

Budget Justification: Effective Preparation and Submission

Course Number: 5120

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Prepare effective written budget justifications that can win approval for budget requirements in your agency's formulated budget. In addition to learning about the overall budget justification process, you will practice the writing skills and techniques necessary to prepare written justification narratives at the agency, OMB, and congressional levels in accordance with OMB Circular A-11.

Intended Audience

This course is designed for budget analysts, program managers, legislative affairs personnel, and others involved in developing, evaluating, and/or defending the budget justifications an agency uses to help convince Congress that funding is critical. This is an important course for those who need to support the agency budget request with skillful writing.

Course Learning Objectives

- Define the role of the budget in an organization's mission fulfillment
- Comply with OMB and agency guidance on budget justification submissions
- Integrate program performance goals into resource requests
- Identify the characteristics of effective budget justifications and incorporate them into their own programs' justifications
- Organize and outline their thoughts into a key message and supporting ideas as preparation for writing a budget justification narrative
- Structure a justification by keeping the needs of the audience in mind
- Perform substantive and line editing on a justification

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE

Budget Justification: Effective Preparation and Submission

MORNING	Lesson 1: Comply with Requirements for Budget Justification
LUNCH	
AFTERNOON	Lesson 2: Budget Justification Strategy

DAY TWO	
MORNING	Lesson 2: Budget Justification Strategy
	Lesson 3: Write the Budget Justification
LUNCH	
AFTERNOON	Lesson 3: Write the Budget Justification
	Lesson 4: Defend Budget Justifications to Congress

DAY THREE	
MORNING	Lesson 4: Defend Budget Justifications to Congress
	Lesson 5: Applying Budget Justification Techniques
LUNCH	
AFTERNOON	Lesson 5: Applying Budget Justification Techniques
	Exam

Learning Methods

Individual and group exercises, lecture, and discussion

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Communications and Marketing
- Level: Intermediate

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- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

American Council on Education™ (ACE) Recommendation

This credential has been successfully evaluated by the American Council on Education for college credit. It is recommended for a total of 1 college credits. For more information about ACE Learning Evaluations, visit www.acenet.edu.

Third-Party Certification Relationship

This course applies toward the DOD FM Certification Program.

Management Concepts Certificate Program Relationship

This is an elective course in the following program(s):

- [FFMCP Budgeting Master Track](#)
- [FFMCP Financial Management Master Track](#)

Prerequisites

Suggested

- [Federal Financial Management Overview](#)
- [The Federal Budget Process](#)
- [Budget Formulation](#)
- [Budget Analyst's Essential Guide to Formulation, Justification, and Execution](#)

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Budget Justification: Effective Preparation and Submission

The final exam must be completed with a grade of 70% or higher.

Follow-On Resources

- [Budget Execution](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/5120>



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