



Excel for Project Appraisal and Business Planning

19th - 20th June 2008 / 6th - 7th November 2008

Course Objectives

To learn practical skills and concepts for:

- developing project appraisal and business planning applications
- building accurate, efficient and reliable project and planning models
- using advanced techniques in Excel to customise and manipulate models
- sensitivity testing and other risk analysis techniques
- producing professional Excel-based presentations
- using both fundamental and advanced Excel techniques

Who Should Attend?

You should attend if your work requires the use of Excel to develop financial models.

In particular:

- if you are in finance, accounting, treasury or development
- if you are involved in building, modifying or reviewing financial models
- particularly for project appraisal or business planning
- if you need better command of Excel as a modelling and analysis tool

Course Design

The course is designed:

- with the emphasis on practical applications;
- as a workshop to encourage an interactive approach;
- using case studies adapted from the real world;
- at a pace to suit all delegates

Pre-requisite Knowledge

In advance of the course, a basic knowledge of Excel is assumed. This knowledge should include at least the following:

- the Excel screen menu and toolbar
- moving around a worksheet and between worksheets in a workbook
- changing column width
- entering labels
- entering, selecting, copying and editing cell contents
- centring titles
- saving, closing & retrieving the worksheet
- auto fill
- entering formulae
- relative and absolute cell referencing
- formatting, previewing and printing

Tutor - Richard Peck, BSc., MBA

Richard has been closely involved in training and consultancy work for the National Housing Federation, the Housing Corporation and the Welsh Assembly Government; in particular projects such as Measuring Up, Global Accounts, Do you have the capacity? He was responsible for building the WAG Sustainable Development Analysis Model and the NHF/THC Borrowing Capacity User Model.

Originally a civil engineer, he managed infrastructure projects in the UK and the Middle East before studying for an MBA at Cranfield Business School prior to joining FSMD in 1989.

Richard Peck specialises in financial modelling, principally for credit, project finance and corporate finance applications. Richard has advised and built models for a range of clients including Innogy PLC, Heineken, HSBC, Bayerische Landesbank, National Australia Bank, Lloyds TSB, Bankgesellschaft Berlin AG, Allied Irish Bank and stockbrokers Dolman, Butler and Briscoe.

www.fsmd.co.uk

Summary

Duration: 2 Days
Level: Advanced
Participants: 8 maximum per tutor
P.C.: Sole use of P.C.
Take-away: Basic Business Planning and Project Appraisal Models

Enquiries & Bookings

Lorraine Holland
 FSMD Ltd.
 Emerson Court
 Alderley Road
 Wilmslow
 Cheshire
 SK9 1NX

Tel: 01625 530050
Fax: 01625 523937
Email: lorraine.holland@fsmd.co.uk

Fee (for 2 days)

£995 per delegate
 + VAT (£174.13) = £1169.13

The fee includes refreshments, lunch and course documentation.

Delegates' comments

"Course was extremely informative and very well taught. The trainer was excellent and answered all of my questions very well"

- Housing Association Finance Officer

"A worthwhile course, well presented and well paced"

- Housing Association Finance Officer



Timetable

DAY 1

08.30 - 09.00	Registration and Coffee
09.00 - 09.15	Introduction
09.15 - 10.30	Review of Advanced Excel Functions and Techniques <ul style="list-style-type: none">• worksheets and workbooks • copying, dragging and summing • copying and naming sheets• linking sheets and books • array arithmetic • grouping sheets • conditional statements
10.30 - 10.45	Coffee
10.45 - 13.00	Basic Modelling Concepts and “Good-practice” Guidelines cont/ <ul style="list-style-type: none">• spreadsheet style guide Advanced Excel Modelling Techniques (1) <ul style="list-style-type: none">• iterative calculations and alternatives • interest calculations • tracing and auditing• goalseek and Solver • Excel financial functions
13.00 - 14.00	Lunch
14.00 - 15.30	Practical Applications (1) Business Planning Model Case Study <ul style="list-style-type: none">• development of Forecasting Sub-model<ul style="list-style-type: none">- project forecast - working capital - capex and depreciation - taxation
15.30 - 15.45	Tea
15.45 - 17.00	Business Planning Model Case Study (cont’d) <ul style="list-style-type: none">• development of Forecasting Sub-model<ul style="list-style-type: none">- interest sub-model - integration of and reconciliation of profit and loss account, balance sheet and cash flow

DAY 2

09.00 - 10.30	Practical Applications (2) Project Appraisal Model Case Study <ul style="list-style-type: none">• capital expenditures and disposals• I&E projections• cash flow adjustments• inflation and discount rates• financing cash flows
10.30 - 10.45	Coffee
10.45 - 13.00	Practical Applications (2) (cont’d) Project Appraisal Model Case Study <ul style="list-style-type: none">• discounting mechanics & metrics• terminal values• DCF, NPV, discounted pay-backs, profitability index• geared and ungeared approaches• project life and loan cover ratios
13.00 - 14.00	Lunch
14.00 - 15.30	Advanced Modelling Techniques (2) Application to Case Study <ul style="list-style-type: none">• sensitivity analysis<ul style="list-style-type: none">- one-way data tables - two-way data tables - scenarios - beyond the two-way data table - data validation
15.30 - 15.45	Tea
15.45 - 17.00	Advanced Modelling Techniques (2) (cont’d) Application to Case Study <ul style="list-style-type: none">• sensitivity analysis<ul style="list-style-type: none">- advanced sensitivity techniques - automating the model using controls and macros



Excel for Project Appraisal and Business Planning

19th - 20th June 2008 / 6th - 7th November 2008

Please complete the booking form and return to FSMD:

Please write in the box how many places you require: 19th - 20th June 2008 6th - 7th November 2008

Personal Details

Name	Job Title	Company
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (including postcode please)		Telephone
<input type="text"/>		<input type="text"/>
		Fax
<input type="text"/>		<input type="text"/>
Name of authorising manager	Email	
<input type="text"/>	<input type="text"/>	

Invoice Address Details (if different)

Company	Contact Name	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (including postcode please)		Fax
<input type="text"/>		<input type="text"/>
		Email
<input type="text"/>		<input type="text"/>

Payment Details

I enclose a *cheque for £ * Make cheques payable to "FSMD Ltd"

Signed	
<input type="text"/>	
Date	<input type="text"/>

To pay by BACS:

Bank: National Westminster Bank, FSMD Ltd.
Sort code: 01 - 10 - 01 **Account:** 01034820

Cancellation Period

- Cancellations received 30 days prior to course commencement will be eligible for a refund less an administration charge of £50.
- After this time no refund can be made although a substitute delegate is acceptable
- FSMD reserve the right to cancel any of its courses. Either full refunds will be given OR a reserved place on the next available course.

