

## About The Speaker:

### Jean Yves Le Corre

(Sloan Fellow, Msc. Mngt, CIA)

Jean-Yves has 11 years of international corporate experience in several multinational companies (Lafarge, Areva Group, Heineken BV, Peat Marwick) and 5 years' experience in coaching and training in Asia. In 2006 Jean Yves set up his own consultancy named InterauditAsia in Hong Kong working closely with several organizations across Asia to offer courses on internal audit, performance management and cross-cultural management.

Jean Yves actively promotes the concept of "localisation" in management training arguing that western management practices and learning techniques cannot be fully replicated in Asia due to significant cultural gaps, which reflect in behaviors, management styles and social values of organisations.

Jean Yves graduated from ESCP Europe, Specialised Master in Auditing, and from the University of London (Msc in Management). He is a Sloan Fellow from London Business School (2005) and a Certified Internal Auditor (CIA) from the Institute of Internal Auditors.

## Who Should Attend

Auditors and project management office staff who have the responsibility for reviewing, auditing and monitoring projects.

Project managers who wish to understand how their projects will be audited or anyone who need to master the cost controlling skills for project management.

Others who wish to gain a detail understanding of what constitutes quality in a project, including finance managers and business analysts:

- \* Controllers, consultants, internal or external auditors
- \* Project risks controllers
- \* ISO or quality auditors

The course will also be accessible to participants who have no previous experience nor knowledge in project management .

# One Day Seminar on Basics Of Project Cost Control Techniques And Tools For Internal Auditors

13 February 2012 by Mr Jean-Yves Le Corre

## What you will gain from this Talk:

This one-day seminar will teach internal auditors how to:

- ◆ evaluate specific project risks and learn the basic project management tools, knowledge, and methodologies for participants to model project risks frameworks in various contexts
- ◆ effectively evaluate the effectiveness of controls and systems in place to establish and manage a realistic schedule and detailed project budget
- ◆ ensure that the project is delivered on time, within budget and increase management's comfort that strategic objectives of the project will be achieved.

The course does not cover any company or industry-specific project risk control framework; however it will cover some case studies and examples of information technology projects and construction projects.

Many organizations have difficulty delivering projects. Part of the reason is that managers and sponsors have a hard time understanding the true state of a project; however no one wants to squander money on under-functional or over budget projects! Project auditing can help assess the current state of a project, and tells management if the project management processes and controls are being followed.



# Course Outline

What is a Project? Terms, players and methods

- ◆ Why a Company takes on a project
- ◆ Common pitfalls
- ◆ Effective responses
- ◆ Role of a Project Auditor
- ◆ Adding Value

What is a well managed project? How to evaluate:

- ◆ if the project manager has a good structure
- ◆ if the project manager has a grasp of the schedule and budget required to complete the work
- ◆ if the project manager is proactively managing schedule, budget, risk, scope, quality, communication, etc.

The concepts, tools and systems for project control including:

1. The initial set up of the project

- ◆ Project Constraints
- ◆ Identifying Roles and Responsibilities
- ◆ Scope and Schedule Development
- ◆ Scope Planning, Definition, Decomposition

2. Planning tools

- ◆ Building the Project Network Diagram
- ◆ Critical Chain & Gant Charts
- ◆ Resource Planning
- ◆ Estimating Activity Resources
- ◆ Planning and Loading Resources
- ◆ Leveling Resources

3. Project Metrics & Costing

- ◆ Cost Planning & Cost Management Plan
- ◆ Cost Estimating for Projects
- ◆ Establishing Project Milestones
- ◆ Creating a Baseline Plan
- ◆ Controlling the Schedule and Budget
- ◆ Earned Value Concepts

4. The Project Control Process: how to control projects in practice?

- ◆ Control tools
- ◆ Report meetings
- ◆ Project communication & leadership
- ◆ Project Documentation
- ◆ Role of the internal auditor

5. Project Management Auditing Guide (based on ISO 10006:1997€)

- ◆ Quality Management – Guidelines to Quality in Project Management)
- ◆ Project Control Checklists and other resources for auditing projects
- ◆ Post implementation reviews



## Details of the Administrative Arrangements are as follows:

Date : 13 February 2012

Time : 9.00 am – 5.00 pm  
(Lunch and refreshments provided)

Registration : 8.45 am

Venue : TBA

CPE credit : 8 hours

Fee : S\$ 450 (IIA / ISACA Member)  
S\$ 585 (Non-member)  
**\* NO GST payable**  
**\*\*NO invoice will be issued**

Closing Date : 1 February 2012

Please return the reply slip together with your cheque made payable to “**The Institute of Internal Auditors Singapore**”. **No invoice will be issued.**

# Registration Form

To: The Institute of Internal Auditors, Singapore  
The Secretariat  
138 Robinson Road #18-08  
The Corporate Office  
Singapore 068906  
Tel: 6324 9029  
Fax: 62205972

From: Mr/Mrs/Ms/Miss \_\_\_\_\_

Organisation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Attendee	Designation	IIA / ISACA Membership No. ( where applicable )

## Terms and Conditions:

1. Notification of withdrawal in writing received **seven working days or more before** the event will be processed for refund after deduction of \$100 processing fee.
2. No refund will be made for shorter notice but you are welcome to send a replacement.
3. Registration is only confirmed when full payment is received. An official receipt will be sent to you.
4. Payment must be received **before** commencement of the event.
5. **No invoice will be issued.**
6. IIAS reserves the right to cancel, postpone, alter the programme and/or change the speaker due to unforeseen circumstances.
7. Request for special food arrangement must be made at time of registration.

Enclosed is cheque number \_\_\_\_\_ for S\$ \_\_\_\_\_ being payment for \_\_\_\_\_  
IIA / ISACA member(s) @ S\$450 and \_\_\_\_\_ non-member(s) @ S\$585.

*Participants will be awarded 8 CPE hours upon completion of the course.*

[ Cheque should be crossed and made payable to "The Institute of Internal Auditors Singapore" ]

>>>>> Complete and Email/Fax to : [secretariat@iaa.org.sg](mailto:secretariat@iaa.org.sg) / (65) 6220 5972 for Reservation <<<<<