

CPD qualifications

# open book processes



# about the course

Even in today's climate, organisations are capable of achieving tough targets and developing collaborative processes that ensure projects deliver outstanding results.

Open book processes involve sharing cost information within organisations and across organisations in the supply chain, and encourages more robust contract management through lean processes and risk management.

It helps establish the actual cost of a project, as well as a basis for performance improvement incentives. Open book processes allow organisations to:

- identify clear, mutual benefits and aligned values resulting in improved services
- share knowledge and information enabling partnering organisations to become more innovative with their working practices
- scrutinise and analyse all costs which identifies opportunities for cost efficiencies and improved value for money
- avoid problems as a result of more open and transparent cost information
- ensure risks are clearly allocated and managed more effectively.

CIPFA's Open Book Processes programme is delivered in association with our training partner for Open Book Processes, Stradia Ltd.

You will be equipped to maximise potential gains from the use of open book techniques by:

- learning how to create dynamic and innovative ways of operating that will support the overall delivery of value for money within your services
- understanding the key skills required to develop and manage sustainable improvements to your business plans.

## Who is the course aimed at?

The Open Book Processes course is aimed at all client and contract partner staff who wish to develop and improve their practical understanding of open book tools and techniques.

## Duration

The Open Book Processes course is completed over three days of classroom learning.

## Assessment

You will be assessed by examination on the last day of the course.

## Accreditation

On successful completion of the course, you will be awarded the CIPFA Certificate in Open Book Processes.

## Pricing

Delegates pay £995 +VAT

A 10% discount is available to all CIPFA members.

The course fees include:

- Tuition and all course materials
- Assessment, marking and moderation
- Certification

# course outline

## Day One: Procuring and initiating an open book contract

### Session 1 – The Procurement Process

- Developing and agreeing objectives
- Establishing a procurement strategy
- Developing a definition for actual cost
- Use of incentives
- Defining the pain / gain share arrangements
- Developing a target setting process
- Establishing financial partner selection criteria
  - Overheads and profit
  - Cost models, cost plans and schedules of rates
  - Open book procedures
  - Henry Brothers (Magherafelt) Limited And Others vs. Department Of Education For Northern Ireland

### Session 2 – Initiating open book accounting processes

- Collaborative working
- Agreeing contract terms
- Finalising a definition for actual cost
  - Site cost
  - Local, branch or site overheads
  - Disallowed cost
- Understanding off site and head office overheads and profit
- Finalising the target setting process
- Setting the target price
- Developing risk allowances
- Establishing design development allowances



## Day Two: Implementing and managing open book processes to achieve value for money

### Session 3 – Managing an open book accounting contract

- Agreeing the cost management and reporting processes
  - Format of information
  - Cost codes
  - Phases and batches
  - Reporting requirements
  - Systems, models and spreadsheets
- Agreeing the process for compiling with a definition of actual cost
  - Discounts
  - Plant hire
  - Internal companies
  - Accruals
- Managing changes and variations
  - Price variation
  - Adjusting the target price

### Session 4 – Techniques for reducing cost

- Value management
- Value engineering
- Process re-engineering
- Supply chain management
- Standardising components and design
- Effective use of frameworks and long-term contracts
- Strategic planning and purchasing

### Session 5 – Corporate governance and auditing

- Agreeing an audit strategy
- Implementing efficient audit processes
- Reviews
- Sign off and approvals

### Session 6 – Team structure

- Roles and responsibilities
- Problem solving
- Communication
- Training and coaching

### Session 7 – Performance improvement

- Review process
- Key Performance Indicators
- Feedback

## Day Three: Open book in practice

Day Three will give you the chance to appreciate how the learning may apply directly in your workplace. You will also have the opportunity to share experiences, ask further work-related questions and prepare for the examination.

### Session 8 – Workshop review

- Group discussion
- Sharing work-based experiences

### Session 9 – Open book processes in practice

- Solutions to workplace scenarios
- Chosen topics of focus
- Question and answer session

### Session 10 – Personal development

- Personal reflection
- Personal action planning

### Session 11 – Examination

### How to book

Search for course dates and location details at:

[www.cipfa.org/obp](http://www.cipfa.org/obp)

Or phone: **+44 (0)20 7543 5600**

### In house delivery

The programme can be delivered in-house and at your location, saving you valuable time and money.

This is especially cost-effective for organisations interested in training a number of individuals or whole teams.

For more information about running the programme in-house, contact us at: [InHouseTraining@cipfa.org](mailto:InHouseTraining@cipfa.org)

### Your CPD

All CIPFA training counts towards your continuing professional development (CPD). If you are a CIPFA Chartered Member, you are required to undertake a minimum of 20 hours of relevant CPD activity each year as part of maintaining your professional competence and to develop skills and knowledge.

For full details visit: [www.cipfa.org/cpd](http://www.cipfa.org/cpd)



# about us

## Why train with CIPFA?

CIPFA has a long history of delivering outstanding training to finance professionals and public service leaders in the UK and across the world.

As the only professional body exclusively for people in public finance, we understand the market challenges and are committed to providing the best training and development tools to support practitioners at all levels of public service, throughout their careers.



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