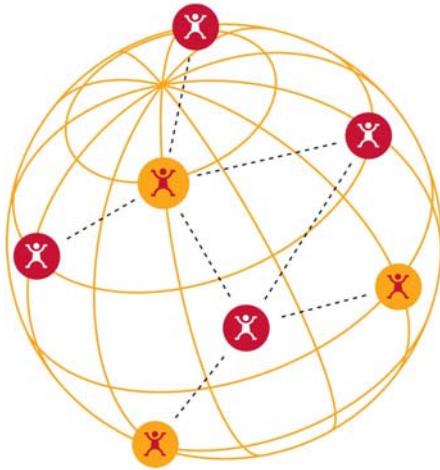


TRAINING COURSE OUTLINE



FIN-119E **BUDGETING IN TELECOMMUNICATIONS**

DESCRIPTION

A 3-day training course to equip participants with the key concepts of planning and budgeting in telecommunications.

OBJECTIVES

- Provide participants with the guiding principles of planning and budgeting
- Explain the planning process
- Present the different components of a budget
- Explain how to identify and work with the key stakeholders involved in budgeting
- Demonstrate an understanding of the policy as it relates to planning and budgeting
- Equip participants with the knowledge to use planning and budgeting tools such as business plans, KPIs, etc.
- Present the key concepts of performance management
- Demonstrate the importance of resource management and provide strategies for efficiently managing resources



- Provide participants with an understanding of business risk management in relation to planning and budgeting

TOPICS

- Planning & budgeting
 - Basic guiding principles
 - Importance
- The planning process
- Budgets and budgeting
 - What is a budget?
 - Why do a budget?
 - Components of budgeting
 - Main characteristics of budgets
 - Input sources
 - Budget vs. forecast and variance analysis
 - Types of budgets
 - Line-item or incremental
 - Formula-funding
 - Program budget
 - Zero-based budget
 - Activity-based budget
 - Rolling forecast
 - Latest trends in budgeting
- Planning & budgeting tools
 - Business plans
 - KPIs, dashboards and scorecards
 - Challenges
- Key stakeholders
 - Who should be involved?



- Sharing of responsibilities
- Compiling a budget
 - Guidelines
 - Components
 - Analysis of strengths and weaknesses
- Policy related to planning and budgeting
 - Description
 - Interpretation
 - Definition of appropriate measures
- Performance management
 - Definition and importance
 - Types of performance
 - Measurement tools
 - Budget and performance
 - Efficient control and management
 - Optimization of performance
- Resource management
 - Definition and importance
 - Key concepts
 - Effective resource management
- Business risk management
 - Uncertainty, risk and risk management
 - Drivers of key risks
 - Functions of risk management
 - Structure and administration of risk management
 - Action plans to manage risk

TARGET AUDIENCE

- Telecommunications professionals looking to complement their skill-set by gaining an understanding of key concepts in planning and budgeting.
- Telecommunications professionals involved in planning and/or budgeting and looking to gain additional knowledge in these areas.

METHODOLOGY

Our Training Programs combine presentations, case studies, hands-on workshops, and discussions on real-life situations and issues faced by participants. Complete training material is provided to all participants for future reference and follow-up action plans.

LOCATION

Our Training Programs are held at regular intervals in selected cities around the world. Upon request, our expert trainers can lead Training Programs at the location of your choice. If interested, please contact us at training@neotelis.com.

EXPERTISE

Neotelis provides consulting and training services to telecommunications organizations worldwide. Its team of experts has trained thousands of executives and managers working for operators, regulators, policy-makers and governments in over 100 countries around the world.

