



# Estimating Project Deliverables

## **Who should attend this seminar**

This one day seminar is designed to train the student to plan and estimate project deliverables (work packages). At the completion of the course, the participant will be able to define work packages, break them down to work elements and define resources, describe the key elements of labour estimates, complete labour estimates and produce a work package schedule and cost.

## **What you will learn**

- How to define work packages
- How to break down work packages to the work element level
- How to define resources
- The key issues in labour estimating
- How to complete labour estimates
- How to produce a work package schedule

## **Seminar format**

- One day with workshops, discussion and lecture

## **Seminar take-aways**

- Complete seminar manual with all visual aids
- On-line and telephone support for past seminar participants
- Certificate of completion with 7 Professional Development Units

## **Seminar Outline**

### **Introduction**

### **Scope Definition**

Terminology – Overview of project planning Charter – Overview of work breakdown structure technique – Examples

### **Work Package Planning**

Defining the Work Package: *Estimating – Considerations - Labour estimating - Other resources* - Work package schedule – Work package budget – Shortcuts – Global Estimating – Workshop: Work Package Planning

### **Conclusions**