

## 3315/3315N – Basic Turnaround Cost

Course Level: Basic

Course Length: 2-day classes or 3-night classes

Prerequisite: MS Excel, Introduction to Cost Course #3308

This Basic Turnaround Cost training course is designed for individuals that do not have any Turnaround Cost Management experience. This course will give you the basic understanding of the Cost Specialist's roles and responsibilities during a Turnaround. This course will be a hybrid of lectures and hands- on activities.

### Course Topics

#### Course Introduction

- Introduction to Cost Review

#### Section 01: Industry Changes in Cost Management

- Current TAR Process
- Suggested TAR Process

#### Section 02: Turnaround Cost Cycle – High Level

- Turnaround Phases
- Turnaround Cost Cycle

#### Section 03: Cost Breakdown Structure

- What is a Cost Breakdown Structure?

#### Section 04: Estimate Development

- Estimate Timeline
- Preparation Estimate
- High Level Scope Estimate
- Work Scope Estimate
- Plan Estimate

#### Section 05: Budget Development

- Estimate vs Budget

- Histograms
- Staffing Plans
- Bid Sheets
- Estimate Breakdown Sheets
- Purchase Orders & Control Budget

#### Section 06: Preparing for Execution

- Preparation Activities

#### Section 07: Cost Tracking & Control

- Execution Activities
- Daily Force Reports
- Daily Timesheets

#### Section 08: Deliverables to Management

- What is a Deliverable

#### Section 09: Closeout

- Closeout Activities