



TRAINING COURSE ON PROJECT FINANCIAL MANAGEMENT

1. COURSE INFORMATION

Time : 03 – 05/12/2012

Morning: 08h00 – 11h30; Afternoon: 13h30 – 17h00

Venue: Ton Duc Thang University

**98 Ngo Tat To St., Ward 19, Binh Thanh Dist.,
HCMC**

Language: Vietnamese

Trainer: MA. Le Cao Minh

2. TRAINING FEE

410,000 VND/ day (Including documents, study equipments; tea-break).

Certificate of completion fee: **150,000 VND**

Local social staff will be discount 20% tuition
(excluding certificate).



3. AIMS AND OBJECTIVES

After the training course, participants will be able to:

- Identify the tools to help manage project budgets effectively;
- Plan a project budget practically and feasibly; develop an expenditure plan suitable with project implementation plan;
- Implement the expenditure under prompt frame-time and with correct principles, efficiency and transparency;
- Practice dealing with difficult situations in the project financial management through case studies;
- Successfully apply the skills to guide and advise stakeholders on financial management.

**FOR ENQUIRIES AND REGISTRATION,
PLEASE CONTACT:**

Social Development Training Center

Ton Duc Thang University

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Deadline for registration: 26 November 2012

4. CONTENTS

Day 1 (03/12/2012)	Day 2 (04/12/2012)	Day 3 (05/12/2012)
<ul style="list-style-type: none"> • Basic concepts in Project Management • Project-based Funding Management • Roles and Responsibilities in Project Financial Management • Simulation 01: Identification of teams and team members' roles • Simulation 02: Development of a project idea and its budget • Simulation 03: Analysis of the project idea and its budget • Simulation 04: Approval Process of the Project Grant • Simulation 05: Information Control and Management System • Questions and Answers 	<ul style="list-style-type: none"> • Simulation 06: Project Implementation and Monitoring (10% of the project timeline) • Simulation 07: Project Implementation and Monitoring (30% of the project timeline) • Simulation 08: Project Implementation and Monitoring (50% of the project budget) • Simulation 09: Project Mid-term Evaluation (including financial indicators) • Simulation 10: Project Implementation and Monitoring (80% of the project timeline) • Simulation 11: Project Implementation and Monitoring (100% of the project timeline) • Questions and Answers 	<ul style="list-style-type: none"> • Simulation 12: Project Evaluation, Auditing, Reporting and Closure (including financial performance indicators) • Financial Review Checklist • Project Cost Recovery and Taxation • Forecasting and Financial Projections • Reviewing Financial Plans and Reports • Management of Project Contracts and Procurements • Questions and Answers

5. TRAINER INFORMATION: MA. LE CAO MINH

- Mr. Le Cao Minh has graduated Master of Science course, specializing in Strategic Project Management (European) sponsored by Erasmus Mundus Scholarship program.
- He has over ten years working experience in INGOs and now he working for Habitat For Humanity as Deputy Country Director and Chief Financial Officer (CFO).
- MA. Le Cao Minh has nearly seven years' experience teaching in university, specializing in TESOL before joining the leadership team to manage the fund for community development in the past ten years such as supporting initiatives in housing finance; sustainable solutions to housing, water and sanitation; and partners' capacity building.
- For the last five years he has specifically focused on promotion of socio-economic security and risk management on the economically marginalized; and enhancement of organizational values through financial management, human resource management, performance management, organizational learning, knowledge management, internal information control and management systems.