# Project: [Enter Project Name]

|  |  |
| --- | --- |
| **Project Manager** | [enter name of project manager] |
| **Date** | [enter date of last changes] |

# Budget

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **[Work Package Name][[1]](#footnote-1)** | | | | | | | |
| **Resource name** | | **Description** | | **Quantity/Hours** | | **Fee** | **Total (Euro)** |
|  |  |  | |  | |  |  |
|  | [Enter resource name] | [Enter description of resource] | | [Enter quantity/hours] | | [Enter cost per unit/hour] | [Enter total cost] |
|  | [Enter resource name] | [Enter description of resource] | | [Enter quantity/hours] | | [Enter cost per unit/hour] | [Enter total cost] |
|  | [Enter resource name] | [Enter description of resource] | | [Enter quantity/hours] | | [Enter cost per unit/hour] | [Enter total cost] |
|  | [Enter resource name] | [Enter description of resource] | | [Enter quantity/hours] | | [Enter cost per unit/hour] | [Enter total cost] |
|  |  |  | |  | |  |  |
|  |  |  | | **subtotal [WP name]:** | | | **[Enter total cost]** |
|  |  |  | |  |  | |  |
| **[Work Package Name]** | | | | | | | |
| **Resource name** | | | **Description** | **Quantity/hours** | | **Fee** | **Resource name** |
|  |  | |  |  | |  |  |
|  | [Enter resource name] | | [Enter description of resource] | [Enter quantity/hours] | | [Enter cost per unit/hour] | [Enter total cost] |
|  | [Enter resource name] | | [Enter description of resource] | [Enter quantity/hours] | | [Enter cost per unit/hour] | [Enter total cost] |
|  | [Enter resource name] | | [Enter description of resource] | [Enter quantity/hours] | | [Enter cost per unit/hour] | [Enter total cost] |
|  | [Enter resource name] | | [Enter description of resource] | [Enter quantity/hours] | | [Enter cost per unit/hour] | [Enter total cost] |
|  |  | |  | **subtotal [WP name]:** | | | **[Enter total cost]** |
|  |  | |  |  | | |  |
| **Summary** | | | | | | | |
|  |  | |  |  |  | |  |
|  | WP1: | |  | [Enter total cost] |  | |  |
|  | WP2: | |  | [Enter total cost] |  | |  |
|  | ... | |  | ... |  | |  |
|  |  | | **subtotal:** |  | **[Enter subtotal]** | |  |
|  | unexpected costs (e.g. 10%) | |  |  | [Enter amount] | |  |
|  | Total overhead (e.g. 10%) | |  |  | [Enter amount] | |  |
|  |  | | **total:** |  | **[Enter total]** | |  |

**COST BASELINE**

DRAW YOUR COST BASELINE CHART HERE

ADD AN EXPLANATORY COMMENT

**FINANCIAL EXPOSURE**

DRAW YOUR FINANCIAL EXPOSURE CHART HERE

ADD AN EXPLANATORY COMMENT INCLUDING:

* Number of invoices, related milestones and amounts;
* Agreed delay for payments from clients;
* Milestones for invoices from suppliers;
* Agreed delay for payments to suppliers.

Employees are always paid on the 27th day of the month.

1. Repeat as many times as there are work packages. [↑](#footnote-ref-1)