

PROJECT MANAGEMENT BUDGET TEMPLATE

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| VERSION HISTORY | | | | |
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| CIRCULATION LIST | | | |
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| RECIPIENT NAME | ORGANIZATION | RECIPIENT NAME | ORGANIZATION |
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1. Introduction

Project cost management plan overview

1.1 Purpose

Identify the desired outcome and how the plan will be beneficial.

1.2 Documentation and Communication Practices

Discuss how progress and changes will be documented and how information will be communicated with team members and stakeholders.

2. Overview

Briefly elaborate on how cost management process will enhance the project.

2.1 Summary Statement

Briefly elaborate on how cost management process will impact / enhance the project.

2.2 Reporting Requirements

Define the methods, process, and regularity of status reporting.

2.3 Estimate Degree Requirements

Indicate the percentage of variance required throughout planning stages, i.e., conception, charter, etc.

5. Approach Defined

How overall plan will be created, revised, monitored, and controlled.

5.1 Procedures

Define set procedures.

5.2 Policies

List all policies that must be adhered to.

5.3 Documentation

Detail the documentation process throughout life of project.

6. Cost Estimation Process Defined

Detail how estimates should be reached and classified, including thresholds, risks, performance rules, confidence ratings of estimate accuracy, etc.

7. Cost Baseline

7.1 WBS of Work Sections and / or Individual Tasks

Break out each section, task, or group of tasks.

7.2 Estimate Method

Parametric, Analogous, Three-Point, Bottom-Up, etc.

7.3 Funding

Method of financing.

7.4 Contingency / Reserve

Detail all funds held.

8. Cost Control and Metrics

Detail metrics used in conjunction with set thresholds.

9. Reporting Process Defined

Detail how management plan will be reported. Define any processes.

10. Change Control Process

Describe procedure for requesting and implementing changes to the plan, including how changes are approved / rejected and how they will be reported to circulation list.

11. Project Budget

List final figures reached for contingency / reserve, fixed, material, and contractor costs - a project total

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