

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

### **General Objectives:**

This Course aims at an update or strengthening the participants' knowledge and skills so that they know how to effectively prepare, participate and monitor the budget planning and management process.

### **Specific Objectives:**

At the end of this course participants will know:

- Relate Budget Management and overall Management;
- Master the process of budget preparation and planning;
- Define objectives and identify the costs to be considered;
- Identify new projects and focus their values in the budgets;
- Choose the techniques and tools necessary for proper negotiation and monitoring processes;
- Know how to participate appropriately in the budget management process.

### **Destinatários**

This course is intended for all professionals in the financial areas who need to Plan and Manage Budgets, namely: Directors, Managers and Heads (Financial Management areas); Team and Work Group Coordinators (Financial Management areas); Technicians (Financial Management and Budget Management areas).

### **Duration**

18 Hours

### **Content Program**

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

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

#### **Module II - The Budget Preparation and Planning Process**

- Pesquisar e o tratar a informação;
- Selecionar a informação útil e verificar da sua performance;
- Novos produtos, novos serviços e novas atividades a desenvolver.

## **Module III - Budget Design**

- Strategic objectives and operational objectives;
- Quantitative and qualitative objectives;
- The costs to be considered:
  - Structure costs;
  - Fixed and variable costs;
  - Other costs.

## **Module IV - The new investments**

- Include the new projects;
- Foresee and have them reflected in the budgets.

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

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

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

- Keep track of the budget;
- Organize and use the tracking table - tableau de bord;
- Analyze deviations and respond immediately.

## **Module VII - The budget and the administrative and financial department**

- Activities and tasks to be developed by the specialist departments / services;
- The participation to be requested and/or required from the other bodies;
- The preparation or follow-up meetings;
- Documents and information to be sent and received.