

Corporate Project Budget Planning Template

Project Overview

Project Name

Project Manager

Start Date

End Date

Description

Budget Breakdown

Cost Category	Sub-category / Description	Estimated Cost	Actual Cost	Variance	Notes
e.g. Personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.g. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Add more rows as needed for additional categories.

Approval & Sign-off

Prepared By

Date

Approved By

Date

