

MASTERING THE BUDGETING AND FORECASTING PROCESS



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TRAINING CENTER



Introduction

Mastering the Budgeting and Forecasting Process Training Course develops professionals who can run a planning process end to end, not just complete a template. Participants work through process design, the planning calendar, budget construction, driver-based forecasting, review routines, and continuous improvement of the process itself. The programme treats budgeting and forecasting as a managed cycle with owners, deadlines, and quality standards. As a result, learners gain a method for making the process faster and more reliable. Furthermore, the course strengthens process discipline, forecast accuracy, and the governance that keeps a planning cycle trustworthy.

Mastering the Budgeting and Forecasting Process Course Objectives

- Map the full budgeting and forecasting process from start to review.
- Design a planning calendar with owners, milestones, and deadlines.
- Apply incremental, zero-based, rolling, and driver-based budgeting.
- Build operating, capital, and cash budgets within one process.
- Forecast revenue, cost, and cash using quantitative and qualitative methods.
- Apply driver-based forecasting and identify cost and revenue drivers.
- Measure forecast accuracy with MAPE and track forecast bias.
- Standardise templates, assumptions, and submission quality checks.
- Run review routines, challenge sessions, and re-forecast cycles.
- Apply process governance, version control, and continuous improvement.

Course Methodology

- Interactive sessions built on budgeting process design cases.

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- Workshops on calendar design, template standards, and assumption control.
- Group exercises on forecast accuracy review, challenge sessions, and re-forecasting.
- Hands-on practice with driver models, rolling forecasts, and process maps.
- Simulation of a planning cycle review and a process improvement workshop.
- Facilitator coaching and peer review on personal process improvement plans.

Who Should Take This Course

- Finance managers, controllers, and FP&A professionals.
- Budget officers and planning process owners.
- Management accountants running planning cycles.
- PMO and performance professionals involved in planning.
- Department heads participating in the planning process.
- Consultants advising on planning process improvement.

Mastering the Budgeting and Forecasting Process Course Outlines

Day 1: The Budgeting and Forecasting Process End to End

- The planning process from strategy to forecast to review.
- Process stages, inputs, outputs, and decision points.
- Roles: process owners, contributors, reviewers, and approvers.
- Designing a planning calendar with milestones and deadlines.
- Standards for submissions, templates, and data quality.



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- Common process failures: late inputs, weak assumptions, unclear ownership.
- Case discussion: a planning cycle that consumed a quarter.

Day 2: Budget Construction Within the Process

- Incremental, zero-based, rolling, and activity-based budgeting.
- Building operating, capital, and cash budgets on standard templates.
- Cost classification and cost behaviour in budget building.
- Contribution margin, break-even, and cost-volume-profit analysis.
- Overhead allocation and cost recovery within the process.
- Quality checks, cross-checks, and arithmetic controls.
- Workshop: building a standard budget pack for a business unit.

Day 3: Driver-Based Forecasting and Assumption Control

- Identifying cost and revenue drivers across the business.
- Driver-based budgeting and forecasting models.
- Quantitative methods: trend, moving average, and regression basics.
- Qualitative methods: expert judgement and the Delphi technique.
- Assumption registers, ownership, and version control.
- Seasonality, cycles, and trend decomposition basics.
- Exercise: building a driver-based forecast with an assumption register.

Day 4: Accuracy, Review, and Re-Forecasting Routines

- Forecast accuracy metrics such as MAPE and bias tracking.
- Variance-to-forecast analysis and reason coding.



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- Designing challenge sessions and review meeting discipline.
- Rolling forecasts and re-forecast trigger points.
- Scenario and sensitivity analysis for process-driven planning.
- Corrective action and communication routines.
- Simulation: running a re-forecast cycle after a demand shock.

Day 5: Process Governance and Continuous Improvement

- Process governance: standards, controls, and audit trails.
- Documentation, version control, and model change management.
- Measuring the planning process with cycle time and quality metrics.
- Automating planning with planning tools and system integration.
- Continuous improvement of the planning process.
- Reporting process performance to executives.
- Capstone: presenting an improved budgeting and forecasting process.

Conclusion

By successfully completing Mastering the Budgeting and Forecasting Process, participants will gain a practical command of process design, calendar governance, budget construction, driver-based forecasting, and accuracy review. They will acquire skills in assumption control, challenge sessions, re-forecast routines, and process improvement that make planning cycles faster and more reliable. Gentex Training Center designs the programme to help professionals run the planning process rather than merely participate in it.





FAQs

Q1 What is the "Mastering the Budgeting and Forecasting Process" course about?

It develops professionals who can run a planning process end to end, not just complete a template. The course spans the budgeting and forecasting process end to end, budget construction within the process, driver-based forecasting and assumption control, accuracy, review and re-forecasting routines, and process governance and continuous improvement.

Q2 What are the key benefits of the "Mastering the Budgeting and Forecasting Process" course?

You gain a method for making the process faster and more reliable. The course improves process design and calendar discipline, strengthens template and assumption standards, sharpens forecast accuracy and review routines, and gives you governance that makes a planning cycle trustworthy.

Q3 What skills will I gain from the "Mastering the Budgeting and Forecasting Process" course?

You will develop four core skills: planning process design and calendar governance, budget construction on standard templates, driver-based forecasting with assumption control, and forecast accuracy review with re-forecast and process improvement.



Q4 What tools, methods, or standards are covered in the "Mastering the Budgeting and Forecasting Process" course?

The course covers process mapping and stage design, planning calendar construction with milestones and deadlines, submission and template standards, incremental, zero-based, rolling and activity-based budgeting, operating, capital and cash budget construction, cost classification and behaviour analysis, contribution margin, break-even and cost-volume-profit analysis, overhead allocation, driver identification and driver-based forecasting models, quantitative forecasting methods (trend, moving average, regression basics), qualitative methods (expert judgement and Delphi technique), assumption registers and version control, seasonality and trend decomposition, MAPE and forecast bias measurement, variance-to-forecast analysis and reason coding, challenge session design, rolling forecasts and re-forecast trigger points, scenario and sensitivity analysis, process governance with controls and audit trails, documentation and model change management, cycle time and quality metrics, and planning automation and system integration.

Q5 How is the "Mastering the Budgeting and Forecasting Process" course applied in real-world practice?

Participants apply it to real work such as designing a planning calendar for a business unit, standardising budget templates and submission checks, building a driver-based forecast with an assumption register, running a challenge session and re-forecast cycle, and presenting process improvements to executives. The same methods support planning automation and process performance reporting.