PROJECT BUDGET WORKSHEET

Do you have the funds to cover your estimated costs? Review the areas below and fill in any support you might need to complete this project along with their associated estimated costs. Once you have added all estimated costs compare your **Project Budget** to your **Project Total Expenses**.

Project: _____ Budget (How Much I Would Spend to Finish this Project):_____

Professional Support	Estimated Cost	Tools and Apps	Estimated Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Professional Support Subtotal:	_____	**Tools and Apps Subtotal:**	_____

Caretakers and Personal Support	Estimated Cost	Lodging, Offices, or Table Rent	Estimated Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Caretakers and Personal Support Subtotal:	_____	**Lodging, Offices, or Table Rent Subtotal:**	_____

Food	Estimated Cost	Other	Estimated Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Food Subtotal:	_____	**Other Subtotal:**	_____

Project Total Expenses: _____

If your estimated expenses exceed your budget you will need to make some adjustments. Consider the follow questions:
1) Can you increase your budget to offset the difference?
2) Can you reduce or remove some of the estimated costs? How would this impact your workload?
3) Will you need to upgrade this project to a higher time scale to account for the additional time you might need to do the work?
4) Do you need to have another project in front of this one to fuel this project?