

Activities for Developing Budgets

Functions: Project design & engineering

Codes for steps/activities: As below

Source: SI77, SI79, SI80(Annex 35A)

(Refer Chapter:13)

List of Steps/Activities	Codes for steps/activities	Function applicable	Responsibility
<p>1.Constituting CFT for designing budgeting structure/elements CEO constituting CFT (comprising of CFO, Few HOD, Overall coordinator) & for designing key elements of Budget such as below:</p> <ul style="list-style-type: none"> ● Designing structure/contents of Budget at Organisation level/Business unit level ● Designing structure/contents of Budget at Functional level ● Deciding frequency (like annual) at which Budget must be prepared & reviewed, and released to identified users ● Planning timelines by which the Budget must be released in advance of the budgeting period ● Identifying Functional coordinators for making and releasing Budget ● Determining recipients of Budget documents ● Deciding periodicity for reviewing of Budget 	TI01	All, similar	CEO/MD
<p>Capturing key assumptions, w. r. t. following before identifying budget parameters:</p> <ul style="list-style-type: none"> ● Competition ● Economy ● Political 	TI02	All, similar	Each HOD

<ul style="list-style-type: none"> ● Social ● Building (Saleable area) substitute ● Government policies ● Customer demands ● Investments ● Market size ● Any other relevant to each function 			
<p>Capturing corporate level key budget parameters /Targets Providing inputs to each HOD to develop a functional budget aligned to the Corporate budget Capturing corporate level key budget parameters /targets such as below vis a vis Company Vision for at current year under review & next five years, year by year to align functional budget parameters to corporate objectives:</p> <ul style="list-style-type: none"> ● Sales Revenue Targets: <ul style="list-style-type: none"> a) Saleable area in square feet in each type of construction project segment b) Amount in local currency & foreign currency w. r. t. each type of saleable area in construction projects ● Project costs Targets: <ul style="list-style-type: none"> a) Project costs in Rs (local currency) & in foreign currency w. r. t. each type of saleable area in construction projects b) Project costs in Rs /Square feet (local currency) & foreign currency w. r. t. each type of saleable area in construction projects ● Profitability in local currency & foreign currency terms Targets <ul style="list-style-type: none"> a) Existing construction projects /segments w. r. t. each type of saleable area in construction projects b) New construction projects /segments w. r. t. each type of saleable area in construction projects 	TI03	All, similar	CFT with inputs from CEO/MD.

<p>Function: Designing of Architecture of buildings Budgeting Process Code: SI77 Making of Budget for this function The important aspects are included as activities, in chapter 1, under the process code SI77 & hence not being duplicated here vis a vis following. a) New Construction projects- Budgeting b) Existing Construction projects- Budgeting</p>	TI05	Exclusive - Designing of Architecture	HOD- of Designing of Architecture
<p>Function: Designing of Interiors Budgeting Process Code: SI78 Making of Budget for this function The important aspects are included as activities, in chapter 2, under the process code SI78 & hence not being duplicated here vis a vis following. a) New Construction projects- Budgeting b) Existing Construction projects- Budgeting</p>	TI06	Exclusive - Designing of Interiors	HOD- of Designing of Interiors
<p>Function: Designing of MEP services Budgeting Process Code: SI79 Making of Budget for this function The important aspects are included as activities, in chapter 3, under the process code SI79 & hence not being duplicated here vis a vis following. a) New Construction projects- Budgeting b) Existing Construction projects- Budgeting</p>	TI07	Exclusive - Designing of MEP services	HOD- of Designing of MEP services
<p>Budgeting of common aspects for all functions Also budgeting for following common aspects considering both New & existing projects</p> <ul style="list-style-type: none"> ● HR organisation structure/manpower numbers & value -subfunction wise ● Technology up-gradation/Skill acquisition--subfunction wise ● Investments to be made/Assets to be acquired -names, quantity, values and timelines 	TI17	All, similar	Budget coordinator nominated by HOD of the respective function

<ul style="list-style-type: none"> • Expenses - local currency & foreign currency other than direct BOQ/Contract costs/consultancy fees • Reimbursements in local currency & foreign currency 			
<p>Review of functional budgets in Budget review meeting along with HOD of each function & Budget coordinator nominated by respective HOD vis a vis below aspects:</p> <ul style="list-style-type: none"> • Assumptions considered by this function • Resources required from top management for accomplishing budget (Financial, Organisation structure, Manpower, Equipment/machines, New skills, Technology up-gradation etc.) • Strategies for aligning functional performance targets to corporate budgets mentioned in T103 along with responsibility and timelines 	TI18	All, similar	CEO/MD
<p>Suggesting amendment in budgets by CEO/MD Post review, CEO/MD suggesting to each HOD amendments to be carried out in respective functional budget parameters & timelines</p>	TI19	All, similar	CEO/MD
<p>Submission of revised budget to corporate office budget coordinator based on review by CEO/MD for the accomplishment of budget targets</p>	TI20	All, similar	Functional Budget coordinator nominated by each HOD
<p>Approval of functional budgets for implementation along with Corporate Coordinator and HOD of each Function and agreeing for doing following and agreeing for doing following:</p> <ul style="list-style-type: none"> • Agreeing on amendments through catch ball process • Carrying out incremental changes in functional budget /corporate budget parameters • Final circulation of corporate-level budget & functional budgets in a controlled manner for implementation 	TI21	All, similar	CEO/MD
<p>Additional activities proposed per function for meeting future activity requirements of any function for “Developing Budgets.”</p>	TI23, TI24, TI25	@1/function	

The remaining activity codes are reserved for other functions.