

Detailed Personnel Cost Justification Document

Project Title:

XYZ Improvement Initiative

Prepared By:

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Reporting Period:

January 2024 - December 2024

Personnel Cost Breakdown

Name	Title/Role	Annual Salary	% Time on Project	Total Cost Allocated	Justification
John Smith	Project Manager	\$80,000	50%	\$40,000	Responsible for overall project coordination, reporting, and management.
Lisa Brown	Technical Specialist	\$70,000	40%	\$28,000	Lead on data analysis and system improvements.
Alex Rivera	Administrative Assistant	\$45,000	30%	\$13,500	Supports documentation, meeting scheduling, and communications.

Total Personnel Cost Requested:

\$81,500

Summary and Justification

The requested personnel costs are essential for the effective execution of the XYZ Improvement Initiative. Roles identified above are directly responsible for critical aspects of the project, ensuring organizational and technical objectives are met within the designated project period.

Important Notes

- All personnel listed are dedicated to project activities for the specified percentage of their time.
- Calculations should be based on current salary rates and reflect actual time allocation.
- Include clear and concise justification for each role supported by the requested funding.
- Ensure compliance with funder requirements and organizational policy regarding personnel expenses.
- Maintain supporting documentation for audit and review purposes.