**PROJECT BUDGET TEMPLATE**

|  |
| --- |
| Status key  |
| Not started |
| In progress |
| Completed |
| On hold |
| Overdue  |
| Needs review  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Labor  | Materials  | Fixed  | Balance  |
| TASK  | DESCRIPTION | STATUS | PLANNED START DATE | ACTUAL START DATE | END DATE | HR | $/ HR | UNITS  | $/UNITS | TRAVEL  | EQUIP/ SPACE | MISC  | BUDGET  | ACTUAL  | UNDER/ OVER  |
| Project 1  |  |  |  |  |  |  |  |  |  |  |  |  | $ | $ | $ |
| Task  |  |  | Not started |  |  | 0.0 | $ 0.00 | 0.0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |  |  |  |
| Task |  |  | In progress |  |  | 0.0 | $ 0.00 | 0.0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |  |  |  |
| Task  |  |  | Completed |  |  | 0.0 | $ 0.00 | 0.0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |  |  |  |
| Task  |  |  | On hold |  |  | 0.0 | $ 0.00 | 0.0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |  |  |  |
| Subtask  |  |  | Overdue  |  |  | 0.0 | $ 0.00 | 0.0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |  |  |  |
| Subtask |  |  | Needs review  |  |  | 0.0 | $ 0.00 | 0.0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |  |  |  |
| subtask |  |  |  |  |  | 0.0 | $ 0.00 | 0.0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |  |  |  |
| Task  |  |  |  |  |  | 0.0 | $ 0.00 | 0.0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |  |  |  |
| Task  |  |  |  |  |  | 0.0 | $ 0.00 | 0.0 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |  |  |  |
| SUBTOTAL |  |  |  |  |  |  | $0.00 |  | $0.00 | $0.00 | - | $0.00 |  | $0.00 | $0.00 |