature + date:

Person responsible for payment:

Tel (Direct Line):

Email Address:

COMPANY DETAILS

Company / Organization Name:

Physical Address:

Postal Address:

Tel (Direct Line):

Tel (S/Board):

Fax:

Email:

VAT Registration:

OFFICE USE

STATUS

DELEGATE DETAILS

Title:	Full Name:	Designation:	I.D. Number:	Cell:	Email:

TERMS AND CONDITIONS

Payment Terms:

Payment is required within five (5) days on receipt of tax invoice

Following completion and return of the registration form, full payment is required within five (5) days from receipt of tax invoice and an invoice will be sent as receipt of payment. We reserve the right to refuse admission and withhold CPD points and certificate if payment is not received on time, a payment or an official purchase order must be received prior to the conference or training seminar.

Fees:

Fees are exclusive of VAT

Bulk discounts are not calculated on early bird price. Invoiced amounts need to be paid on or before the early bird date to receive the rate. If names and/or ID numbers are not confirmed before documents are sent through to the venue, you will be liable to pay the courier fee.

Cancellation Policy: Written cancellations made within 48 hours of the receipt of the signed registration form will receive a full refund. Cancellation received in writing 1 month prior to the start of the event will receive a 50% refund or discount on the invoiced amount. Cancellation within 1 month of the start of the event will not receive any refund and will be liable for the full invoiced amount, however a substitution of the delegate will be allowed.

Indemnity: Should for any reason outside the control of CPD Africa conferences or training events, the venue or speakers change, or the event is cancelled due to an act of terrorism, extreme weather conditions or industrial action, CPD Africa conferences and training shall endeavour to reschedule but the client hereby indemnifies and holds CPD Africa conferences and training harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client. The construction, validity and performance of this agreement shall be governed in all respects by the laws of South Africa and to the exclusive jurisdiction of whose courts the parties hereby agree to submit.

No-shows: Registrants who do not attend the event, without written notices as per the cancellation policy will be liable for 100% of the invoiced amount.

***Important Notice:

This booking form constitutes as a legal binding contract.

Whilst every reasonable effort will be made to adhere to the advertised brochure(s), CPD Africa reserves the right to change venues or location.



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