# Project Budget

**Purpose:** This document provides a detailed breakdown of projected versus actual costs throughout the lifecycle of a project. It helps project managers monitor and analyze financial performance to identify cost overruns and make informed adjustments.

## Project Overview

**Project Name:** {projectName}

**Project Manager:** {projectManager}

**Start Date:** {startDate}

**End Date:** {endDate}

**Client:** {clientName}

**Budget Approved By:** {budgetApprovedBy}

## Budget Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Estimated Cost** | **Actual Cost** | **Variance** | **Comments** |
| {#budgetItems}{category} | {estimatedCost} | {actualCost} | {variance} | {comments}{/budgetItems} |

## Cost Breakdown by Phase

{#phases}

### {phaseName}

* **Estimated Cost:** {phaseEstimated}
* **Actual Cost:** {phaseActual}
* **Variance:** {phaseVariance}
* **Notes:***{phaseNotes}*

{/phases}

## Key Financial Risks

{#risks}

* **{riskTitle}:***{riskDescription}*

{/risks}

## Actions and Adjustments

{#adjustments}

* **{actionTitle}:** {actionDescription}

{/adjustments}

{^hasOverrun}

Note: The current project budget is within the approved limits. No further action is required.

{/hasOverrun}

{#hasOverrun}

Warning: Project costs have exceeded the approved budget. Please review the action items above and submit a revised budget plan.

{/hasOverrun}

## Approval & Signoff

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Date** | **Signature** |
| {#signatories}{role} | {name} | {date} | {signature}{/signatories} |