



PROJACS ACADEMY  
by @egis



# Certified Budget Analyst

محفل ميزانية معتمد

23 – 27 October 2023

Dubai / UAE

## Introduction

This course is designed to provide you with the skills and knowledge to prepare, analyze, and manage budgets in various contexts. You will learn how to use budgeting tools and techniques, such as variance analysis, forecasting, and performance measurement, to support decision-making and accountability. You will also explore the role of budgeting in strategic planning, financial management, and organizational performance.

## Objectives

**By the end of this course, you will be able to:**

- Explain the purpose and principles of budgeting
- Identify the types and components of budgets
- Apply budgeting methods and models to different scenarios
- Analyze budget data and reports using various tools and techniques
- Evaluate budget performance and recommend corrective actions
- Communicate and present budget information effectively

## Who Should Attend?

This course has been specifically designed for the benefit of:

- Budgeting and planning personnel
- Capital and resource planning
- Managing Directors
- Finance managers
- Financial Controllers
- Senior and mid-level management
- Department managers
- Strategists
- Data analysts
- Risk controllers
- Board members

## Course Outline

### Day One

#### **Budgeting Fundamentals**

- Introduction to budgeting: definition, purpose, and benefits
- Budgeting cycle: stages, processes, and roles
- Budgeting frameworks: incremental, zero-based, activity-based, and outcome-based
- Budgeting formats: line-item, program, performance, and capital

### Day Two

#### **Budget Preparation**

- Budget planning: goals, objectives, and strategies
- Budget estimation: methods, models, and assumptions
- Budget allocation: criteria, priorities, and trade-offs
- Budget documentation: policies, procedures, and guidelines

### Day Three

#### **Budget Analysis**

- Budget variance analysis: causes, types, and calculations
- Budget forecasting: techniques, factors, and adjustments
- Budget sensitivity analysis: scenarios, risks, and contingencies
- Budget benchmarking: sources, indicators, and comparisons

### Day Four

#### **Budget Management**

- Budget execution: authorization, control, and reporting
- Budget review: monitoring, evaluation, and feedback
- Budget revision: reasons, methods, and implications
- Budget audit: objectives, standards, and findings

### **Day 5: Budget Communication**

- Budget presentation: format, content, and style
- Budget visualization: charts, graphs, and dashboards
- Budget negotiation: skills, tactics, and outcomes
- Budget reporting: frequency, audience, and format

## Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

## Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

## Schedule

**The course agenda will be as follows:**

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

## Course Fees\*

- **3,200 USD**  
*\*VAT is Excluded If Applicable*

## المقدمة

تم تصميم هذه الدورة لتزويدك بالمهارات والمعرفة اللازمة لإعداد وتحليل وإدارة الميزانيات في سياقات مختلفة. سوف تتعلم كيفية استخدام أدوات وتقنيات إعداد الميزانية، مثل تحليل التباين، والتنبؤ، وقياس الأداء، لدعم عملية صنع القرار والمساءلة. سوف تستكشف أيضاً دور الميزانية في التخطيط الاستراتيجي والإدارة المالية والأداء التنظيمي.

## الأهداف

بحلول نهاية هذه الدورة، سوف تكون قادراً على:

- شرح غرض ومبادئ إعداد الميزانية
- التعرف على أنواع ومكونات الموازنات
- تطبيق أساليب ونماذج إعداد الموازنة على سيناريوهات مختلفة
- تحليل بيانات الميزانية والتقارير باستخدام الأدوات والتقنيات المختلفة
- تقييم أداء الميزانية والتوصية بالإجراءات التصحيحية
- التواصل وتقديم معلومات الميزانية بشكل فعال

## الحضور

تم تصميم هذه الدورة خصيصاً لفائدة:

- موظفي إعداد الميزانية والتخطيط
- المسؤولين عن تخطيط رأس المال والموارد
- المديرين الإداريين
- المديرين الماليين
- المراقبون الماليون
- الإدارة العليا والمتوسطة
- مدراء الأقسام
- الاستراتيجيين
- محللو البيانات
- مراقبو المخاطر
- أعضاء مجلس الإدارة