

Frequently Asked Questions

Course Title: Budget Justification: Effective Preparation and Submission

Course #: 5120

Duration: 3 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

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.

2. Who should attend?

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.

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

Individual and group exercises, lecture, and discussion

5. Are there prerequisites for this course?

Suggested:

Frequently Asked Questions

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

6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

This course applies toward the DOD FM Certification Program.

8. Does this course count for credit toward a Management Concepts Certificate Program?

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

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

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 24

NASBA Field of Study: Communications and Marketing

NASBA Level: Intermediate

CEUs: 1.9

PDU: 21

CLPs: 24

10. What course(s) do you recommend after I complete this course?

- [Budget Execution](#)

11. What are Additional Features?

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Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).