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| **Basic IT Budget Template**

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| **Project Name** | **Project 1** |

 |  |  |  |  |  |  |  |  |
| **BI** | **LABOR** (effort-based costs) | **MATERIALS** (unit-based costs) | **FIXED & OTHER COSTS** | **BUDGET SUMMARY** |   | **STATUS KEY** |
| **TASK** | **DESCRIPTION** | **STATUS** | **PLANNED START DATE** | **ACTUAL START DATE** | **END DATE** | **HR** | **$/HR** | **UNITS** | **$/UNITS** | **TRAVEL** | **EQUIP/SPACE** | **MISC.** | **BUDGET** | **ACTUAL** | **UNDER/OVER** |   | Not Started |
| Configure Firewall | Detail or scope of task | Not Started | MM/DD/YY | MM/DD/YY | MM/DD/YY | 0.0 | $0.00  | 0.0 | $0.00  | $0.00 | $0.00 | $0.00  |  |  |  |   | Complete |
| Purchase Laptops |  | In Progress |  |  |  | 0.0 | $0.00  | 0.0 | $0.00  | $0.00 | $0.00 | $0.00  |  |  |  |   | On Hold |
| Task |  | In Progress |  |  |  | 0.0 | $0.00  | 0.0 | $0.00  | $0.00 | $0.00 | $0.00  |  |  |  |   | Overdue |
| Task |  | On Hold |  |  |  | 0.0 | $0.00  | 0.0 | $0.00  | $0.00 | $0.00 | $0.00  |  |  |  |   | Needs Review |
| Task |  | Complete |  |  |  | 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  |  |  |  |   |   |
| 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**  | **$0.00**  |   |   |

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| **Project Name** | **Project 2** |

 |  |  |  |  |  |  |  |  |
| **BI** | **LABOR** (effort-based costs) | **MATERIALS** (unit-based costs) | **FIXED & OTHER COSTS** | **BUDGET SUMMARY** |   | **STATUS KEY** |
| **TASK** | **DESCRIPTION** | **STATUS** | **PLANNED START DATE** | **ACTUAL START DATE** | **END DATE** | **HR** | **$/HR** | **UNITS** | **$/UNITS** | **TRAVEL** | **EQUIP/SPACE** | **MISC.** | **BUDGET** | **ACTUAL** | **UNDER/OVER** |   | Not Started |
| Configure Firewall | Detail or scope of task | Not Started | MM/DD/YY | MM/DD/YY | MM/DD/YY | 0.0 | $0.00  | 0.0 | $0.00  | $0.00 | $0.00 | $0.00  |  |  |  |   | Complete |
| Purchase Laptops |  | In Progress |  |  |  | 0.0 | $0.00  | 0.0 | $0.00  | $0.00 | $0.00 | $0.00  |  |  |  |   | On Hold |
| Task |  | In Progress |  |  |  | 0.0 | $0.00  | 0.0 | $0.00  | $0.00 | $0.00 | $0.00  |  |  |  |   | Overdue |
| Task |  | On Hold |  |  |  | 0.0 | $0.00  | 0.0 | $0.00  | $0.00 | $0.00 | $0.00  |  |  |  |   | Needs Review |
| Task |  | Complete |  |  |  | 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  |  |  |  |   |   |
| 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**  | **$0.00**  |   |   |

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