

Helpful budget templates

In the previous lessons, you learned that projects come in all shapes and sizes—and so do their budgets. Budgets can be created in a simple spreadsheet or with more complex software programs. Determining which tool is right for you and your project will require input from your organization and your customer.

Budget spreadsheet templates

Budget templates are a useful tool for helping you estimate, track, and maintain a project budget. Below, you will find a few different budget templates that you can use for future projects. Each of these templates is formatted in a digital spreadsheet.

						TARGET BUDGET	ACTUAL BUDGET	UNDER/OVER
						\$	\$	\$
	Labor		Materials		Fixed cost	Budget	Actual	Under/Over
TASK	Hrs	Rate	Units	\$/Unit				
CATEGORY								
Task						\$		\$
Task						\$		\$
Task						\$		\$
Task						\$		\$
						\$	\$	
CATEGORY								
Task						\$		\$
Task						\$		\$
Task						\$		\$
Task						\$		\$
						\$	\$	
CATEGORY								
Task						\$		\$
Task						\$		\$
Task						\$		\$
Task						\$		\$
						\$	\$	
CATEGORY								
Task						\$		\$
Task						\$		\$
Task						\$		\$
TOTAL						\$		\$

[Microsoft Excel Budget Templates](#)

[Microsoft Excel Website Budget Template](#) (applicable to any project)

[Google Sheets Budget Template](#) (Note: You will need to be signed in to a Google account in order to make a copy of the template.)

Spreadsheet skills for budgeting

When using a spreadsheet to track a budget, there are basic skills you will need to learn. Understanding how to use SUM and AVERAGE formulas, tables, and filters are just a few of the spreadsheet skills that will make your job as a project manager much easier. Make sure to check the [course resources on spreadsheets](#) for an introduction to these skills.

✓ Completed