**Project Budget Tracking Template**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |   |   |   | **LABOR** | **MATERIALS** | **FIXED** | **BALANCE** |
| **TASK** | **DESCRIPTION** | **STATUS** | **PLANNED START DATE** | **ACTUAL START DATE** | **END DATE** | **HR** | **$/HR** | **TOTAL LABOR** | **UNITS** | **$/UNITS** | **TOTAL MATERIALS** | **TRAVEL** | **EQUIPMENT / SPACE** | **MISC.** | **BUDGET** | **ACTUAL** | **UNDER/OVER** |
| PROJECT 1 |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task |  | Not Started |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $ |
| Task |  | In Progress |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $  |
| Task |  | Complete |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $  |
| Task |  | Needs Review |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $  |
| Task |  |  Approved |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $  |
| Task |  |  Overdue |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $ |
| Task |   | On Hold |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $ |
| Task |   |  |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $ |
| Task |  |   |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $  |
| **SUBTOTAL** |  |   |  |  |  |   |  | **$0**  |  |  | **$0**  | **$0**  | **$0**  | **$0**  |  **$**  |  **$**  |  **$**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |   |   |   | **LABOR** | **MATERIALS** | **FIXED** | **BALANCE** |
| **TASK** | **DESCRIPTION** | **STATUS** | **PLANNED START DATE** | **ACTUAL START DATE** | **END DATE** | **HR** | **$/HR** | **TOTAL LABOR** | **UNITS** | **$/UNITS** | **TOTAL MATERIALS** | **TRAVEL** | **EQUIPMENT / SPACE** | **MISC.** | **BUDGET** | **ACTUAL** | **UNDER/OVER** |
| PROJECT 2 |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task |  | Not Started |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $ |
| Task |  | In Progress |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $  |
| Task |  | Complete |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $  |
| Task |  | Needs Review |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $  |
| Task |  |  Approved |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $  |
| Task |  |  Overdue |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $ |
| Task |   | On Hold |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $ |
| Task |   |  |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $ |
| Task |  |   |   |   |   |   |   | $0  |   |   | $0  |   |   |   |   |  $  |  $  |
| **SUBTOTAL** |  |   |  |  |  |   |  | **$0**  |  |  | **$0**  | **$0**  | **$0**  | **$0**  |  **$**  |  **$**  |  **$**  |

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