## Project Budget

[Use the following table to provide a high-level breakdown of the costs associated with the project. Remember to specify whether costs are GST inclusive or exclusive.

Once the Project Plan is approved, transfer the Project Budget into the Budget Tracker Template for monitoring and control. For template, refer to Supporting Document folder]

|  |  |  |
| --- | --- | --- |
| Item/Service | Description | Estimated Costs (GST inclusive/exclusive) |
| Wages and on-costs  | [Example:Full-time project manager @ 38 hours/week for 3 years] | $ |
| Transport and travel expenses | [Example: Vehicle leaseFuel Flights Accommodation] | $ |
| Operating expenses | [Example: Mobile phoneVenue hireCatering] | $ |
| Resource production | [Example: Consultant feePrint and designDistribution] | $ |
| Miscellaneous | [Example: Management fee (5%)] | $ |
| Sub total | $ |
| GST | $ |
| Total | **$** |