

Financial Plan

For [Project Name]

Document Control

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Role	Name	Signature	Date
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1 Financial Expenses

List all the labor, equipment, materials, supplier, administrative and other expenses required to undertake the project.

1.1 Labor

List the roles involved in undertaking the project and quantify the unit cost of each resource required to fill that role in the following table:

Role	Unit Cost

1.2 Equipment

List the equipment required to undertake the project and quantify the unit cost of each item of equipment, within the following table:

Equipment	Unit Cost

1.3 Materials

List the materials required to undertake the project, and quantify the unit cost of each item of equipment in the following table:

Material	Unit Cost

1.4 Suppliers

List the deliverables to be sourced from external suppliers to the project and quantify the unit cost of each deliverable required in the following table:

Deliverable Item	Unit Cost

1.5 Administration

List any administration costs involved in undertaking the project in the following table:

Administrative Item	Unit Cost

1.6 Other

List any other costs involved in undertaking the project in the following table:

Other Expense Item	Unit Cost

2 Financial Plan

2.1 Schedule

Create a detailed Financial Schedule, which will allow the Project Manager to calculate the total expense involved in undertaking the project. As an example, we have provided a monthly view of a Financial Schedule below:

	Month												
Expense Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Labor <ul style="list-style-type: none">Expense type	\$ / £ / € other currency												
Equipment <ul style="list-style-type: none">Expense type													
Materials <ul style="list-style-type: none">Expense type													
Suppliers <ul style="list-style-type: none">Expense type													
Administration <ul style="list-style-type: none">Expense type													
Other <ul style="list-style-type: none">Expense type													
Total													

2.2 Assumptions

List any assumptions made during this financial planning process.

2.3 Constraints

List any constraints identified during this financial planning process.

3 Financial Process

Describe the process for monitoring and controlling costs within the project.

3.1 Activities

List the activities required to monitor and control costs within the project.

3.2 Roles

List the roles and responsibilities involved with monitoring and controlling costs within the project.

3.3 Documents

List the documents used to monitor and control costs within the project.

4 Appendix

Attach any documentation you believe is relevant to the Financial Plan, such as:

- *Business Case, Terms of Reference, Project Plan, Resource Plan*
- *Organizational Finance policies, guidelines and procedures*
- *Organizational Chart of Accounts*
- *Other relevant information or correspondence*