

# Project-Based Budget Document

## 1. Project Overview

**Project Name:** [Insert project name]

**Project Manager:** [Insert project manager]

**Duration:** [Start Date] - [End Date]

**Description:** [Brief description of project objectives and scope]

## 2. Budget Summary

Category	Estimated Cost	Actual Cost	Variance
Personnel	[ ]	[ ]	[ ]
Materials & Supplies	[ ]	[ ]	[ ]
Equipment	[ ]	[ ]	[ ]
Travel	[ ]	[ ]	[ ]
Other	[ ]	[ ]	[ ]
<b>Total</b>	[ ]	[ ]	[ ]

## 3. Detailed Budget Breakdown

### a. Personnel

Role	Rate	Hours/Units	Subtotal
[Example: Project Lead]	[ ]	[ ]	[ ]

### b. Materials & Supplies

Item	Quantity	Unit Cost	Subtotal
[ ]	[ ]	[ ]	[ ]

### c. Equipment

Item	Quantity	Unit Cost	Subtotal
[ ]	[ ]	[ ]	[ ]

### d. Travel

Description	Cost
[ ]	[ ]

### e. Other Costs

Description	Cost
[ ]	[ ]

#### 4. Funding Sources (if applicable)

Source	Amount	Status
[ ]	[ ]	[ ]

#### 5. Approval

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

#### Important Notes

- Ensure all cost estimates are as accurate and detailed as possible.
- Clearly differentiate between estimated and actual costs.
- Document assumptions for each budget category.
- Update document as project progresses and costs are incurred.
- Keep supporting documentation for all expenditures.
- Review regularly to monitor budget variances and adjust plans as needed.