

## ENVIRONMENT AND DEVELOPMENT TRAINING PROGRAM

**Course : Budgeting and financial management in development projects**  
**Duration : 4 days**  
**Ha Noi : 25 Nov – 28 Nov 2014**

### OBJECTIVES

This course is to provide the participants with knowledge and a crosscutting edge of experiences in budgeting and financial management for development projects. Over a period of four days, participants will be able to:

- understand budget and its benefits
- understand the importance of financial information management
- create a budget for the project
- develop a financial plan and financial report system for a project
- analyze the fluctuations between actual expenses and estimates (budget)
- analyze financial reports serving internal audit
- implement appropriate financial system to effectively manage financial sources and project

### TARGET PARTICIPANTS

This is ideal for executives and managers at all levels in the public, private and NGO sectors. It will also benefit those who have responsibility for, or are working on, donor-funded projects as well as those involved with projects within organizations more generally.

### CONTENTS

Lesson 1: Aid and Development Projects  
 Lesson 2: Overview of Project Financial Management  
 Lesson 3: Budgeting  
 Lesson 4: Fluctuation analysis of actual and budgeted costs  
 Lesson 5: Cash flow reports  
 Lesson 6: Financial Ratios Analysis  
 Lesson 7: Risk Assessment  
 Reading: Procurement management

### METHODOLOGY

The training will involve participatory learning approaches (PLA), application-oriented and interactive, emphasizing on group discussions, case studies. The course instructor's role is essentially that of facilitator, monitor and adviser. Group presentations on project planning are regarded as case studies discussed throughout the course

### LANGUAGE

Lectures and materials will be delivered in Vietnamese.

### COURSE SCHEDULE, TUITION FEE AND REGISTRATION

**Schedule:** 4 days; 8:30 - 11:30 am. & 1:30 - 4:30 pm.

**Registration:** Participants need to fill in an application form and send the completed form to EDS-AITCV at least 10 days before the commencement of the course.

**Tuition fee:** 9.000.000 VND/participant including course materials and refreshments  
*Tuition fees must be paid prior to the course commencement*

### Venue:

**Hanoi:** AITCV, B3 Building, University of Transport and Communication, Lang Thuong, Dong Da, Hanoi

*For further information and updated schedule, please contact*

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## COURSE SCHEDULE

Day	Session	Content
Day 1	Morning	Introduction of the training program <ul style="list-style-type: none"> <li>Objectives</li> <li>Training content</li> </ul> Lesson 1: Aid and development projects <ul style="list-style-type: none"> <li>Project cycle</li> <li>Project document</li> <li>Methods and point of views of project evaluation</li> <li>Aid programs</li> </ul>
	Afternoon	Lesson 2: Overview of project finance management <ul style="list-style-type: none"> <li>Strategic issues</li> <li>Financial information and data</li> <li>Financial reports</li> </ul>
Day 2	Morning	Lesson 3: Budgeting <ul style="list-style-type: none"> <li>Roles and process of budget planning</li> <li>Pro forma statement</li> <li>Cash budgeting</li> <li>Group work and group work presentation</li> </ul>
	Afternoon	Lesson 4: Fluctuation analysis of actual and budgeted costs <ul style="list-style-type: none"> <li>Basic concepts of costs</li> <li>Cost norms</li> <li>Analysis models</li> </ul>
Day 3	Morning	Lesson 4: Fluctuation analysis of actual and budgeted costs (cont.) <ul style="list-style-type: none"> <li>Direct cost analysis</li> <li>Operation cost analysis</li> </ul> Practice assignment
	Afternoon	Lesson 5: Financial Statement Analysis <ul style="list-style-type: none"> <li>Cash flow and profit</li> <li>Cash flow report</li> <li>Analysis of cash flow report</li> </ul>
Day 4	Morning	Lesson 6: Analysis of financial ratios
	Afternoon	Lesson 7: Risk management <ul style="list-style-type: none"> <li>Risks and opportunities</li> <li>Risk identification and classification</li> <li>Risk assessment</li> <li>Risk mitigation and management</li> <li>Group work and group work presentation</li> </ul> Reading: Procurement management