

# Frequently Asked Questions

**Course Title:** Budget Analyst's Essential Guide to Formulation, Justification, and Execution

**Course #:** 5321

**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?

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.

## 2. Who should attend?

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.

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

- 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

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

Lecture, group discussion, class exercises, and exam.

## 5. Are there prerequisites for this course?

There are no prerequisites for this course.

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## 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 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](#)

## 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: Finance

NASBA Level: Basic

CEUs: 1.9

PDU: 21

CLPs: 24

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

- [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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## 11. What are Additional Features?

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](#).