

International Course on Budget Planning and Project Management for TB Control
1– 12 September 2009, Bangkok, Thailand

Programme Schedule

Day	Date	Pre-session 09:00-09:30	Session 1 09:30-11:00	Session 2 11.15-1.00	Session 3 14:00-15:30	Session 4 15:45-17:30	Special Session / Overnight Assignment
	31/08/2009 Monday	1. Participants will arrive in Bangkok. 2. Registration and room assignment.					
Day 1	01/09/2009 Tuesday	Inaugural Session	-Overview of Budgeting - what is Budgeting and why it is important -Budgetary process, preparation, and control Dr. J. L. Castro	Effective uses of budgets Anatomy of the budget Dr. J. L. Castro	Types of budgets Dr. J. L. Castro		Drill: Budgeting exercise
Day 2	02/09/2009 Wednesday	Recap of previous day	How to make a budget? Dr. J. L. Castro		How to make a budget? Contd: Dr. J. L. Castro		Drill: Writing budget justification
Day 3	03/09/2009 Thursday	Recap of previous day	Building Effective Financial & Management Reporting System Dr. J. L. Castro		Strategies for negotiating budget modifications -Framework for evaluating institutions of accountability Dr. J. L. Castro	Understanding the Budget requirements of international funding agencies Dr. J. L. Castro	Drill: Using excel to build statement of cash flows
Day 4	04/09/2009 Friday	Recap of previous day	Budget Monitoring, Control System & MIS Dr. J. L. Castro		Evaluating Performance: The use of variance analysis Dr. J. L. Castro		Drill: Using Excel to analyze variances
Day 5	05/09/2009 Saturday	Recap of previous day	1. Introduction, justification and development process of the tool - presentation and discussion 2. Practical presentation: ABC of the tool - guided tour - presentation and exercise (Hand-out N°1) Ms. Andrea Pantoja	3. Useful details and suggestions for the use of the tool - presentation and exercise (Hand-out N°2) Ms. Andrea Pantoja	4. Estimating the number of patients treated and the budget for first line drugs - presentation and exercise (Hand-out N°3) Ms. Andrea Pantoja	5. Estimating the budget for improving diagnosis - presentation and exercise (Hand-out N°4) 6. A closer look at summary tables - presentation and exercise (Hand-out N°5) Ms. Andrea Pantoja	Evening reading
Day 6	06/09/2009 Sunday	DAY OFF					
Day 7	07/09/2009 Monday	Recap of previous day	Introduction to project management Role of project Manager (J. Chhor)	Defining Project Objectives & Outcomes (J. Chhor)	Afternoon Off		
Day 8	08/09/2009 Tuesday	Recap of previous day	* Relationship between Budgeting and Performance Management Performance Measurement in Balance Scorecard (R. Kapoor)	Developing Result and Outcome measures for Strategies and Objectives, Process and Inputs (R. Kapoor)	Project Planning Tools for problem identification (J. Chhor)		Drill: Workload analysis and Negotiating budget changes
Day 9	09/09/2009 Wednesday	Recap of previous day	Turning Measures and Performance Data into MIS (R. Kapoor)	Developing the Balance Scorecard for the organisation or department (R. Kapoor)	Project Monitoring and Evaluation - an introduction (Dr. Vishnu Kamineni)	Monitoring and Evaluation Framework followed by Case study 1 (Dr. Vishnu Kamineni)	Drill: Planning project costs
Day 10	10/09/2009 Thursday	Recap of previous day	Using Balance Scorecard as a Motivational tool to improve performance and bring in accountability (R. Kapoor)	Assessing performance against the Balance Scorecard parameters (R. Kapoor)	Development of M&E Framework (Dr. Vishnu Kamineni)	Monitoring and Evaluation Plan followed by Case study 2 (Dr. Vishnu Kamineni)	Drill: reading in balance score card & preparing the scorecard
Day 11	11/09/2009 Friday	Recap of previous day	Exercise on developing a Balance scorecard (R. Kapoor)	Using Balance Scorecard for Seeking funding (R. Kapoor)	Development of M&E Plan (Dr. Vishnu Kamineni)	Comprehensive monitoring and evaluation system (Dr. Vishnu Kamineni)	Evening reading
Day 12	12/09/2009 Saturday	Recap of previous day	Where are we and the way forward for Global TB Control / Integrated TB Control / Managing TB Program Dr. G. R. Khatri		Application Learnings / Course Evaluation / Closing Session		

Faculty	
Dr. Jose Luis Castro	United States, France
Jamshed Chhor, MBA	India, France
Frank G. Colella, JD, LL.M., CPA	United States
Vishnu Kamineni, MBBS, DTM	India
Rajesh Kapoor, MBA	India
Andrew S Rendeiro, JD	United States