

# Budget Analyst's Essential Guide to Formulation, Justification, and Execution

Course Number: 5321

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

## Course Description

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Understand federal agency budget functions to support organizational compliance with laws and regulations such as the Government Performance and Results Act Modernization Act (GPRAMA). In-depth discussions and practical exercises will provide you with the ability to better prioritize tasks and strategize how to make more effective budgeting decisions.

## Intended Audience

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This course is designed for program managers and those involved with performance management as well as financial management and non-financial management personnel who could benefit from a guided tour through the federal budget process to improve their skills in formulating, justifying, and executing agency budgets.

## Course Learning Objectives

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- Facilitate your agency's participation in the federal budget process
- Budget for costs involving labor and non-labor categories by object class and major program activity
- Identify the characteristics of an outcomes-oriented justification and critique justifications written by others
- Collaborate with program managers and financial managers to track, monitor, and analyze program obligations and expenditures
- Ensure alignment with the financial plan and apply tools to modify it when appropriate
- Budget for agency performance based on legislative and OMB requirements
- Accommodate requirements of the GPRAMA in the ongoing effort to budget for agency performance

## Course Additional Features

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- Producer Support
- Technical Support Team
- Extended Learning Bursts
- 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

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DAY ONE

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MORNING	Lesson 1: Overview of the Federal Budget Process in the Age of Performance
LUNCH	
AFTERNOON	Lesson 2: Formulation

## DAY TWO

MORNING	Lesson 3: Developing a Unit-Level Budget for the Agency Budget Formulation Process
LUNCH	
AFTERNOON	Lesson 4: Writing Effective Budget Justifications

## DAY THREE

MORNING	Lesson 5: Budget Execution
LUNCH	
AFTERNOON	Lesson 5: Budget Execution, continued
	Course Exam

## Learning Methods

Lecture, group discussion, class exercises, and exam.

## Credits

### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 24

### Professional Development Units (PDUs)

- Credits: 21

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## Continuous Learning Points (CLPs)

- Credits: 24

## Third-Party Certification Relationship

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This course applies toward the DoD FM Certification Program.

## Management Concepts Certificate Program Relationship

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This is a core course in the following program(s):

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

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

- [FFMCP Accounting Master Track](#)

## Prerequisites

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There are no prerequisites for this course.

## Pework

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There is no prework required for this course.

## Requirements for Successful Completion

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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.

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

## Follow-On Resources

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- [Appropriations Law Seminar](#)
- [Budget Estimating Using Microsoft Excel](#)
- [Program and Budget Analysis Using Microsoft Excel](#)
- [Budget Formulation](#)
- [Budget Justification: Effective Preparation and Submission](#)
- [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/5321>



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