



## **SPECIALIZATION MINI-MBA FINANCIAL AREA OF PROJECT MANAGEMENT**



**Trainer: Dr. Daniel Marrucho**

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## **Plan of Specialization MINI-MBA Financial Area of Project Management**

### **Total Length**

50 Hours – 08:30 to 14:30

### **Target Audience**

This course is intended for those who are involved in Project Management, such as:

- Professionals of private companies or Public Organizations that aim to develop and deepen their knowledge in this area;
- Project managers who intend to improve and amplify their acquired knowledge through their professional experience, through new approaches, methodologies and best practices in Finance Management of Projects;
- Graduated students who will follow the Project Management career or intend to acquire knowledge in Financial Management Projects, in order to amplify the skills in the work market.

### **Outcome Profile**

All students receive a certificate at the end of participation in MINI-MBA.

Additionally participants can also on voluntary basis and without any additional cost, to undergo an evaluation exam at the end of the course, receiving in case of approval, a certificate of "approved the Evaluation Exam." This certificate provides access to academic equivalence of disciplines the top level of a Bachelor or Master according to the university chosen by the student.

The High Skills cannot ensure the level of credits earned as these are only the responsibility of the university and course chosen by the participant.

### **Prerequisites**

To have some experience in team management and in projects.

## General Objectives

One of the main components in project management is its financial component. In the current economic and financial context of African Countries with Portuguese Language, it becomes imperative to train Technicians with financial skills in project management, in any activity sector.

This course has the aim of **provide and update skills that allow** trainees to coordinate, to plan and control all the financial aspects of a project.

## Specific Objectives

At the end of this course participants will be able to:

- Analyze the profitability and the financial balance of companies and of projects, in the development of their current activity and expansion;
- Develop and ensure the integrated cash flow management, in order to optimize the financial flows and control the credit risks;
- Contribute to analyses/discussion of the procedures of organic growth, through investment decisions and external growth possibilities, through merges and acquisitions;
- Make the analyze of financial founts of long and medium term in the financial markets, looking for obtain the capital structure and minimize the cost;
- Perform the financial management of projects, evaluating and managing its risk;
- Treat the financial problem resulting of internationalization.

## Modular structure and workload

Module	Duration
<i>Module 0 – Opening</i>	1 h
<i>Module I – Project Budgeting. Variance analysis</i>	10 h
<i>Module II – Financial Management</i>	10h
<i>Module III – Business Performance and Project Analysis</i>	10h
<i>Module IV – Accountancy and Management Control</i>	10h
<i>Module V - Tax</i>	6h
<i>Module VI – Optional – Examination</i>	2h
<i>Module VI – Closing</i>	1h
<b>Total</b>	<b>50h</b>

## Program Content

### **Module 0 – Opening**

- ✓ Presentation of trainers and trainees;
- ✓ Presentation of the objectives and training program operating methodologies.

### **Module I – Project Budgeting. Variance Analysis:**

- ✓ Budget procedure:
  - The steps of budget procedure;
  - Definition of centers of budget responsibilities;
  - Budget of sales and sales charges;
  - Exploration Budgets;
  - Cash Budget;
  - Results count and forecast balance.
- ✓ Budget Control:
  - Variances and variance analysis;
  - Corrective Action.

### **Module II – Financial Management and Financial Analysis:**

- ✓ Definition and meaning of Management Balance:
  - Content of the management balance;
  - The importance of management balance.
- ✓ Methods and techniques of financial analysis:
  - Origin and found application Statement.
- ✓ Origin and found application:
  - Origin and found application Statement;
  - Founds variance statement.
- ✓ Financial and Solvency Structure:
  - Financial Structure;
  - Solvency;
  - Other Liquid indicators;
  - Financial and Solvency Structure (Dynamic Analysis).

### **Module III – Business and Project Performance Analysis:**

- ✓ Creation of value to the shareholder:
  - Traditional measures of performance evaluation.
- ✓ Organizational Structure and Performance Management:
  - Organizational structure oriented to performance;
  - Responsibility centers;
  - Transfer Price;
  - Performance evaluation by responsibility center;
  - Integrated systems of performance evaluation.
- ✓ Balanced Scorecard (BSC):
  - Introduction;
  - Analysis Perspective;
  - Implementation;
  - Integration of Structure Work Breakdown In BSC;
  - BSC as a general tool in management.
- ✓ Recompense systems oriented to value creation:
  - Traditional systems and statement;

- Dysfunctions of the traditional systems.

#### **Module IV – Accountancy and Management Control:**

- ✓ Objectives and target audience of management accountancy;
- ✓ Concepts and costs classification;
- ✓ Costs and profits analysis:
  - Costs classification;
  - Profits classification;
  - Costs Analysis;
  - Elaboration of management information that allow to master the costs.
- ✓ Relevant costs to the making decision;
- ✓ Defrayal Systems and effects in the financial statements;
- ✓ Input of indirect and series costs;
- ✓ Production by order of request and processes;
- ✓ Introduction to the analysis of Cost/Volume/Results;
- ✓ Introduction to Activity Based Costing;
- ✓ Management Control and Company information systems:
  - The role, the aim and the utility of the management tools;
  - General Accountancy/ Analytic Accountancy;
  - Statement control/ management control.
- ✓ Management information:
  - Indicators Board:
    - Definition and objectives;
    - Steps for its elaboration.
  - Balanced Scorecard:
    - Main characteristics;
    - Construction process.

#### **Module V – Tax:**

- ✓ Main Principles:
  - Financial activity, financial law, tributary law and tax law;
  - The nature and autonomy of tax law;
  - Relationship between tax law and other fields of law.
- ✓ Taxation:
  - Notion and taxation characteristics;
  - Essential elements of the taxation;
  - Taxation and some figures;
  - Some classifications of taxation.
- ✓ The founts of tax law:
  - The constitution, the international conventions, public law, laws, regulations, contracts, jurisprudence, doctrine and custom;
  - Tax codification.
- ✓ Interpretation and integration of tax laws:
  - Interpretation of tax law;
  - Integration of gap of the tax law;
  - The clauses anti abuse;
  - Application of tax law in time and space;
  - The beginning and term of tax law;
  - The territoriality principle;

- Model Convention of O.C.D.E. destined to avoid double taxations in income and capital tax.
- ✓ Tax juridical relation:
  - Juridical tax relation and obligational relation tax;
  - The subjects of juridical tax relation;
  - The aim of juridical tax relation;
  - The constitution and changes in the relation tax juridical;
  - The extinction of relation tax juridical.
- ✓ Portuguese Tax System and of African Countries with Portuguese language.

#### **Module V – Proof of knowledge**

- ✓ To assess and evaluate the knowledge acquired.

#### **Module VI – Closing**

#### **Methodology**

This course aims to promote an interactive environment between the trainer and the group as well as among all trainees. Like this refers to an approach of the contents through the use of diverse methods and teaching techniques.

Moment / Objective	Method / Technique
During and the training	Expository Demonstrative Active Analysis of Real Cases Interrogative

### Students Assessment

If the participant chooses to take, the valuation techniques used are part of the three time points as follows, as expressed in the following table:

Moment	Technique	Instrument	Objective
Initial	Oral questions formulation	Script of questions	Prerequisites verification
Formative	Observation	Grid Observation	Performance assessment throughout the sessions
Summative	Assessment	Test	

### Didactic Resources

- ✓ Training Room;
- ✓ Video projector;
- ✓ Theoretical documentation;
- ✓ Trainee Kit



## Training Team

### **Dr. Daniel Marrucho**

#### **Education and Training**

- Degree in Management (ISEG);
- Post-Graduation in Audit and Statutory Audit (ISCTE);
- Specialization in Tax Process and Procedures (ISCTE);
- Coacher with International Certification.



#### **Professional Experience**

- Consultant in the management and tax area (including Consultancy in Companies Creation and Supporting several companies in management;
- Manager Partner in DM STOC Lda. e Exigencia Prática Lda., responsible for the support and execution of co-financiered projects, creation of business plans, support to the financial Process, Support and Control of management, Local Administration Consultant, in the context of Local tax Law, Tax Financial Management of several Companies. Economical and Financial Analysis;
- Trainer Financial Management, Accountancy, Tax, Strategic Management, Project Management and NewSkills

## Conditions

**If you have more than two participants contact us to know our business benefits!**

#### **High Skills – Formação e Consultoria LDA**

Avenida de Berna, nº 8 1050-040 Lisboa, Portugal

Nº fiscal: 513 084 568

Registration is confirmed only after issuance of the pro-forma invoice / final invoice and payment thereof.

### Cancellations and Miss of Presence

Trainee/s may cancel their subscription up to 6 business days prior to the course start date.

The (s) trainee (s) may be substituted by other (s) participant (s) and must report the change within 5 working days before the course starts.

If Trainee (s) don't show up at the beginning of the training day will not lead to a refund of the registration fee and will be charged in full.

### Application form

1. CLIENT (Fill in when the Forming is not final customer)			
Entity:		Telephone:	
Responsible:		E-mail:	
Address:			
Postal Code:		Fax:	
VAT Number:			
2. GRADUATES DATA			
Name:			
E-mail:			
Naturality:			
Mini-MBA:	Specialization MINI-MBA FINANCIAL AREA OF PROJECT MANAGEMENT		
Birth Date:		Nacionality:	
Passaport:		Expiration date:	

### Possible contacts for more information:

E-mail: [geral@highskills.pt](mailto:geral@highskills.pt)

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