



*Training Course:  
Project Scope and Requirements Management*

*26 - 30 October 2026  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Project Scope and Requirements Management

Training Course code: PC4061 From: 26 - 30 October 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

### Introduction

Projects often fail or are canceled due to budget overruns, mismanaged scope, and uncontrolled changes. This 5-day program equips participants with practical techniques to develop a cost baseline, set up cost tracking systems, and manage project scope effectively throughout the project lifecycle. The course applies the globally recognized PMI PMBoK® standard and includes tools for estimating, cost control, Earned Value Management EVM, and performance monitoring.

### Objectives

By the end of the program, participants will be able to:

- Understand the benefits of effective project cost and scope control.
- Apply PMI PMBoK® best practices to plan, monitor, and control project costs.
- Develop accurate Work Breakdown Structures WBS and project schedules.
- Implement Earned Value Management EVM for tracking performance and forecasting.
- Identify and mitigate risks to minimize cost overruns and schedule delays.
- Generate actionable reports to support management decision-making.

### Target Audience

- Project Managers
- Assistant Project Managers
- Project Coordinators and Planners
- Project Team Leaders
- Business Analysts
- Project Engineers
- Project Cost Controllers
- Functional Managers involved in project execution

### Course Outline

#### Day 1 - Overview of Project Management

- Project management definitions and PMI PMBoK® processes
- Project phases and lifecycle
- Key project terminology

- Project cost management processes: estimate costs, determine budget, control costs

#### Day 2 - Developing the Project Schedule & Estimating Costs

- Inputs to cost estimation
- Creating a Work Breakdown Structure WBS
- Work packages and duration assessment
- Techniques for estimating overall project cost

#### Day 3 - Developing the Project Budget & Risk Considerations

- Budgeting for personnel, materials, and equipment
- Cost aggregation and overheads
- Risk management and contingency planning
- S-curve for cost and risk

#### Day 4 - Control Accounts & Cost Monitoring

- Establishing Control Accounts and Project Cost Performance Baseline
- Change control and re-baselining
- Tracking hours, costs, and variances

#### Day 5 - Performance Measurement & Reporting with EVM

- Principles of Earned Value Management EVM
- Calculating variances, performance indices, and forecasts
- Interpreting results and corrective actions
- Reporting project performance to management and clients

## Registration form on the Training Course: Project Scope and Requirements Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

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Personal E-Mail: .....

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### Company Information

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### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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