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Overview

Project Budget Planner



CVR/IT Consulting LLC

Template Description

Use the **Project Budget Planner** to develop a project budget during the Planning Phase. This tool is best used after you have completed work on scope, schedule, and procurement. With this tool you can:

- Split out labor costs per month by employee and contractor down to the level of project role (e.g. developer, tester)
- Split out non-Labor costs per month into several categories of your choosing.
- Work out yearly cost of post-project maintenance and operations over a period of years
- Perform budgeting by month or by project phase
- Assign post project cost responsibility to as many as six Funding Centers
- Plot a cumulative cost curve that shows plan vs. actual



Budget Planner Features (1)

The **Project Budget Planner** provides the following features:

1. Minimal redundant data entry – data entered on one worksheet flow on to the next
2. Summary tables that display total Labor and non-Labor project cost per month and per project phase
3. Customizable project roles and non-Labor cost categories
4. Ability to specify unit cost and quantity of procurements
5. Unlimited number of project roles and procurement items (to the limit of Excel)
6. Workbook will support projects up to 12 months in duration and with up to five project phases



Budget Planner Features (2)

7. Project and post-Project costs can be totaled for Total Cost of Ownership
8. Assign post-Project cost responsibility before the project is completed to ensure adequate support and maintenance
9. Budget figures from budget by Project Phase flow directly into Cumulative Cost Curve
10. Cumulative Cost Curve allows overlapping project phases
11. Plot plan versus actual data. Graph is suitable for inclusion in a status report
12. Worksheets are color coded so that data entry cells (white) are always obvious
13. Instructions provided for each budget function



Introduction

The introductory page of the workbook explains the function of each of the worksheets.

Project Budget Planner	
GENERAL PROJECT INFORMATION	
Project Name:	<input type="text"/>
Project Manager:	<input type="text"/>

Instructions:
Follow the steps below to develop a baseline Project Budget. **These worksheets are highly automated.** Fill in worksheets sequentially from left to right, starting with this worksheet, to make best use of data automation features. There is no password required to Unprotect worksheets.

1. Enter general project information on the **Instructions & Project Info** tab
2. In the **Labor Hrs Month** tab, enter the months in which the project will be implemented. Then enter each role that will be needed in the project in the Labor and Contractor tables. Then enter the hours that each role will be needed in each month.
3. In the **Labor Costs Month** tab, enter the hourly rate for each project role. Project costs are calculated automatically.
4. In the **Non-Labor Costs Month** tab, make the Cost Categories appropriate to your project (e.g. Hardware and Software are provided as examples). Enter each item that will be purchased during the project in the appropriate Cost Category. Indicate number of items required and unit cost; total cost per item is calculated automatically. Enter months in which costs will be incurred, e.g. 2 items may be purchased but in different months. Total costs per item and per month are calculated for you.
5. The **Cost Summary Month** worksheet automatically summarizes labor and non-labor budget details from other worksheets.
6. Use the **Maint & Ops Year** tab to determine support costs after the project has been completed. List all maintenance and operations items and then indicate their costs in the years in which they will be incurred. Use any number of years from 1 to 8.
7. If you want your budget by project phase, enter the hours per phase for each project role in the **Labor Hrs Phase** worksheet. All other information is transferred automatically from prior worksheets.
8. The entire **Labor Cost Phase** worksheet is calculated automatically.
9. Enter the phase in which non-labor costs will be incurred in the **Non Labor Costs Phase** worksheet. All other information is transferred automatically from prior worksheets.
10. The **Cost Summary Phase** worksheet automatically summarizes labor and non-labor budget details from other "Phase" worksheets.
11. Use the **Cost Responsibility** worksheet to indicate the source of funding for each broad category of project expense. Enter Fund Centers and percent of cost covered by each Fund Center. All other information is calculated automatically.
12. Instructions for use of the Planned Cost Curve are provided on the Cost Curve Instructions tab

Labor Hours

Project Labor Hours

Instructions - Part 1:

Use the tables below to estimate the number of Hours per Month for each EMPLOYEE project role that will charge time to the project. Distribute hours for each role by Month of project. Only enter data in white cells; all color cells are automatically calculated.

Part 1. Employees

LABOR RESOURCES (List by project role)		HOURS BY MONTH						
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
1.	Project Manager	160	160	160	160	160	160	160
2.	BA	160	160	100	80	80	20	0
3.	Software architect	0	80	80	80	0	0	0
4.	Developer	40	40	100	160	160	160	90
5.	Tester	0	0	0	40	80	160	80
6.	Trainer	20	20	20	20	120	160	160
7.	Employee Role No. 7							
8.	Employee Role No. 8							
9.	Employee Role No. 9							
10.	Employee Role No. 10							
11.	Employee Role No. 11							
12.	Employee Role No. 12							
Total Labor Hours		380	460	460	540	600	660	490

This worksheet allows entry of Labor Hours per Month for each project role. Employees and Contractors are grouped separately. Rows can be added as needed. Data can be entered for up to 12 months of project work (7 shown). Replace Month n with real values.



Labor Cost

Project Labor Costs - Implementation

Instructions - Part 1:

Enter the Hourly Rate for each resource that will be used on the project. Labor Resources and Hours by Month are transferred automatically from the Labor Hours worksheet. Monthly Costs and Total Costs are calculated automatically. Only enter data into white cells. Color cells are calculated automatically.

Part 1. Employee Labor

EMPLOYEE LABOR

LABOR RESOURCES (List by project role)	HOURLY RATE	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1. Project Manager	\$ 120.00	\$19,200.00	\$19,200.00	\$19,200.00	\$19,200.00	\$19,200.00	\$19,200.00
2. BA	\$ 80.00	\$12,800.00	\$12,800.00	\$8,000.00	\$6,400.00	\$6,400.00	\$1,600.00
3. Software architect	\$ 160.00	\$0.00	\$12,800.00	\$12,800.00	\$12,800.00	\$0.00	\$0.00
4. Developer	\$ 90.00	\$3,600.00	\$3,600.00	\$9,000.00	\$14,400.00	\$14,400.00	\$14,400.00
5. Tester	\$ 70.00	\$0.00	\$0.00	\$0.00	\$2,800.00	\$5,600.00	\$11,200.00
6. Trainer	\$ 60.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$7,200.00	\$9,600.00
7. Employee Role No. 7	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Employee Role No. 8	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9. Employee Role No. 9	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10. Employee Role No. 10	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11. Employee Role No. 11	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12. Employee Role No. 12	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Employee Labor Costs ==>		\$36,800.00	\$49,600.00	\$50,200.00	\$56,800.00	\$52,800.00	\$56,000.00

Hourly rate (e.g. blended rate) is entered for each project role. The worksheet automatically calculates cost per month per role using data from the prior worksheet. Monthly totals for Employee vs. Contractor and overall are automatically generated.

Non-Labor Cost

Non-Labor Costs - Implementation

Instructions:

Use this template to estimate a project's Non-Labor Costs. Category Subtotals and Total Costs are calculated automatically. Only enter data into white cells. Color cells are calculated automatically. Change Non-Labor Cost Category names to suit your business.

>For each item, enter the quantity and unit cost. It is permissible to group like items (e.g. include 5 new widgets in one item line).

>Item Subtotal 1 will show you the extended cost of that item.

>Indicate in which month(s) the cost for each item will be incurred. For example, purchase 2 widgets during April 2012 and 3 more during June 2012.

>Item Subtotal 2 will show you the extended cost of the item across months.

> **Item Subtotal 2 will turn red whenever it does not match Item Subtotal 1** (scroll right to see Sub Total 2).

> **Project Total** for this worksheet will turn red if it does not match the **Project Total** on the Non Labor Cost Phase worksheet

					PROJECT CO					
NON-LABOR COST CATEGORY	Quantity	Unit Cost	Item Subtotal 1	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	
A. Hardware (List new servers, storage devices, PC's, printers, peripherals, networking equipment)										
1. server	2	\$ 12,000.00	\$24,000.00	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -	
2. routers	3	\$ 1,400.00	\$4,200.00	\$ 1,400.00	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	
3. SAN	1	\$ 36,000.00	\$36,000.00	\$ -	\$ -	\$ -	\$ 36,000.00	\$ -	\$ -	
4. security system	0	\$ 28,000.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00	\$ -	
5. power conditioning	0	\$ 19,000.00	\$0.00	\$ -	\$ -	\$ 19,000.00	\$ -	\$ -	\$ -	
6.	0	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7.	0	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8.	0	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9.	0	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10.	0	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11.	0	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12.	0	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13.	0	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14.	0	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15.	0	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
A. Subtotal		====>		\$13,400.00	\$2,800.00	\$31,000.00	\$36,000.00	\$28,000.00	\$0.00	

Non-labor costs are entered in several customizable categories (one shown). Quantity and unit cost generate an Item subtotal. That value can be spread out across 1 to 12 months (6 shown). Monthly total per cost category and overall is automatically provided.

Project Cost Summary

Project Budget Summary

Instructions:

DO NOT ENTER DATA INTO THIS TABLE.

These data summarize the preceding worksheets.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
LABOR HOURS						
Employee	380.0	460.0	460.0	540.0	600.0	660.0
Contractor	0.0	0.0	0.0	0.0	0.0	0.0
Labor Hour Totals	380.0	460.0	460.0	540.0	600.0	660.0
LABOR COSTS						
Employee	\$36,800.00	\$49,600.00	\$50,200.00	\$56,800.00	\$52,800.00	\$56,000.00
Contractor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Labor Cost Totals	\$36,800.00	\$49,600.00	\$50,200.00	\$56,800.00	\$52,800.00	\$56,000.00
Non-Labor Cost Totals	\$13,400.00	\$2,800.00	\$31,000.00	\$36,000.00	\$28,000.00	\$0.00
TOTAL COSTS	\$50,200.00	\$52,400.00	\$81,200.00	\$92,800.00	\$80,800.00	\$56,000.00

The tool automatically generates a summary sheet for all project costs. Labor Hours and Cost are summarized, then monthly totals, cost category totals and a project total are provided (category and project totals not shown). No data entry is required for this page.



Post-Project Cost

Maintenance & Operations

Instructions:

Use this template to estimate a project's Operation & Maintenance Costs over a period of up to 8 years. Total Costs are calculated automatically. Only enter color cells. Color cells are calculated automatically.

>For each item, enter the quantity and unit cost. It is permissible to group like items (e.g. include 5 equipment upgrades in one item line).

>Item Subtotal 1 will show you the extended cost of that item.

>Indicate in which year(s) the cost for each will occur

>Item Subtotal 2 will turn red whenever it does not match Item Subtotal 1. (Scroll right to see Subtotal 2)

					PROJECT COST			
Maintenance & Operations Cost Category	Quantity	Unit Cost	Item Subtotal 1	Year 1	Year 2	Year 3	Year 4	
A. Maintenance and support, including major upgrades								
1. Developer	1	\$ 260,000.00	\$260,000.00	\$ 80,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	
2. BA	1	\$ 100,000.00	\$100,000.00	\$ 40,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
3.	0	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	
A. Subtotal Maintenance			====>	\$120,000.00	\$80,000.00	\$80,000.00	\$80,000.00	
B. Operations								
1. staff	2	\$ 320,000.00	\$640,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	
2. facilities	1	\$ 400,000.00	\$400,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	
3.	0	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	
B. Subtotal Operations			====>	\$260,000.00	\$260,000.00	\$260,000.00	\$260,000.00	
				Year 1	Year 2	Year 3	Year 4	
Total Maintenance & Operations Cost			====>	\$380,000.00	\$340,000.00	\$340,000.00	\$340,000.00	

Post-Project Maintenance and Operations costs can be entered for up to eight years (4 shown). Amount per year can be variable. Rows can be added. Yearly totals are automatically calculated, along with a total for all post-Project costs (not shown).

Budgeting by Project Phase

The workbook supports budgeting by Project Phase

1. Default phases are Initiation, Planning, Build and Test, Implementation and Close but these can be changed
2. Data entry is done exactly as previously described for monthly planning except that Phase substitutes for Month in the column headings
3. Once labor hours are distributed across project phases, labor costs per phase are automatically calculated.
4. A budget summary for Project Phase is provided



Labor Hours per Project Phase

Instructions - Part 1:

Use the tables below to estimate the number of Hours by Phase for each employee who will charge time to the project. Distribute hours for each resource by project phase. Only enter data into white cells. Color cells are calculated automatically.

Part 1. Employee Labor		HOURS BY PHASE					
LABOR RESOURCES (List by name or title)		Initiation Phase	Planning Phase	Build & Test Phase	Implementation Phase	Closing Phase	TOTAL HOURS
1.	Project Manager	120	300	300	300	100	1,120
2.	BA	0	300	200	100	0	600
3.	Software architect	0	200	40	0	0	240
4.	Developer	0	200	400	150	0	750
5.	Tester	0	0	60	300	0	360
6.	Trainer	0	20	100	0	0	120
7.	Employee Role No. 7	0	0	0	0	0	0
Total Employee Labor		120	1,020	1,100	850	100	3,190

Labor hours per project phase are entered here. Labor resource titles are automatically carried forward from a prior worksheet. Phase names can be customized. Numbers in the Total Hours column are red until they match Monthly total (from prior worksheet). The worksheet automatically calculates totals per phase, per labor category (employee vs. contractor) and for the entire project.

Labor Cost per Project Phase

Project Labor Costs							
Instructions							
<i>All data on this worksheet are calculated automatically.</i>							
Part 1. Employee Labor							
NCDOT IT LABOR COST BY PHASE							
LABOR RESOURCES (List by name or title)	HOURLY RATE	Initiation Phase	Planning Phase	Build & Test Phase	Implementation Phase	Closing Phase	TOTAL COST
1. Project Manager	\$ 120.00	\$14,400.00	\$36,000.00	\$36,000.00	\$36,000.00	\$12,000.00	\$134,400.00
2. BA	\$ 80.00	\$0.00	\$24,000.00	\$16,000.00	\$8,000.00	\$0.00	\$48,000.00
3. Software architect	\$ 160.00	\$0.00	\$32,000.00	\$6,400.00	\$0.00	\$0.00	\$38,400.00
4. Developer	\$ 90.00	\$0.00	\$18,000.00	\$36,000.00	\$13,500.00	\$0.00	\$67,500.00
5. Tester	\$ 70.00	\$0.00	\$0.00	\$4,200.00	\$21,000.00	\$0.00	\$25,200.00
6. Trainer	\$ 60.00	\$0.00	\$1,200.00	\$6,000.00	\$24,000.00	\$0.00	\$31,200.00
Total Employee Labor Costs ==>		\$14,400.00	\$111,200.00	\$104,600.00	\$102,500.00	\$12,000.00	\$344,700.00

Labor costs per project phase are automatically calculated by the worksheet. Totals are shown per phase, per labor category (employee vs. contractor) and for the entire project. No data entry is required on this page.



Non-Labor Cost per Project Phase

Instructions:

Use this template to estimate a project's Non-Labor Costs by Project Phase. Only enter data into white cells. Category Subtotals and Total Costs are calculated automatically.

- > Indicate in which phase(s) the cost for that item will be incurred. For example, purchase 2 widgets during Planning, 3 during Execution.
- > Leftmost columns in blue are carried over from Monthly worksheets
- > Item Subtotal 2 will show you the extended cost of the item across phases.
- > Change Non-Labor Cost Category names to suit your business.
- > Item Subtotal 2 will turn red whenever it does not match Item Subtotal 1.

				COST BY PROJECT PHASE				
NON-LABOR COST CATEGORY	Quantity	Unit Cost	Item Subtotal 1	Planning Phase	Build & Test Phase	Implementation Phase	Closing Phase	Item Subtotal 2
A. Hardware (List new servers, storage devices, PC's, printers, peripherals, networking equipment)								
1. server	2	\$ 12,000.00	\$24,000.00	\$ 12,000.00	\$ 12,000.00	\$ -	\$ -	\$24,000.00
2. routers	3	\$ 1,400.00	\$4,200.00	\$ 1,400.00	\$ 1,400.00	\$ -	\$ -	\$2,800.00
3. SAN	1	\$ 36,000.00	\$36,000.00	\$ -	\$ 36,000.00	\$ -	\$ -	\$36,000.00
4. security system	0	\$ 28,000.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$0.00
5. power conditioning	0	\$ 19,000.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$0.00
6. 0	0	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$0.00
A. Subtotal		===>		\$13,400.00	\$49,400.00	\$0.00	\$0.00	\$62,800.00

Non-Labor costs per project phase are entered here. Specific procurements and costs are automatically carried forward from a prior worksheet. Numbers in the Item Subtotal 2 column (total across phases) are red until they match Item Subtotal 1. The worksheet automatically calculates totals per procurement, per phase, for each non-Labor cost category, and for the entire project.

Project Phase Budget Summary

Project Phase Budget Summary						
Instructions: DO NOT ENTER DATA INTO THIS TABLE. <i>These data summarize the preceding worksheets. Note: There are no Maintenance & Ops Costs included in this worksheet.</i>						
	Initiation Phase	Planning Phase	Build & Test Phase	Implementation Phase	Closing Phase	TOTALS
LABOR HOURS						
Employee	120.0	1020.0	1100.0	850.0	100.0	3190.0
Contractor	0.0	0.0	0.0	0.0	0.0	0.0
Labor Hour Totals	120.0	1020.0	1100.0	850.0	100.0	3190.0
LABOR COSTS						
Employee	\$14,400.00	\$111,200.00	\$104,600.00	\$78,500.00	\$12,000.00	\$320,700.00
Contractor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Labor Cost Totals	\$14,400.00	\$111,200.00	\$104,600.00	\$78,500.00	\$12,000.00	\$320,700.00
Non-Labor Cost Totals	N/A	\$13,400.00	\$49,400.00	\$0.00	\$0.00	\$62,800.00
TOTAL COSTS	\$14,400.00	\$124,600.00	\$154,000.00	\$78,500.00	\$12,000.00	\$383,500.00

The tool automatically generates a summary sheet for all project costs by phase. Labor Hours and Cost are summarized, then non-Labor cost totals, phase totals and total cost of the project. No data entry is required for this page. It is preformatted for easy printing.



Project Cost Responsibility

It is possible to split funding responsibility among as many as six Funding Centers. Enter the name of the Funding Center at the top and then indicate the percent responsibility for each category of cost. Example: IT and Finance each will cover 50% of Employee Labor Cost. The worksheet automatically calculates project and post-project costs per Funding Center.

Instructions:
 For each source of project-implementation cost (e.g. Non-Labor Cost), enter the Funding Center that will support the cost, and then enter the percent that it will cover.
 Example: IT covers 50% of Non-Labor Costs and Finance covers the other 50%.
 >Enter data only in white cells. Color cells are calculated automatically.

		Percent of Costs per Funding Center					
Source of Cost	Project Expense	IT	HR	Finance	Funding Center / Internal Order/	Funding Center / Internal Order/	Funding Center / Internal Order/
					WBS 4	WBS 5	WBS 6
Employee Labor Cost	\$344,700.00	50%	0%	50%	0%	0%	0%
Employee Labor \$ per Funding Center	====>	\$172,350	\$0	\$172,350	\$0	\$0	\$0
Contractor Labor Cost	\$0.00	0%	0%	0%	0%	0%	0%
Contractor Labor \$ per Funding Center	====>	\$0	\$0	\$0	\$0	\$0	\$0
Non-Labor Cost	\$111,200.00	40%	30%	30%	0%	0%	0%
Non-Labor \$ per Funding Center	====>	\$44,480	\$33,360	\$33,360	\$0	\$0	\$0
Maintenance & Operations Cost	\$1,400,000.00	60%	20%	20%	0%	0%	0%
Maintenance & Ops \$ per Funding Center	====>	\$840,000	\$280,000	\$280,000	\$0	\$0	\$0
Summary	Total Project Expense	IT	HR	Finance	Funding Center / Internal Order/	Funding Center / Internal Order/	Funding Center / Internal Order/
Total Project-Implementation Costs	\$455,900.00				WBS 4	WBS 5	WBS 6
Project-Implementation \$ per Funding Center	====>	\$216,830	\$33,360	\$205,710	\$0	\$0	\$0
Project-Implementation % per Funding Center	====>	47.6%	7.3%	45.1%	0.0%	0.0%	0.0%
Total Maintenance & Ops Costs	\$1,400,000.00						
Maintenance & Ops \$ per Funding Center	====>	\$840,000	\$280,000	\$280,000	\$0	\$0	\$0
Maintenance & Ops % per Funding Center	====>	60.0%	20.0%	20.0%	0.0%	0.0%	0.0%

Cumulative Cost Curve

The workbook provides the capability to develop a cumulative cost curve for the project that displays both budget and actual costs.

- A worksheet allows entry of budget data across reporting periods for each project phase
- Reporting period can be weeks, months or years
- Cumulative planned cost is calculated per reporting period
- Actual costs can be entered as they are accrued
- The workbook generates a graph that is suitable for inclusion in status reports
- Instructions for data entry and graph customization are provided



Cost Curve Data Entry

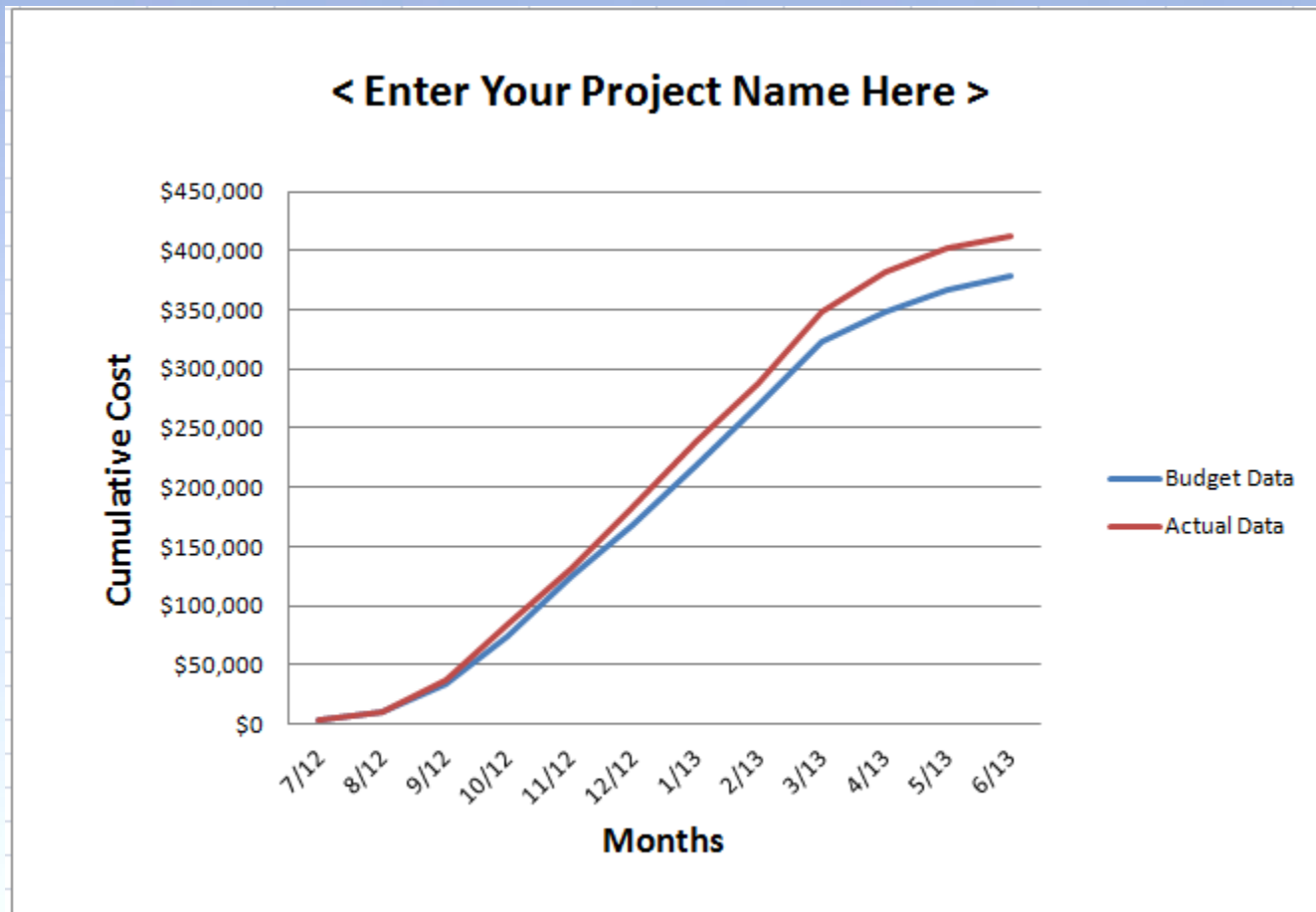
Project Budget													
Project Name:		Your Project											
Project Manager:		Your Name											
Reporting Periods:	7/12	8/12	9/12	10/12	11/12	12/12	1/13	2/13	3/13	4/13	5/13	6/13	
<==== Planned Costs per Reporting Period =====>													
Planned Phase Costs													
Initiation	\$14,400	\$3,000	\$7,000	\$4,400									
Planning	\$124,600		\$20,000	\$40,000	\$50,000	\$14,600	Enter	Cost	Per	Reporting	Period	>>>	
Build & Test	\$154,000					\$30,000	\$50,000	\$50,000	\$24,000				
Implement	\$78,500								\$30,000	\$25,000	\$18,500		
Close	\$12,000											\$12,000	
Project Total Planned Cost:		\$383,500											
Time unit of project:		Months											
Budgeted Cost per Reporting Period:		\$3,000	\$7,000	\$24,400	\$40,000	\$50,000	\$44,600	\$50,000	\$50,000	\$54,000	\$25,000	\$18,500	\$12,000
Cumulative Plan Cost:		\$3,000	\$10,000	\$34,400	\$74,400	\$124,400	\$169,000	\$219,000	\$269,000	\$323,000	\$348,000	\$366,500	\$378,500
Actual Project Costs													
Actual Cost:		\$2,800	\$8,000	\$26,000	\$47,000	\$48,000	\$52,000	\$55,000	\$49,000	\$61,000	\$33,000	\$20,000	\$10,000
Cumulative Actual Cost:		\$2,800	\$10,800	\$36,800	\$83,800	\$131,800	\$183,800	\$238,800	\$287,800	\$348,800	\$381,800	\$401,800	\$411,800

Budget totals per project phase (left column) are carried over from prior worksheets. Number in red indicates that data entry does not match total.

Planned cost per phase per reporting period is entered into white cells which change color as numbers are entered. Budgeted and cumulative cost per reporting period is calculated below data entry area. Actual costs are entered at the bottom in white cells. Cumulative actual cost is automatically calculated.



Cumulative Cost Curve



The tool automatically generates a Cumulative Cost Curve. Instructions on how to adjust the graph per project duration are given on a separate page of the workbook.

Summary

The **Project Budget Planner** can be an important addition to your Project Planning process. Use it to develop a complete picture of project cost, generate a budget by month or project phase, and then include the graph of plan vs. actual cost in your status reports.

Project Budget Planner is part of a powerful Project Planning template set available at very low cost from this source:

http://www.cvr-it.com/PM_Templates/

Other templates in this set include:

- **Procurement Plan**
- **Scope Statement**
- **Scope Statement Lite**
- **Milestone chart**
- **Project schedule**



About CVR/IT Consulting LLC

CVR/IT Consulting, established in 2002, provides guidance and support in the effective use of Project, Program, Portfolio Management and Business Analysis Technologies. The company provides professional consultation, training and tools in all matters related to Project Management and Business Analysis, such as:

- Implementation of governance structures and processes essential to effective Portfolio Management
- Establishment of a Project Management Office that finds its own success solely in the success of its customers
- Delivery of flexible, customized PM and BA Methodologies and tools
- Assessment of organizational project, program, portfolio management and business analysis practice
- Training (or re-training) of the project workforce
- Implementation of Organizational Change to make it all work



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Overview

Project Budget Planner



CVR/IT Consulting LLC