**Project Budget Analysis Report**

**Project Name:** ZetaCRM Suite Development **Company:** Zeta Softwares

**1. Overview:** The purpose of this report is to provide a comprehensive analysis of the planned versus actual costs of the ZetaCRM Suite Development project. This report will highlight the variances and provide remarks on significant deviations to help stakeholders understand the financial aspects of the project.

**2. Summary of Costs:**

* **Total Planned Cost:** $164,000
* **Total Actual Cost:** $170,200
* **Total Variance:** -$6,200 (Over budget)

**3. Expense Category Breakdown:**

1. **Project Management:**
   * **Planned:** $10,000
   * **Actual:** $9,500
   * **Variance:** $500 (Under budget)
   * **Remarks:** Efficient management led to savings.
2. **Software Licensing:**
   * **Planned:** $8,000
   * **Actual:** $9,000
   * **Variance:** -$1,000 (Over budget)
   * **Remarks:** Additional licenses were required during development.
3. **Hardware Costs:**
   * **Planned:** $5,000
   * **Actual:** $4,700
   * **Variance:** $300 (Under budget)
   * **Remarks:** Managed to secure hardware at a discounted rate.

...[and so on for the other categories]

**4. Key Insights:**

* **Developer Salaries** had the most significant overrun, with an additional $5,000 spent due to overtime costs.
* Savings were primarily seen in categories like **Project Management**, **Testing**, and **Hardware Costs**, indicating efficient resource utilization in these areas.
* **Software Licensing** and **Miscellaneous** expenses witnessed an unexpected increase, suggesting the need for better forecasting in these areas for future projects.

**5. Recommendations:**

1. **Review Licensing Needs:** Properly assess software licensing needs at the project's onset to prevent overspending.
2. **Monitor Developer Workloads:** Regularly check developers' workloads to manage overtime costs better.
3. **Revise Miscellaneous Budgeting:** Allocate a more flexible budget for miscellaneous expenses given the unexpected costs encountered.

**6. Conclusion:**

While the ZetaCRM Suite Development project witnessed a slight overrun in its budget, valuable insights have been derived for future projects. By understanding areas of overspending and efficient spending, Zeta Softwares can implement better budgeting strategies moving forward.

End of the report.