

THE INSTITUTE OF COMMERCIAL MANAGEMENT

SUBJECT SYLLABUS



THE FINANCIAL AND COMMERCIAL FRAMEWORK

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Defining the Project:

- Receipt of Customer Enquiries
- Screening Enquiries
- Defining Projects
- Defining a Project for Financial Appraisal
- The Customer's Project Specification
- Project Scope
- Using Checklists
- Project & Design Specifications
- Product Development Projects
- Developing the Project Specification

Cost Estimates – Definitions & Principles:

- Estimating Accuracy
- Classification of Estimates
- Prices & Profits
- Version Control
- Work Breakdown
- Cost Coding systems
- Benefits of a Coding System
- Choosing a Coding System
- Customer Requirements & Coding

Cost Estimates-Estimating in Practice:

- Compiling the Task List
- Level of Detail
- Estimating Formats
- Estimating Manufacturing Costs
- Estimating Labour Time
- Personal Estimating Characteristics
- Material & Equipment Costs
- Below the Line Costs
- Reviewing Cost Estimates

Commercial Management:

- Financial Project Appraisal
- Project Funding
- Contracts
- Contract Payment Structures
- Insurance

Reading List

Main Text:

Project Management - Dennis Lock (Gower)