Project-Based Budget Planning Document

Project Information

Project Title	Smart Office Automation
Project Manager	Jane Doe
Department	IT Solutions
Planned Duration	July 2024 - December 2024
Total Budget	$80,000

Budget Allocation

Category	Description	Estimated Cost ($)
Personnel	Developers, Designers, Project Lead	40,000
Technology	Software licenses, Cloud services	15,000
Equipment	Laptops, IoT devices, Sensors	12,000
Training	User training & onboarding	5,000
Contingency	Unexpected costs	8,000
Total		80,000

Milestones & Disbursement Plan

Milestone	Timeline	Budget Release ($)
Project Kickoff	July 2024	16,000
Design & Prototyping	August 2024	20,000
Development Phase	September - October 2024	28,000
Testing & Training	November 2024	10,000
Deployment & Closure	December 2024	6,000

Approval & Authorization

Prepared by	Jane Doe
Date	2024-06-20
Reviewed by	Mark Lee

Authorized by	Sarah Kent

Important Notes:

- Project-based budgeting ensures funds are allocated directly to project objectives and deliverables.
- Regular monitoring helps track expenditure versus planned milestones.
- Include contingency to manage unforeseen risks or changes in project scope.
- Proper documentation and authorization are critical for transparency and accountability.