**Training Fiche**

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| Title | Budgeting and resources mobilization for digital transformation |
| Ref. DigCompEdu  | Transversal |
| Keywords (meta tag) | Budgeting, Finance, Administration, Resources |
| Language | ENG |
| Objectives / Goals / Learning outcomes | Know the basics to set up an IT investment portfolio Avoid common mistakes when setting up and IT portfolio Know good practices for setting up an IT investment portfolio Know methodologies for budgeting |
| Description | Down to its core essentials, digitalization is about being more strategic and efficient in providing services and establishing a direct connection with the cohort of reference addressed by the organisation – and its most relevant STKHs and groups of interest.This helps organisation in being much more practical in understanding what they actually might need to transit into new IT-paradigms of education and training and that are coherent to organizations’ potentials and the audience potentially addressed by their offer. |
| Contents arranged in 3 levels | **Budgeting and resources mobilization for digital transformation****Unit 1: Introduction notes to IT investments for education and training organizations**1.1 The disclaimer1.2 A two-dimensional focus**Unit 2: The DO NOTs of IT investments**2.1 Intercepting bad habits2.2 Three common mistakes to recognize and avoid2.3 Signals of the downfall2.4 Why the need for a roadmap**Unit 3: The DO of IT investments**3.1 Starting from a scratch3.2 The IT portfolio management cycle3.3 Planning3.4 Planning – four viable alternatives for budgeting (pt.1)3.5 Planning – four viable alternatives for budgeting (pt.2)3.6 Managing3.7 Changing3.8 Re-adapting3.9 Testing 🡪 Validating 🡪 Consolidating3.10 Master budget3.11 The peculiarity of IT budgeting for education and training organisations |
| Self-evaluation (multiple choice queries and answers) | * **A make it rain approach to IT budgeting:**
	+ - It’s beneficial both in the short and long-term period
		- Breaks down cost-categories per units
		- **Should be avoided as it is proven of not generating impacts**
* **One of the typical red flag scenarios is:**
	+ - **High entropy**
		- Too strict definition of roles and responsibilities
		- Outsourcing of IT services
* **The analogic methodology for budgeting**
	+ - It implies the availability of a grand sum that is then distributed among different cost categories
		- Allows for the greater flexibility possible
		- **None of the above**
* **Programme consolidation pertains to:**
	+ - Operative budget
		- **Economic Budget**
		- Financial Budget
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| Toolkit (guidelines, best practices, checklist, lessons learned…) | Name  | 1. IT Project – Annual Budget Template
2. Annual IT Budget Template – Operating Expenses and Annual IT Budget Template – Capital Expenditure
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| Description | 1. This tool is aimed to facilitate the estimation, on an annual basis, of all possible operation and capital cost items that organisation X has to consider for the renewal of its IT fleet
2. These tools are a slightly more streamlined version of the previous one, more intuitive and agile for smaller organisations, professionals, etc.
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| File name | 1. RESET\_PR3\_IHF\_TOOL\_annual IT project budget template\_EN
2. RESET\_PR3\_IHF\_TOOL\_annual budget template for IT\_EN
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| Resources (videos, reference link)  | N/A |
| Related material | N/A |
| Related PPT | RESET\_PR3\_IHF\_Budgeting\_ppt\_EN |
| Bibliography  | N/A |
| Provided by  | IHF asbl  |