



AGENDA

Getting Project Budgeting & Reporting Right

Time	Session
Day 1	
9.00 – 9.30	Welcome & Introduction
9.30 – 10.30	Fundamentals of Budgeting
10.30 – 11.00	Coffee & Tea Break
11.00 – 12.15	Budgeting Principles and Best Practices
12.15– 13.15	Lunch Break
13.15 – 15.00	Different Types of Donor Budgets and Budgeting
15.00 – 15.30	Coffee & Tea Break
15.30 – 16.30	Practical Exercise: Intro to Budget Preparation
	End of Day 1
Day 2	
9.00 – 9.30	Recap - What are the key takeaways from Day 1?
9.30 – 10.30	Practical Exercise: Budget Preparation
10.30 - 11.00	Coffee & Tea Break
11.00 – 12.15	Practical Exercise: Budget Preparation
12.15 – 13.15	Lunch Break
13.00 – 14.30	Budget Monitoring and Control
14.30– 15.00	Coffee & Tea Break
15.00 – 16.30	Practical Exercise: Budget Monitoring and Adjustment
	End of Day 2

Day 3	
9.00 – 9.30	Recap - What are the key takeaways from Day 2?
9.30 – 10.30	Introduction to Financial Reporting
10.30 - 11.00	Coffee & Tea Break
11.00 – 12.15	Practical Exercise: Financial Reporting
12.15 – 13.15	Lunch Break
13.00 – 14.30	Practical Exercise: Financial Reporting
14.30– 15.00	Coffee & Tea Break
15.00 – 16.30	Effective Communication of Financial Information
	End of Day 3

NB This Agenda is indicative only. This is your training course, and we will use the time we have together in the way that it benefits you best. As such we will keep the agenda flexible to suit your needs.