# General Information

|  |  |
| --- | --- |
| **Project Name/Project #:** |  |
| **Business Process Owner/Sponsor:** |  |
| **Author:** |  |
| **Project End Date:** |  |

# Revision / Change History

|  |  |  |
| --- | --- | --- |
| **Revision Level** | **Revision Date** | **Description of Changes** |
| 01 | 4/28/2011 | 1. Template Version |
| 01 |  | 1. Initial Project Version |

The Project Budget is used to determine the costs for a project as well as provide a tool for managing and reporting those costs throughout the project lifecycle. While an initial estimate is made during the Initiation Phase, a more thorough accounting of the expected costs must be prepared during the Proposal Phase as requirements are defined, solutions are designed, and estimates refined. This template is a broad application of the items to consider when developing a project budget. The project manager should review the sections below and modify them as appropriate depending on the size and scale of the specific initiative. The accompanying spreadsheet should also be modified to only include those items that apply to the project being planned.

See the section in the PM2 Project Handbook regarding Project Budgets for further guidance on what to consider and include in the Project Budget.

The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the particular project.

* Blue italicized text enclosed in square brackets (i.e., [text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.
* Blue text enclosed in angle brackets (i.e., <text>) indicates a field that should be replaced with information specific to the particular project.
* Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate.

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# OVERVIEW

*[Provide a high-level overview of the project. Focus on the financial aspects of the project, major milestones, cost elements (e.g., hardware, software, travel, other direct costs, etc.), and stakeholders. Additionally, reference to any spreadsheets used to manage the costs should be included in this section]*

# ASSUMPTIONS/CONSTRAINTS/RISKS

## Assumptions

*[Describe any assumptions or dependencies regarding the financial management approach for the project. These may concern such issues as: financial status reporting requirements, invoicing requirements, etc.]*

## Constraints

*[Describe any limitations or constraints that may have a significant impact on the financial management approach.]*

## Risks

*[Describe any risks associated with financial management of the project and proposed mitigation strategies.]*

# FINANCIAL MANAGEMENT APPROACH

## Methods & Tools

[Describe the overall approach for financial management of the project, including how costs will be categorized, tracked, and reported. Describe the methods, processes, tools and techniques that will be used for financial management, and how they will integrate with other project processes (e.g., contract management, subcontractor management, project monitoring and control, risk management, etc.).]

## Roles & Responsibilities

[Identify key personnel responsible for financial management. Describe their responsibilities for activities such as invoicing, financial management tracking, etc. If appropriate, include an organizational chart depicting the structure for the financial management organization.]

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibility** |
| <Name> | <Role (e.g., Project Manager, Team Lead)> | <Responsibility> |
|  |  |  |
|  |  |  |

## Training Requirements

[Describe any training required to ensure the budget is appropriately implemented. This may include distribution of a project travel policy to new project team members, yearly training on government rules regarding time entry, etc.]

# FINANCIAL STATUS REPORTING

*[Describe the requirements and procedures for financial status reporting. This should include specific requirements for format of financial status reports, distribution, security, frequency, reviews, etc. Contractor requirements should be included. The process for handling exceptions should also be described.]*

# INVOICING

*[Describe the requirements and procedures for invoicing. This should include specific requirements for format of invoices, distribution, security, frequency, quality assurance, etc. Contractor should be included. The date requirements should also be documented (e.g., when an invoice is due, when payment is due, etc.). Depending on who has the signing authority for invoices received by the project, the process should be defined by which invoices are reviewed, matched against budget line items and ultimately approved by the signing authority. The process for handling exceptions regarding an invoice should also be described.]*

Inserted is a worksheet template to assist with budget estimation.

