

Cost-Benefit Analysis Report

Capital Budget Plan

1. Executive Summary

This report presents a comprehensive cost-benefit analysis of the proposed capital investment. It highlights the estimated costs, anticipated benefits, financial impact, and recommendations to aid decision-making.

2. Project Overview

- Project Title:** [Insert Project Title]
- Prepared By:** [Name/Department]
- Date:** [Insert Date]
- Project Summary:** [Brief description of the project]

3. Cost Analysis

Item	Estimated Cost	Details
Initial Capital Expenditure	[\$Amount]	[Description]
Operating Costs	[\$Amount]	[Description]
Maintenance Costs	[\$Amount]	[Description]
Other Costs	[\$Amount]	[Description]
Total Estimated Cost	[\$Total]	

4. Benefit Analysis

Benefit	Estimated Value	Details
Revenue Increase	[\$Amount]	[Description]
Cost Savings	[\$Amount]	[Description]
Intangible Benefits	[Qualitative Value]	[Description]
Other Benefits	[\$Amount]	[Description]
Total Estimated Benefit	[\$Total]	

5. Financial Metrics

- Net Present Value (NPV):** \$[NPV]
- Internal Rate of Return (IRR):** [IRR] %
- Payback Period:** [Years]
- Benefit-Cost Ratio:** [Ratio]

6. Risk Assessment

- Key Risks:** [List main risks and potential mitigation strategies]
- Assumptions:** [List major assumptions used in cost and benefit estimation]

7. Recommendation

[State your recommendation based on the findings above, e.g., approve, revise, or reject the proposed capital investment.]

Important Notes:

- All estimates should be supported by reliable data and documented assumptions.
- Regularly update the analysis as project information evolves.
- Include sensitivity analysis for critical variables impacting costs and benefits.
- This report should be reviewed by financial and operational stakeholders before final approval.