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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Basic IT Budget Template**   |  |  | | --- | --- | | **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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