COURSE SYLLABUS

# FPM 133: Fundamentals of Business, Cost, and Financial Management Course (Self-Paced)

This course provides entry-level program and project managers with a solid foundation in financial and business management for federal projects. Participants learn to develop cost estimates, build business cases, apply budgeting principles, and use Earned Value Management to track performance and support informed decision making.

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/fpm-133-fundamentals-of-business-cost-and-financial-management-course-self-paced




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## Course Outline

### Module 1: Building Business Cases

- Define the elements and purpose of a project business case.
- Identify qualitative and quantitative decision factors that support investment justification.
- Develop an initial problem statement, alternatives analysis, and recommendation.
- Explain how the business case supports agency strategic goals and budget requests.

### Module 2: Cost Estimating

- Apply common cost estimating techniques (analogy, parametric, bottom-up).
- Develop a Work Breakdown Structure (WBS) to organize project costs.
- Document cost assumptions, constraints, and risk factors.
- Validate estimates by comparing with historical data or benchmarks.

### Module 3: Federal Budgeting

- Explain the federal budget cycle and how it impacts project funding.
- Identify major appropriation types and their allowable uses.
- Describe the roles of OMB, Congress, and agencies in budget formulation and execution.
- Recognize common funding constraints (e.g., Anti-Deficiency Act, continuing resolutions).

### Module 4: Allocating Funds

- Allocate funds across project phases in compliance with appropriation law.
- Develop time-phased spending plans linked to project schedules.
- Identify indicators of potential funding shortfalls or overruns.

- Apply corrective actions when project spending deviates from plan.

### Module 5: Performance Measures

- Identify key performance indicators (KPIs) that monitor project health.
- Relate performance metrics to cost, schedule, and technical progress.
- Interpret performance data to assess whether corrective action is needed.
- Communicate results effectively to senior management and stakeholders.

### Module 6: Earned Value Management

- Calculate and interpret key EVM metrics (EV, PV, AC, CPI, SPI).
- Assess cost and schedule variances and determine project status.
- Forecast project completion cost using Estimate at Completion (EAC).
- Use EVM data to drive performance-based management decisions.

### Module 7: Putting It All Together

- Integrate cost estimation, budgeting, and EVM into a single financial management plan.
- Develop and present a business case supported by quantitative analysis.
- Apply learned techniques to a project scenario through team-based exercises.
- Evaluate the financial health of a sample program and propose improvement actions.