**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=10687&utm_source=template-word&utm_medium=content&utm_campaign=Project+Budget+Tracking-word-10687&lpa=Project+Budget+Tracking+word+10687)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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