Project-Based Budget Projection Format

Project Details

Project Name	_____
Project Manager	_____
Duration	_____
Start Date	_____
End Date	_____

Budget Projection Table

Category	Description	Unit	Unit Cost	Quantity	Total Cost
Personnel	Project Manager	month	_____	_____	_____
Personnel	Technical Staff	month	_____	_____	_____
Equipment	Laptops	unit	_____	_____	_____
Operations	Travel Expenses	trip	_____	_____	_____
Supplies	Office Supplies	set	_____	_____	_____
				Grand Total	_____

Funding Sources (if applicable)

Source	Amount
Internal Funding	_____
External Grant	_____
Other	_____
Total Funding	_____

Important Notes

- Ensure all projected costs are as accurate as possible and supported with documentation where available.
- Update the budget regularly as project scope or requirements change.
- Include contingency funds to accommodate unforeseen expenses.
- Review funding sources to verify that projected income covers total projected expenses.
- Follow organizational or sponsor-specific guidelines for categorizing and justifying costs.