

UoCs in Strategic / General Management**Functional Area: Strategic / General Management (Planning & Implementation)**

1. Title	Prepare budget based on business plans
2. Code	ITCSSG401A
3. Range	There are different types of budgets in an organisation. This UoC concerns developing operating budgets based on the business plan of an organisation.
4. Level	4
5. Credit	3
6. Competency	<p>Performance Requirement</p> <p>6.1 Possess the knowledge in the subject area</p> <ul style="list-style-type: none"> • Possess extensive knowledge of different types of budgeting techniques, such as “incremental activity based”, “zero based”, etc. • Possess extensive knowledge of the organisation’s budget guidelines and related policies • Possess extensive knowledge of the organisation’s business goals and targets • Extensive experience in business intelligence within the telecommunication industry • Possess extensive knowledge of the organisation’s business areas and their resources requirements, such as people, telecom projects allocation, marketing, sales generation, support, operations, etc. • Experience in developing and presenting budget plans • Proficient with commercial and management skills such as management of business finance, communication, people, change, negotiation and business operations <p>6.2 Prepare budget based on business plans</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Identify the existing available resources of the organisation • Assess current and projected revenues of the business areas, including new products and services. • Assess ongoing and one-time expenses of business areas including network infrastructure construction, expansion, maintenance, salaries, professional fees, new initiatives, etc. • Develop budgetary estimates according to historical figures and past information • Document the budget plan in accordance with the organisation and industry standards • Present the budget plan to appropriate colleagues for reviews and finally to the board, with appropriate recommendation, for adoption <p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> • Always take into consideration and strike a proper balance among all related technological, political, social, environmental and legal factors • Always strike a proper balance among all stakeholders
7. Assessment Criteria	The integrated outcome requirements of UoC are the ability to: <ol style="list-style-type: none"> i. prepare a coherent operating budget plans for the organization ii. assess and consider every business areas of the organization iii. document and present the budget plan effectively to the board for adoption
Remark	