Project Budget Overview

Project Details

Project Name	Website Redesign Initiative
Project Manager	Jane Smith
Department	Marketing
Prepared On	2024-07-09

Budget Summary

Category	Allocated Amount	Actual Spent	Variance
Personnel	$30,000	$28,500	$1,500
Design & Development	$20,000	$21,200	-$1,200
Marketing	$10,000	$9,000	$1,000
Miscellaneous	$5,000	$3,800	$1,200
Total	**$65,000**	**$62,500**	**$2,500**

Budget Breakdown Details

Personnel

- Project Manager: $12,000
- Web Developers: $14,000
- QA Specialist: $4,000

Design & Development

- UI/UX Design: $8,000
- Frontend Development: $7,000
- Backend Integration: $5,000

Marketing

- Content Creation: $3,000
- Social Media Promotion: $2,500
- Email Campaigns: $4,500

Miscellaneous

- Software Licenses: $1,800
- Training: $2,000
- Contingencies: $1,200

Important Notes

- Ensure all budget allocations are approved before the project starts.
- Track actual spend regularly against the allocated budget.
- Update this document as expenses occur to reflect accurate variance.

- Document reasons for any significant variance between allocated and actual expenditure.
- Include supporting evidence for all expenses in a separate appendix.