



# ECITB Certificate in Project Controls

The ECITB has worked with employers to develop this course, which offers a comprehensive, practical introduction to project controls. This course can be used by companies as the cornerstone for developing in-house capability in estimating, planning, scheduling, cost and project control. Consider integrating it in to the first year of training for graduate, apprentice and management schemes.

## Target audience

The course is ideal for those new to and moving into project control - especially trainee technicians, apprentices and those destined to play a role in future project control and delivery.

## Programme structure

The course consists of 8 modules spread over a 9-month period each starting with a full day of teaching supported with additional reading and assignments.

As part of each module, learners undertake an assignment in which they apply the skills and knowledge they have learnt to develop project-specific documentation for either an engineering construction or nuclear-based simulated project that runs throughout the duration of the course.

The learners also submit practical assignments that require self-directed learning to find out about how their own company undertakes project controls processes.

Integrated within the course alongside the technical project controls learning, the learners develop their team work and communication skills, including presenting and report writing.

On completion of the modules the learners bring together all the assignments they have completed as part of the simulated industry case study to create the final outcome of the course – a project execution plan (PEP). This addresses the detail, such as scope definition, estimating, scheduling, monitoring, risk assessment, document control, change control, cost control, subcontract management and progress measurements. This final PEP is presented to employers at the end of the project.

## Programme content

- Project and project controls terminology.
- Organisational structures.
- Pre-sanction and post-sanction processes and staged gates.
- Project management organisation.
- Project life-cycles.
- Risk analysis and management.
- Project controls procedures.
- Document control, version control.
- Project procurement and subcontractor management.
- Scope definition.
- Work breakdown structures.
- Estimating.
- Benchmarking.
- Planning and scheduling.
- Schedule development.
- Resource management.
- Baseline setting.
- Cost control, expenditure, commitments and approvals.
- Monitoring and measuring progress.
- Earned value analysis.
- Project controls reporting.
- Change control.
- Jobsite management and communication.
- Contractual relationships and variations.
- Commissioning, acceptance, handover.
- Maintenance periods and warranties.
- Team work.
- Reporting and presentation skills.

“A well designed programme covering the life-cycle of a project, for those new project managers or project controls to gain valuable knowledge and tools, which they can take back into the business and easily apply. The networking opportunities add an additional element, which can extend outside the regular attended modules. All those from our business have returned with a clearer understanding of project controls and a more open mindset.”

**Elsbeth Marsh**  
Talent Manager  
KBR

“This course is tailored with eight modules that cover planning, estimating and cost, with access to comprehensive course materials. Apart from the individual assignments for the following month’s class, this programme involves group work (a life-cycle project), which extends the fact of interaction among participants outside the full day regular sessions. I would say this is the best part of the course, as you interact with other project controls personnel within the industry. As well as sharing knowledge and good practice, you get to know other project controls processes and procedures within the industry”

**Rajeev Chaladi**  
Project Controls  
Wood Group Engineering (North Sea) Ltd