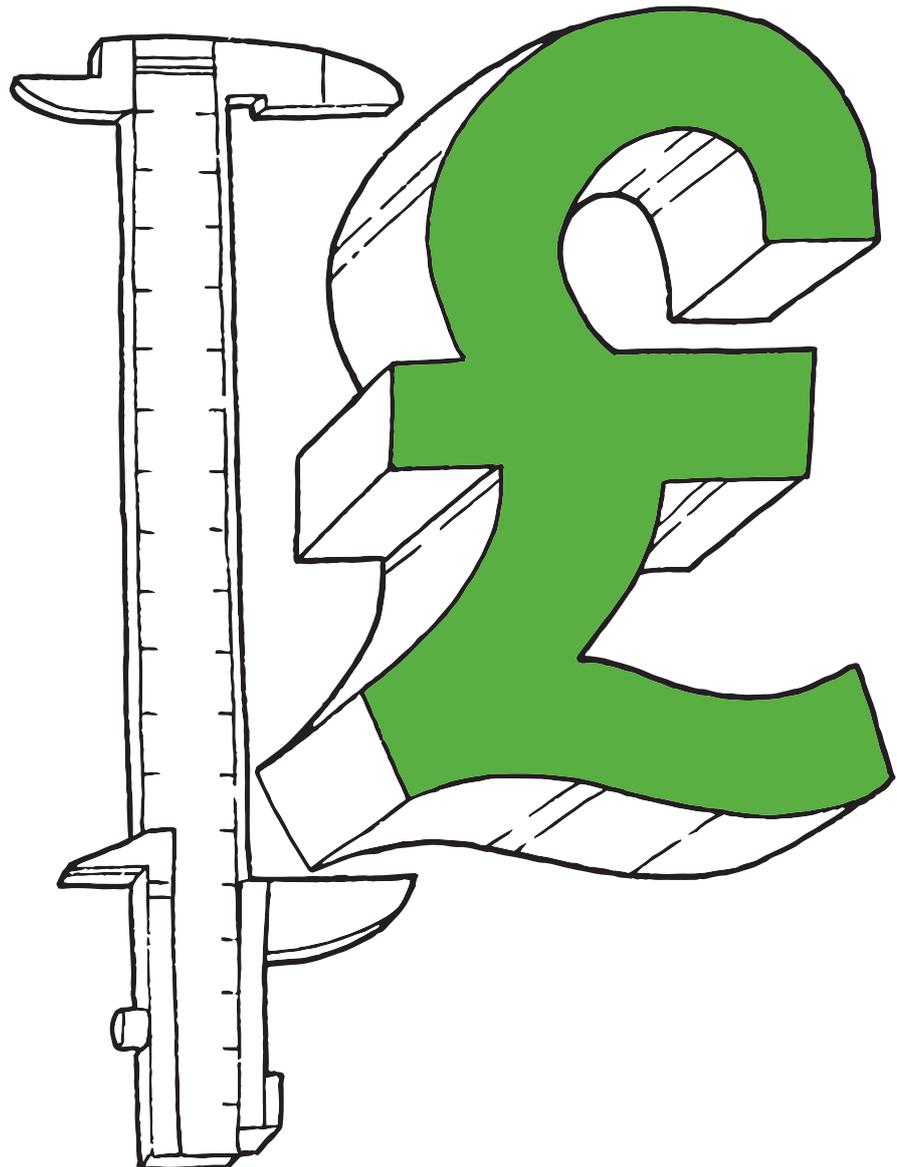


Learning and development

open book processes

Accredited training



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. and is jointly accredited with CIMA.

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 a CIPFA and CIMA certificate.

Pricing

Delegates pay £995 +VAT

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 leading to CIPFA/CIMA accreditation

How to book

Search for course dates and location details at:

www.cipfa.org/training

Or phone: **020 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 and requires a measure of flexibility in delivery.

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

This course carries

21
CPD hours

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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