



Course Schedule

Training Programme on IDEA Version 7.1 for Group B officers
(09th to 13th June, 2008)

Registration: 9:30 am to 10:00 am

Date	Ist Session(10 to 11.15AM)	2nd Session(11.30 to 12.45 PM)	3rd Session(2.00 to 3.15 PM)	4th Session(3.30 to 4.45 PM)
2.06.08 Monday	Introduction to IDEA V 7 - Background and Need for IDEA in Government Sector. Prerequisites to the effective use of IDEA.	Navigation - Getting familiar with the IDEA Screen through easy to use instructions	Data Import - Import of commonly encountered Excel, ASCII, DBASE, PRINT REPORT & PDF Files	Simple solutions to tricky import problems - Our repository of practical knowledge. Learn how to obtain data easily and comfortably without much trouble.
3.06.08 Tuesday	Proving Data Integrity - Use of Control Totals and Field Statistics to ensure that the data is represented correctly and fully prior to analysis. Sanitization of Data.	Isolating specific items - Use of Index, sort, display, extract, Search, Find and Go To. To display significant trends within the data and look for key characters like use of prohibited words like "Bribe", "Donation" etc.	Payroll Case Study - Identifying where the data resides, the form and method of easy import.	Payroll Case Study - Undertaking specific tests in line with Objectives – COBOL data from Bhilai Steel Plant.
4.06.08 Wednesday	Profiling and Analysing Data - Stratifying, summarizing, and using the Pivot Table for trend analysis in prices of High Value Project Material procurement.	Inventory Case Study - Identifying where the data resides, the form and method of easy import.	Inventory Case Study - Undertaking specific tests in line with Objectives – like identifying additional wasteful procurement of High Value Inventory Items which have been in stock as dormant and unused.	Use of Equations and @ Functions - Introduction to simple equations and functions through various business scenarios.

5.06.08 Thursday	Value for Money (VFM) Audit Case Study - Identifying where the data resides, the form and method of easy import.	Value for Money (VFM) Audit Case Study - Undertaking specific tests in line with Objectives – like the use of IDEA to identify significant resource savings in complex projects on the personnel front, reasons for high employee attrition, and future manpower planning across departments and functions.	Accounts Receivable Case Study - Identifying where the data resides, the form and method of easy import.	Accounts Receivable Case Study - Undertaking specific tests in line with Objectives – like ageing as against credit risk and irrecoverable dues. Identification of systematic diversion of funds through “Ever greening” and “Money Laundering” Indicators in Receivables.
6.06.08 Friday	Accounts Payable Case Study - Identifying where the data resides, the form and method of easy import.	Accounts Payable Case Study - Undertaking specific tests in line with Objectives – like favoritism amongst suppliers and kick backs made. Using Benford’s Law of Digital Analysis to identify systematic circumvention of approval limits – Salami Techniques.	Continuous Control Monitoring (CCM) – Introduction to CCM, benefits of CCM, why CCM projects fail and one vital practical case study on CCM involving Foreign Travel Claims and Benefits in the Government Sector.	Course Conclusion - Overview and Q & A

TEA BREAK :- 11:15 – 11:30 am LUNCH BREAK :- 12:45 – 14:00 pm COFFEE BREAK :- 15:15 – 15:30 pm