

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	[]	[]	[]
Total	[]	[]	[]

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.