### SESSION PLAN

**COURSE:** ABE Level 4 Project Management

**ELEMENT:** Element 3 - Project budgets

## **LEARNING OUTCOME 3**

**Calculate a resource-based budget for a project based on a set of inputs (Weighting 25%)**

3.1 Explain the variety of resources needed by a project

3.2 Explain what is meant by top-down and bottom-up project budgets

3.3 Calculate the cost of time-related and fixed price resources

3.4 Total all resource costs to arrive at a bottom-up project budget

**NUMBER OF SESSIONS:** Two - approximately 8-12 hours in total, plus homework

**SESSION TOPICS:** Session 7: Working with resources, costs and budgets

Session 8: Saving money on projects

**Note to tutors: This is the recommended session plan for Learning Outcome 3 of Element 3 of the ABE Level 4 Project Management. You should follow the plan, using the resources (referenced as ‘slides’ here) and activities provided. It is important to enhance all sessions with local examples and case studies, involving the learners ACTIVELY wherever possible.**

### SESSION 7: Working with resources, costs and budgets (4-6 hours)

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| **Topic** | **Tutor Activity** | **Slides** | **Learner Activity** | **Formative Assessment** |
| Introduction to the session and learning outcomes | Use file: **4UPM Tutor Presentation E3**  3.1: Explain the variety of resources needed by a project  3.2: Explain what is meant by top-down and bottom-up project budgets  3.3: Calculate the cost of time-related and fixed price resources | 1-3 |  |  |
| Theoretical background to resources, costs and budgets | Work through the slides explaining the basic concepts and steps involved in defining resources, developing costs and creating bottom-up budgets  Project resourcing and techniques  What is meant by ‘resource’?  Resource categorisation  Cost of resources  Resource-based budgeting  Top down budget vs bottom up budget  A short break could be taken after this activity | 4-13 | Work closely with the tutor to understand the key concepts |  |
| Examples of creating a budget for a task followed by project level resource/costs | Explain the concepts using the worked examples provided on the slides.  Make sure to involve the learners as much as possible  A break could follow this activity | 14-18 | Work closely with the tutor to understand the subject, and make accurate calculations where necessary |  |
| The Mobile Phone project | Introduce the exercise and emphasise how important it is to tackle each part on a step by step basis.  Learners should work in pairs or small groups.  Present the solutions carefully, to ensure everyone has understood. | 20 | Complete activity | E3 LO3 Activity 1: Mobile phone project |
| Salcomba Construction Ltd activity | Introduce the exercise.  Learners should work in pairs or small groups. | 21 | Complete activity | E3 LO3 Activity 2: Salcomba Construction Ltd project |

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**SESSION 8: Saving money on projects (4-6 hours)**

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| **Topic** | **Tutor Activity** | **Slides** | **Learner Activity** | **Formative Assessment** |
| Introduction to session and learning outcomes | Use file: **4UPM Tutor Presentation E3**  3.4: Total all resource costs to arrive at a bottom-up project budget | 22 |  |  |
| Saving money – before and during the execution of a project | Explain the core concept and steps involved in finding ways to save money  Analysing ways to save money  Saving money on projects | 23 | Work closely with the tutor to understand the core concepts |  |
| Revisit the Training Task example | Discuss ways to save money on the required resources, prices and quantities  Saving money on the task – key points on contractors and time, cost and quality | 24-29 | Come up with suggestions for discussion |  |
| Hurricane Tutorial Exercise | This exercise has been structured into four sequential tasks for completion in small groups.  Depending on the time available it could be:  - covered completely in class  - assigned as homework and reviewed next session  - started in class with the remaining parts assigned as homework  A break could follow the first two tasks | 30 | Make sure you understand the link between saving time and money | E3 LO3 Activity 3: Hurricane hospital |