COURSE SYLLABUS

Budget Formulation Course

Learn to create accurate, defensible budgets that align with federal regulations and strategic goals.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/budget-formulation



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Course Outline

Module 1: Federal Budget Overview

- The changing budget environment
- The size and composition of the federal budget
- The federal budget process and its phases
- Purposes of the federal and organizational budgets
- Understanding key budget terms
- The evolution of laws affecting federal budgeting

Module 2: Overview of Agency and OMB Budget Formulation Activities

- Agency budget formulation steps
- The role of OMB and the President in budget formulation
- The purpose of OMB Circular A-11
- Schedule P and O: Overview and role in formulation

Module 3: Preparing to Build a Performance Budget

- Government Performance and Results Act (GPRA) and GPRA Modernization Act overview
- Steps in preparing a performance budget
- Specifying performance: Developing mission, goals, and outcome statements
- Collecting and analyzing data for budget formulation

Module 4: Budget Formulation Techniques

- OMB Circular A-11 in the formulation process
- Applying Object Classes to the budget
- Developing personnel costs and validating full-time equivalents (FTE)

Module 5: Formulating a Performance Budget

- Building a performance budget for a hypothetical organization
- Using object class summary worksheets to accumulate estimates

Module 6: Documenting, Presenting, and Justifying a Performance Budget

- Techniques for presenting and defending a budget
- Understanding the budget “pass-back” and “mark-up” process

Module 7: Summary and Recap

- Review of key concepts and techniques
- Final discussion and Q&A session