

## Budgeting Training – 10/12/15-16/12/15

Project Team (PT): Ben Howitt (Lead), Chris Kaye, India Jordan, James Lindsay

### Summary

Sessions Delivered : 6

Volunteers trained: 42 attendees/53 signups

The session, with extended discussion on a few slides, and breakout discussion time of c. 10 minutes on the two tasks, lasted c. 1 hr.

### Development process

- The process launched with a two hour meeting with IJ, BH, JL & CK to capture what should be delivered, as well as a short review of the previous year.
- The presentation was restructured around the “Process & Principles” of budgeting
- The existing material was reviewed in canon (BH,JL,IJ,CK) while the new material was split evenly between the PT, and then compiled prior to the first training session.
- Sessions were delivered by BH & CK, with IJ shadowing the penultimate session.

Person	Deliver Budgeting Training
Ben Howitt	O
Chris Kaye	O
India Jordan	U
James Lindsay	L
Stephen Ball	I -> L
Alex "Chippy" Compton	I -> L
Toni Semmence	I -> L
Enric Allocer	I -> L
Henry Harrod	I -> L
Will Daubney	I -> L
Sina Lari	I -> L
Umar Masagos	I -> L
James Badman	I -> L
Esme Stallard	I -> L
Andrew Olson	I -> L
Silwood Park Chair (?)	I -> L
<i>I – Training need identified, L – Trained, U – Unsupported, O – Can train others</i>	

Challenge	Resolution ( <i>outstanding</i> )	RAG
Some slides non-concise & repetitive	Remove duplication	Green
Some typos and incorrect information in new slides.	Correct information	Green
Slide titles do not always correspond to the 'Contents' Slides	Correct errors	Green
Powerpoint too large to email. Sending in pdf removed access to the animation.	<b>Create Sharepoint/Google Doc for most up to date training</b>	Yellow
Some misunderstanding as to how much of the sample budget should be critiqued	Identify specific rows <b>Issue worked solutions</b>	Yellow
Type too small on some sample budgets	<b>Reprint the specific rows</b>	Yellow
Some sessions not attended/not advertised in time	<b>Advertise new dates by end of term</b> <b>Send reminder emails the day before</b>	Red
Media/Access issues at CX campus sessions	Arrive early for CX sessions	Green

Action	Assignee	Completion
Create worked solutions to budgeting rows	BH	Dec 2015
Plan timetable for first two weeks of Spring term	IJ (CK)	Dec 2015
Print new material for next term	IJ	Jan 2016
Distribute Budgeting Training to CSPB	BH	Dec 2015