

Project Completion Bonus Calculation Template

Project Details

Project Name	ABC Headquarters Renovation
Project Manager	Jane Smith
Start Date	2024-01-15
Scheduled Completion Date	2024-06-30
Actual Completion Date	2024-06-14
Total Project Value	\$500,000

Bonus Calculation

Bonus Criteria	Value / Details
Base Bonus Percentage	5% of Project Value
Days Completed Early	16
Early Completion Bonus Rate	\$200 per day early

Calculation

Base Bonus = \$500,000 × 5% = \$25,000
Early Completion Bonus = 16 × \$200 = \$3,200
Total Bonus = \$25,000 + \$3,200 = \$28,200

Summary

Total Bonus Payable	\$28,200
Prepared By	HR Department
Date	2024-06-20

Important Notes:

- All bonus calculations must comply with company policies and employment contracts.
- Final bonus amount is subject to approval by senior management.
- Taxes and mandatory deductions may apply to the bonus amount.
- Supporting documentation and evidence of completion dates should be attached.
- This calculation template is a sample and should be customized for each project.