

Use our “Project cost management plan template” to manage and track costs associated with project activities.

The table header contains several fields that are important to fill in at the beginning of work and several summary fields (marked with a blue background):

<b>Project name</b>	<OUR PROJECT TITLE>		
<b>Project manager</b>	<OUR PROJECT MANAGER>		
<b>Start date</b>	January 1, 2022	<b>End date</b>	December 1, 2022
<b>Estimated budget</b>	\$150,000.0		
<b>Actual budget as for 24-Jan-22</b>	\$49,203.0		

- “Project name” - in this field, enter the name of your project;
- “Project manager” - in this field, specify the project manager responsible for the final result;
- “Start date” - in this field specify the start date of the project implementation;
- “End date” - in this field indicate the end date of the project implementation;
- “Estimated budget” - in this field, specify the amount set for the project;
- The “Actual budget as for” field contains the current date and the total final budget according to the data entered in the table when the document was used.

The table itself contains the following fields:

- “TASK” - in this column, you must specify the name of the task for each stage of the project;
- “ESTIMATED COST” - in this field, you must specify the cost of performing each of the project tasks set at the planning stage;
- “REQUIRED RESOURCES” - in this column, you need to list the material, labor, and other resources that you need to complete each task;
- “% COMPLETION” - in this column, indicate the level of completion of each of the tasks during the implementation of the project. If the task is 100% complete, the background of the cell will change to green;
- “ACTUAL COST” - in this block, you need to indicate the actual cost of completing tasks depending on their category:

- **Labor** - the cost of team members working on the project, both in terms of wages and time;
  - **Materials and equipment** - the cost of resources required for the project, from physical tools to software to legal permits
  - **Facilities** - the cost of using any working spaces not owned by the organization;
  - **Vendors** - the cost of hiring third-party vendors or contractors;
  - **Risk** - the cost of any contingency plans implemented to reduce risk;
  - **TOTAL** - this column calculates the sum of the actual costs for each task.
- **"BUDGET USE, %"** - this column will calculate the percentage of current usage of the estimated cost. If it is exceeded (>100%), then the value in the cell will turn red and acquire a red background;
  - **"PLANNED PERIOD, days"** - in this field, specify the planned duration of each task in days;
  - **"ACTUAL PERIOD, days"** -in this column, indicate the actual duration of each task at the moment in days;
  - **"DAYS REMAINS"** - this column will automatically calculate how much slack you still have to complete the task or how much delay you have. The value will be displayed in the cell with the corresponding caption (for example, 2 days remains or 2 days delay).

An example of filling a table:

TASK	ESTIMATED COST	REQUIRED RESOURCES	% COMPLETION	ACTUAL COST						BUDGET USE, %	PLANNED PERIOD, days	ACTUAL PERIOD, days	DAYS REMAINS
				Labor	Materials and equipment	Facilities	Vendors	Risk	TOTAL				
<b>Stage 1</b>													
Task 1	\$1,000.00		80%	\$300.0	\$500.0	\$50.0	\$30.0	\$25.0	\$905.00	90.5%	21	19	2 days remains
Task 2	\$2,000.00		50%	\$550.0	\$504.0	\$650.0	\$800.0	\$55.0	\$2,559.00	128.0%	33	30	3 days remains
Task 3	\$1,500.00		35%	\$200.0	\$50.0	\$600.0	\$74.0	\$5.0	\$929.00	61.9%	37	45	8 days delay
Task 4	\$6,500.00		100%	\$850.0	\$5,000.0	\$500.0	\$60.0	\$80.0	\$6,490.00	99.8%	12	15	-
Task 5	\$125.00		100%	\$50.0	\$50.0	\$0.0	\$60.0	\$5.0	\$165.00	132.0%	17	15	-
Task 6	\$456.00		100%	\$50.0	\$250.0	\$50.0	\$50.0	\$40.0	\$440.00	96.5%	37	40	-
Task 7	\$451.00		95%	\$500.0	\$450.0	\$60.0	\$50.0	\$80.0	\$1,140.00	252.8%	34	30	4 days remains
Task 8	\$5,115.00		85%	\$3,550.0	\$1,000.0	\$50.0	\$800.0	\$90.0	\$5,490.00	107.3%	13	10	3 days remains
Task 9	\$5,112.00		65%	\$600.0	\$580.0	\$740.0	\$605.0	\$504.0	\$3,029.00	59.3%	27	25	2 days remains
Task 10	\$5,125.00		85%	\$690.0	\$588.0	\$514.0	\$3,500.0	\$60.0	\$5,352.00	104.4%	40	30	10 days remains

As noted earlier, the template title contains several final values. This block reports the total values of current costs by category and their percentage weight of the total actual budget amount (in the second column).

<b>Labor costs</b>	<b>\$11,800.0</b>	<b>24.0%</b>
<b>Materials costs</b>	<b>\$13,726.0</b>	<b>27.9%</b>
<b>Facilities costs</b>	<b>\$8,064.0</b>	<b>16.4%</b>
<b>Vendor costs</b>	<b>\$10,181.0</b>	<b>20.7%</b>
<b>Contingency costs</b>	<b>\$5,432.0</b>	<b>11.0%</b>