


# FM293:

# Financial Planning and Estimated Budget Preparation / التخطيط المالي واعداد الموازنة التقديرية

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## Training Description:

This training course is a five-day comprehensive course that provides participants with a structured and practical understanding of financial planning and estimated budget preparation within organizational and project-based environments. The course focuses on the principles, tools and methodologies required to develop realistic financial plans, prepare accurate budgets and align financial resources with strategic objectives. Emphasis is placed on both operational and capital budgeting processes, ensuring participants gain confidence in financial decision-making.

This intensive training course will let participants explore the full budgeting cycle—from data collection and forecasting to cost estimation, budget consolidation, monitoring and control. The course integrates financial concepts with real-world applications, enabling participants to translate financial data into actionable plans. Practical exercises, templates, and case studies will be used to strengthen analytical thinking and improve financial discipline.

By the end of the course, participants will be equipped with the skills to prepare reliable budgets, evaluate financial risks, manage variances and support management with sound financial insights. The training bridges the gap between technical operations and financial accountability, enhancing overall organizational performance and financial sustainability.

## Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the fundamentals of financial planning and budgeting processes
- ✓ Develop short-term and long-term financial plans aligned with organizational goals
- ✓ Prepare accurate cost estimates and budget forecasts
- ✓ Apply budgeting techniques for operating, capital, and project-based activities
- ✓ Analyze budget variances and implement corrective actions
- ✓ Use financial data to support planning, control, and decision-making
- ✓ Improve cost control, financial accountability, and reporting practices

## Training Designed for:

This training course is intended for Finance Managers, Accountants, Budget Officers, and Financial Analysts, as well as Project Managers, Planning & Control Engineers, Cost Engineers, and Quantity Surveyors involved in financial planning, cost estimation, and budget preparation. It is also suitable for Department Heads, Section Managers, Supervisors, and Operations or Facilities Managers responsible for managing budgets and controlling expenditures. In addition, the course is valuable for Procurement and Contract Professionals, Non-Financial Managers, Technical Staff, and any professionals involved in budgeting, cost control, financial planning or resource allocation who seek to strengthen their financial knowledge and decision-making skills.

## Training Requirement:

"Hands on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

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Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

## Training Program:

*DAY ONE:*

- **Fundamentals of Financial Planning**
- Introduction to Financial Planning Concepts
  - Role of financial planning in organizational success
  - Strategic vs. operational financial planning
  - Financial planning cycle and best practices
  - Understanding financial statements for planning purposes
  - Revenue streams, cost structures, and cash flow basics
  - Linking organizational objectives to financial plans
  - Overview of budgeting types and approaches
  - Case Study: Financial planning framework for an organization

*DAY TWO:*

- **Cost Estimation and Budgeting Techniques**
- Principles of Cost Estimation
  - Types of costs: fixed, variable, direct, indirect
  - Cost behavior and cost drivers
  - Data sources for cost estimation
  - Budgeting methods and approaches
  - Incremental, zero-based, rolling, and activity-based budgeting
  - Operating budgets vs. capital budgets
  - Practical Exercise: Preparing cost estimates and draft budgets

*DAY THREE:*

- **Budget Preparation and Consolidation**
- Detailed Budget Development
  - Budget structure and components
  - Departmental and project-based budgeting
  - Assumptions, constraints, and financial policies
  - Budget consolidation and coordination
  - Aligning departmental budgets with overall financial plans
  - Managing interdependencies and resource allocation
  - Workshop: Preparing a complete estimated budget
  - Case Study: Budget preparation for a multi-department organization

*DAY FOUR:*

- **Budget Monitoring, Control, and Variance Analysis**
- **Budget Implementation and Control**
  - Budget execution and financial control mechanisms
  - Monitoring expenditures and commitments

- Cash flow planning and management
- Variance analysis techniques
- Identifying causes of budget overruns and shortfalls
- Corrective actions and re-forecasting
- Practical Exercise: Budget tracking and variance reporting

*DAY FIVE:*

- **Financial Risk, Reporting, and Decision Support**
- Financial Risk and Sensitivity Analysis
  - Identifying financial risks in budgets and plans
  - Sensitivity and scenario analysis
  - Contingency planning and reserves
  - Financial reporting and management communication
  - Budget reports, dashboards, and KPIs
  - Supporting management decisions with financial data
  - Course Review and Action Planning
  - Workshop: Developing a financial planning and budgeting roadmap
- Course Conclusion
- POST-ASSESSMENT and EVALUATION

## Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

## Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

## Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

## Training Timings:

Daily Timings:

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|---|---|
| 07:45 - 08:00 | Morning Coffee / Tea |
| 08:00 - 10:00 | First Session |
| 10:00 - 10:20 | Recess (Coffee/Tea/Snacks) |
| 10:20 - 12:20 | Second Session |
| 12:20 - 13:00 | Recess (Prayer Break & Lunch) |

13:00 - 14:00 Last Session

For training registrations or in-house enquiries, please contact:
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