

# Projects and Budgeting

## course outline

**This course covers basic budgeting for non-financial professionals and is ideal for those involved in project management who wish to learn budgeting in relation to project schedules.**

### IS THIS COURSE FOR YOU?

If managing projects is part of your work, this course will arm you with the budgeting skills required to do the job.

### ABOUT THE COURSE

Good budgeting skills are highly valued within a business as they ensure costs are controlled and the deliverables meet the organisation's needs.

Project management skills are key when working within an IT department or related industry as you'll know how to manage complex processes using a variety of resources. What's more, budgeting skills are highly transferable, enabling you to work within many different industries.

### BENEFITS

- Flexible, self-paced learning
- The opportunity to gain an industry-recognised Pitman Training Certificate

### WHAT YOU'LL LEARN

Over three modules you'll learn basic budgeting for non-financial professionals, creating a project schedule and budget, and planning and managing the project budget. You will cover:

- Planning a budget
- Performing budget calculations
- Estimating project costs and durations
- Project milestones
- Creating a project network diagram
- Cost variance calculation
- Tools and techniques for cost control
- Forecasting cost estimates at project completion
- Evaluating project performance

### PRE-REQUISITES

No pre-requisites are required for this course.

### CAREER PATH

Project Management skills can come into play in a wide range of careers. Most employees with a certain level of responsibility will find themselves managing projects and initiatives throughout their careers. You will have many opportunities to put the skills learned in this course to use in your current and future work.

**COURSE DURATION:** approx. 5 hours

*Actual course duration will vary based on prior skills and application.*



### CPD POINTS: 5

*CPD points awarded upon successful completion*

***To find out more, speak to one of our course advisors.***



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