**Cost Management Plan**

**<ReqM Tool>**

**NTT Data Romania**

**Street Constanta 19-21**

**Cluj Napoca**

**City, State 400158**

**2019**

**Table of Contents**

[1 Introduction 3](#_Toc6072652)

[2 Cost Management Approach 4](#_Toc6072653)

[3 Reporting Format 5](#_Toc6072654)

[4 Cost Change Control Process 6](#_Toc6072655)

[5 Project Budget 7](#_Toc6072656)

[6 Sponsor Acceptance 8](#_Toc6072657)

# Introduction

The Project Manager will be responsible for managing and reporting on the project’s cost throughout the duration of the project. The Project Sponsor has the authority to make changes to the project to bring it back within budget.

# Cost Management Approach

Costs for this project will be managed at the thirt level of the Work Breakdown Structure (WBS).

# Reporting Format

The total cost of the project will be communicated to the Department Delivery Manager via e-mail.

Change Requests which are triggered based upon project cost overruns will be identified and tracked in this report.

# Cost Change Control Process

The cost change control process will follow the established project change request process. Approvals for project budget/cost changes must be approved by the Project Sponsor togheter with the Department Delivery manager.

# Project Budget

The budget for this project is detailed below. Costs for this project are presented in various categories.

Fixed Costs: Planning the project cost. (1319 Department Team Members working hours)

$x

Material Costs Procure two laptops, two monitors, two keyboards and two mouse-s from the DIS Department

$0

Total Project Cost $x

Management Reserve N/A

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Bogdan Cunita

Project Manager