

ITRAINONLINE MMTK

Trainers' notes: Budgeting and Planning

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Introduction	<p>The unit focus on the importance of having a good implementation plan to produce a good budget. The unit discusses how to budget and plan for a wireless network.</p> <p>The methodology (approach) followed in this unit is to first describe which areas that need to be covered in an wireless implementation plan (handout + slides). Once those areas are identified, the unit looks into what equipment that needs to be budgeted for a real case scenario (Case study).</p> <p>This unit is not a guide in economical budgeting, but focuses instead on budgeting in terms of equipment and human resources.</p> <p>The big contribution of this unit is to include all those almost never documented "tips" that can help when preparing a budget.</p> <p>The case study is familiar to the original author but it is suggested that the trainer change it to reflect his/her experience.</p>
Timing/duration	Duration of unit is approx. 2.5h
Content outline and main topics covered	Implementation Plan and Budgeting (10 min) Viability Study (30 min) Budgeting Issues (15 min) Licences and permissions (10 min) Procurement (15 min) Implementation phase (10 min) Contracts and Quality Assurance (15 min) Case Study (45 min)
Target audience	Project managers that want to understand the costs involved in a wireless deployment. Technical staff. Funding organizations.
Prerequisite skills/knowledge	Trainers should have experience in middle or big size project

	implementation. It is recommended that the trainers have been involved in the real implementation of the projects they have budgeted.
Unit objectives/expected outcomes	<p>By the end of the session trainees should</p> <ul style="list-style-type: none"> ● understand that a good budget is the result of a good plan. ● understand that is very difficult to get economic support from any funding agency if they do not show that they are able to explain (1) what is going to happen? (2) when is going to happen? (3) how much is going to cost? (4) who is going to benefit and how?
Pre-workshop activities	It is recommended that the trainees read the handout unit before the session.
Notes on using exercises	The exercise should be performed in small groups of 3-5 trainees and after completion be followed up by a group discussion with the trainer. No exact answers exists but guidelines to the questions can be found in the handout. The trainees should be encouraged to present different scenarios and discuss pros and cons of each scenario.
Resources included with unit	<ul style="list-style-type: none"> ● Handout ● Trainers' notes ● Slides ● Case study (text + budget) ● Exercises ● Exercise guidelines ● Materials evaluation form ● Workshop evaluation form ● Copyright statement
Additional trainer resources	
Equipment needed	
Comments	