

Project-Based Budget Plan

Project Information

Project Title	
Project Manager	
Duration	
Date Prepared	

Budget Breakdown

#	Budget Item / Activity	Description	Quantity	Unit Cost	Total Cost
1					
2					
3					
Total					

Approval

Prepared by	Reviewed by	Approved by
Name & Signature	Name & Signature	Name & Signature
Date	Date	Date

Important Notes

- All costs should be as accurate and justified as possible to reflect actual project needs.
- Provide clear descriptions for each budget item to avoid ambiguity.
- Ensure budget approval signatures are provided before implementation.
- Regularly review and update the budget plan as the project progresses.