

# Course : Controlling IT costs

*Synthesis course - 2d - 14h00 - Ref. MCO*

*Price : 2020 CHF E.T.*

Cost control is one of the key factors in the profitability of projects, investments and productivity. After taking stock of current methods, this course presents an approach to measuring and controlling costs, with a view to ensuring better governance of Information Systems.

## Teaching objectives

At the end of the training, the participant will be able to:

-  Understanding costing methods
-  Understanding cost sources
-  Calculate ROI
-  Controlling your IT budget
-  Setting up a measurement dashboard

## Intended audience

Information systems directors or managers, design or operations managers and project owners.

## Prerequisites

Basic knowledge of IT project management.

## Course schedule

### 1 Company tools

- Cost accounting: principles and limitations.
- Budget management.
- IT management control: measuring activities, a performance control tool.
- Benchmarking: external information.
- ABC, ABB and ABM approaches.
- The field opened up today by the role of information technology.
- The IT department: cost center, profit center or value center?

### PARTICIPANTS

Information systems directors or managers, design or operations managers and project owners.

### PREREQUISITES

Basic knowledge of IT project management.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## 2 IT and cost sources

- The classic breakdown: structure costs and operating costs. Limits and rules.
- Internal and external costs. Taking into account outsourcing contracts and software licenses.
- Measurement areas: management, studies, operations and support. Current indicators.
- Measuring points: inventory of resources and activities.
- Complex costs to measure: user costs, projects, services.

## 3 Effective measures

- Cost awareness and IT budget management. Variance analysis. Here's an example.
- Project measurement and alignment: standardizing project budgets, WBS and PBS.
- Standardized periodic reporting and decision points.
- Service billing. Unit service, unit of work. Customer identification. Multi-user services.
- Measurement of directly contributing activities and allocation of non-activity costs (hotline costs, etc.).
- Measuring the added value of IT: the principle of value analysis. ROI calculation.
- Objectives and measurement of the IT department's level of maturity.

## 4 Setting up your measurement system

- Drawing up the IT budget.
- The place of an annual IT plan.
- Consideration of all ISD activities. Organization or process approach? Use of repositories.
- Define a detailed nomenclature of measurement components: inventory and structuring of items.
- Data collection and aggregation (accounting and operational). Business intelligence tools. Datamart.
- Measurement validation and verification: cost and productivity variance analysis.

## 5 Dashboards and IS governance

- Analysis reports. Identify cost sources.
- Control panels: performance indicators for operational management.
- Balanced Scorecard. Positioning.

## Dates and locations

### REMOTE CLASS

2026 : 28 May, 8 Sep., 17 Nov.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.