

## 3308 – Introduction to Cost

Course Level: Introduction

Course Length: 1-day class or 2-night classes

Prerequisite: Basic MS Excel

This Introduction to Cost training course is designed for individuals that do not have any Cost Management experience. This course will give you a basic understanding of the fundamentals of Cost Management using material that is easily relatable without having industry experience. It will also introduce the difference between Turnarounds and Capital Projects. This course will be a hybrid of lectures and hands-on activities.

### Course Topics

#### Introduction

- Introduction to Course
- Skills Required for Cost

#### Section 01: Cost Management

- What is Cost Management?
- Processes
- Why it is important?

#### Section 02: Cost Breakdown Structure

- What is a Cost Breakdown Structure?

#### Section 03: Estimate & Budget Development

- Estimate vs Budget
- Estimate Development
- Budget Development

#### Section 04: Cost Report

- What is a Cost Report?
- Critical Data included in Cost Report

#### Section 05: Cost Control

- Cost Control Steps Overview
- Cost Tracking Sheet

#### Section 06: Change Management

- What is Change Management?

#### Section 07: Capital vs Turnaround

- Capital
- Turnaround