

## Budget Planning and Management - Budget Preparation, Monitoring and Control

### **General Objectives:**

This course aims to update or reinforce the knowledge and skills of the participants in order to know how to prepare, participate and effectively monitor the budget planning and management process.

### **Specific Objectives:**

At the end of this course, trainees will be able to:

- Plan, develop and apply Budget Management;
- Design, negotiate and defend the budget, taking into account strategic, operational, quantitative and qualifying objectives.

### **Audience:**

This course is aimed at Senior Managers and Technicians who need to prepare, participate and effectively monitor the budget planning and management process.

### **Duration:**

30 Hours

### **Program content:**

#### **Module I - Budget Management**

- Global management and budget management;
- Planning and budgeting;
- Practical exercises.

#### **Module II - Budget Design**

- Strategic objectives and operational objectives;
- Quantitative and qualifying objectives;
- Other costs;
- Practical exercises.

#### **Module III - New Investments**

- Include new projects;
- Predict and influence budgets;
- Practical exercises.

## **Module IV - Negotiating and Defending the Budget**

- Present a coherent budget;
- Prepare to defend your budget;
- Negotiate and discuss the budget;
- Practical exercises.

## **Module V - The Follow-up Process**

- Monitor the budget;
- Organize and use the monitoring framework - Tableaux de Board;
- Analyze deviations and give an immediate response;
- Practical exercises.

## **Module VI - The Budget and the Administrative and Financial Department**

- Activities and tasks to be carried out by specialized departments / services;
- Participation to be requested and / or required from the other bodies;
- Preparation or follow-up meetings;
- Documents and information to be sent and received;
- Practical exercises.