

## Module AGENDA

### Mastering Project Budgets

Time	Session
<b>Day 1</b>	
9.00 – 9.30	Welcome & Introduction
9.30 – 10.45	Fundamentals of Budgeting
10.45 – 11.00	<b>Coffee &amp; Tea Break</b>
11.00 – 12.30	Budgeting Principles and Best Practices
12.30 – 13.30	<b>Lunch Break</b>
13.30 – 15.00	Different Types of Donor Budgets and Budgeting
15.00 – 15.15	<b>Coffee &amp; Tea Break</b>
15.15 – 16.30	Practical Exercise: Intro to Budget Preparation
<b>Day 2</b>	
9.00 – 9.30	Recap - What are the key takeaways from Day 1?
9.30 – 10.45	Practical Exercise: Budget Preparation
10.45 – 11.00	<b>Coffee &amp; Tea Break</b>
11.00 – 12.30	Practical Exercise: Budget Preparation
12.30 – 13.30	<b>Lunch Break</b>
13.30 – 15.00	Budget Monitoring and Control
15.00 – 15.15	<b>Coffee &amp; Tea Break</b>
15.15 – 16.30	Practical Exercise: Budget Monitoring and Adjustment
<b>Day 3</b>	
9.00 – 9.30	Recap - What are the key takeaways from Day 2?
9.30 – 10.45	Introduction to Financial Reporting
10.45 – 11.00	<b>Coffee &amp; Tea Break</b>
11.00 – 12.30	Practical Exercise: Financial Reporting
12.30 – 13.30	<b>Lunch Break</b>
13.30 – 15.00	Practical Exercise: Financial Reporting
15.00 – 15.15	<b>Coffee &amp; Tea Break</b>
15.15 – 16.00	Effective Communication of Financial Information
16.00 - 16.30	Closing session - Review and questions