

# PROJECT BUDGET

Template T-10 · Chapter 8: Budget Planning and Cost Management · radimkaufmann.com

Project		PM		Currency
---------	--	----	--	----------

Type: CAPEX = Capital Expenditure (assets) · OPEX = Operating Expenditure (running costs) | Variance = Approved – Actual · Negative variance = over budget · Contingency typically 10–

Category	Sub-item / Description	WBS Ref	Type (CAP/OP)	Unit	Qty	Unit Cost (\$)	Estimated (\$)	Approved (\$)	Actual (\$)	Variance (\$)
----------	------------------------	---------	---------------	------	-----	----------------	----------------	---------------	-------------	---------------

## INTERNAL LABOR

	Project Manager	1.0	OPEX	Month	6	\$8,000	\$48,000	\$48,000	\$12,000	\$36,000
	Business Analyst	1.2.1	OPEX	Month	4	\$5,500	\$22,000	\$22,000	\$8,000	\$14,000
	Lead Developer	1.3.1	OPEX	Month	6	\$7,000	\$42,000	\$42,000	\$14,000	\$28,000
	QA Engineer	1.3.2	OPEX	Month	3	\$5,000	\$15,000	\$15,000	\$6,000	\$9,000
	Change Manager	1.4	OPEX	Month	2	\$5,500	\$11,000	\$11,000	\$2,000	\$9,000

## EXTERNAL / VENDORS

	System Integrator	1.3.1	OPEX	Day	30	\$1,200	\$36,000	\$36,000	\$9,600	\$26,400
	Legal / Contracts	1.1	OPEX	LS	1	\$5,000	\$5,000	\$5,000		\$5,000
	External Consulting	1.2	OPEX	Day	10	\$900	\$9,000	\$9,000		\$9,000

## HARDWARE / EQUIPMENT

	Servers (on-premise)	1.3.1	CAPEX	Unit	3	\$8,000	\$24,000	\$24,000		\$24,000
	Network Equipment	1.3.1	CAPEX	LS	1	\$6,000	\$6,000	\$6,000		\$6,000
	Workstations	1.3	CAPEX	Unit	5	\$900	\$4,500	\$4,500		\$4,500

## SOFTWARE / LICENSES

	Project Mgmt Tool	1.0	OPEX	Year	1	\$2,400	\$2,400	\$2,400	\$200	\$2,200
	ERP Module License	1.3.1	CAPEX	LS	1	\$18,000	\$18,000	\$18,000		\$18,000
	Development Tools	1.3	OPEX	Year	1	\$1,200	\$1,200	\$1,200	\$100	\$1,100

## TRAVEL & LOGISTICS

	Kick-off / Workshops	1.1.3	OPEX	Trip	3	\$1,500	\$4,500	\$4,500	\$1,500	\$3,000
	Site Visits / FAT/SAT	1.5.1	OPEX	Trip	4	\$2,000	\$8,000	\$8,000		\$8,000
<b>TRAINING</b>										
	End User Training	1.4	OPEX	Day	5	\$1,200	\$6,000	\$6,000		\$6,000
	Technical Training	1.3	OPEX	Day	3	\$1,500	\$4,500	\$4,500		\$4,500
<b>CONTINGENCY (10%)</b>										
	Risk Contingency Reserve		OPEX	LS	1		\$0	\$0		\$0
<b>Subtotal — INTERNAL LABOR</b>							\$138,000	\$138,000	\$42,000	\$96,000
<b>Subtotal — EXTERNAL / VENDORS</b>							\$50,000	\$50,000	\$9,600	\$40,400
<b>Subtotal — HARDWARE / EQUIPMENT</b>							\$34,500	\$34,500	\$0	\$34,500
<b>Subtotal — SOFTWARE / LICENSES</b>							\$21,600	\$21,600	\$300	\$21,300
<b>Subtotal — TRAVEL &amp; LOGISTICS</b>							\$12,500	\$12,500	\$1,500	\$11,000
<b>Subtotal — TRAINING</b>							\$10,500	\$10,500	\$0	\$10,500
<b>Subtotal — CONTINGENCY (10%)</b>							\$0	\$0	\$0	\$0
<b>CONTINGENCY RESERVE (10% of base budget)</b>							\$53,420	\$53,420		
<b>TOTAL PROJECT BUDGET (incl. contingency)</b>							\$587,620	\$587,620	\$106,800	\$427,400
<b>BUDGET HEALTH</b>			Total Approved	\$53,420	Total Spent to Date	\$0	Remaining	\$0	% Spent	0.0%

From "Project Management: From Initiation to Closure" by Radim Kaufmann · radimkaufmann.com · Free download · CAPEX=asset investment OPEX=running cost

<b>USD</b>

15% of base budget

**Notes**

<i>Full duration</i>
<i>Initiation+Planning</i>
<i>Execution phase</i>
<i>Testing phase</i>
<i>Key vendor</i>
<i>Annual SaaS</i>

