

Week 4 Activity - Project Budget

Project Lead: Chauveia Lett
 Start Date: 10/21/2024

BUDGET **ACTUAL** **Under(Over)**
Total \$ 21,435.00 \$ 15,750.00 \$ 5,685.00

WBS	Task	Labor		Materials		Fixed	Budget	Actual	Under(Over)
		Hrs	Rate	Units	\$/Unit	Costs			
1	Strategic Analysis						\$ 3,900.00	\$ 2,700.00	\$ 1,200.00
1.1	Assess current HR model costs	50.0	\$20.00	0.0	\$0.00	\$200.00	1200	1,000.00	200.00
1.2	Collect feedback from business units	30.0	\$20.00	0.0	\$0.00	\$300.00	900.00	600.00	300.00
1.3	Benchmarks	20.0	\$20.00	0.0	\$0.00	\$200.00	600.00	400.00	200.00
1.3.1	Evaluate competitor strategies	10.0	\$20.00	0.0	\$0.00	\$200.00	400.00	200.00	200.00
1.3.2	Analyze cost trends	15.0	\$20.00	0.0	\$0.00	\$100.00	400.00	300.00	100.00
1.3.2.1	Perform SWOT analysis	5.0	\$20.00	0.0	\$0.00	\$100.00	200.00	100.00	100.00
1.3.2.2	Present findings to stakeholders	5.0	\$20.00	0.0	\$0.00	\$100.00	200.00	100.00	100.00
2	Planning and Design						\$ 4,030.00	\$ 2,100.00	\$ 1,930.00
2.1	Develop centralized HR structure	40.0	\$15.00	0.0	\$0.00	\$500.00	1,100.00	600.00	500.00
2.2	Design new HR processes	50.0	\$15.00	0.0	\$0.00	\$800.00	1,550.00	750.00	800.00
2.3	Create training program	20.0	\$15.00	0.0	\$0.00	\$280.00	580.00	300.00	280.00
2.3.1	Test the new HR system	20.0	\$15.00	0.0	\$0.00	\$250.00	550.00	300.00	250.00
2.3.2	Finalize HR process documentation	10.0	\$15.00	0.0	\$0.00	\$100.00	250.00	150.00	100.00
3	Implementation						\$ 8,950.00	\$ 7,140.00	\$ 1,810.00
3.1	Set up centralized HR software	0.0	\$0.00	4.0	\$500.00	\$400.00	2,400.00	2,000.00	400.00
3.2	Migrate data to new system	30.0	\$22.00	0.0	\$0.00	\$500.00	1,160.00	1,500.00	(340.00)
3.3	Model	40.0	\$22.00	0.0	\$0.00	\$500.00	1,380.00	800.00	580.00
3.3.1	Prepare training materials	10.0	\$22.00	0.0	\$0.00	\$300.00	520.00	200.00	320.00
3.3.2	Conduct training sessions	30.0	\$22.00	0.0	\$0.00	\$300.00	960.00	660.00	300.00
3.3.2.1	units	80.0	\$22.00	0.0	\$0.00	\$500.00	2,260.00	1,760.00	500.00
3.3.2.2	Final system implementation	10.0	\$22.00	0.0	\$0.00	\$50.00	270.00	220.00	50.00
4	Evaluation and Optimization						\$ 1,440.00	\$ 1,050.00	\$ 390.00
4.1	Collect post-implementation feedback	20.0	\$10.00	0.0	\$0.00	\$250.00	450.00	500.00	(50.00)
4.2	Analyze cost savings	15.0	\$10.00	0.0	\$0.00	\$100.00	250.00	150.00	100.00
4.3	Make necessary adjustments	12.0	\$10.00	0.0	\$0.00	\$100.00	220.00	120.00	100.00
4.3.1	learned	10.0	\$10.00	0.0	\$0.00	\$90.00	190.00	100.00	90.00
4.3.2	Conduct final project review	18.0	\$10.00	0.0	\$0.00	\$150.00	330.00	180.00	150.00
5	Future Enhancements						\$ 3,115.00	\$ 2,760.00	\$ 355.00
5.1	Evaluate further system improvements	20.0	\$15.00	0.0	\$0.00	\$400.00	700.00	800.00	(100.00)
5.2	Implement minor system updates	12.0	\$15.00	0.0	\$0.00	\$250.00	430.00	180.00	250.00
5.3	Expand training for additional users	15.0	\$14.00	0.0	\$0.00	\$300.00	510.00	210.00	300.00
5.3.1	Research and development for new modules	19.0	\$25.00	0.0	\$0.00	\$200.00	675.00	670.00	5.00
5.3.2	Final quality assurance checks	15.0	\$20.00	0.0	\$0.00	\$500.00	800.00	900.00	(100.00)

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Instructions / Tips

In this worksheet, the Budget amount is calculated from the Labor, Materials, and Fixed Costs columns. After defining your budget, you can hide these columns, or you could hide just the unused columns.

When adding new rows, copy an existing row and insert the copied row, so that the formulas in the grey WBS, Budget, and Under(Over) columns are copied. You can also copy a row from the list of template rows at the bottom of the worksheet.

Each WBS level in column A (1, 1.1, 1.1.1, etc.) uses a different formula. To change the WBS level for a task, you can copy and paste the cell containing the formula that you need from the list of template rows at the bottom of the worksheet. The indent for the Task column can be changed via cell formatting.

The Level 1 categories contain SUM() formulas in the Budget and Actual columns that should be verified for accuracy after inserting new rows. Check these formulas to ensure that the SUM() formula is referencing the correct range of cells.

After adding new categories, you may need to redefine the print area to include the new rows. In Excel 2003, go to File > Print Area > Set Print Area. In Excel 2010 go to Page Layout > Print Area > Set Print Area.

If you see "#####" in a cell, it means you need to widen the column to see the value.