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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **[A picture containing text  Description automatically generated](https://www.smartsheet.com/try-it?trp=11292&utm_campaign=/content/project-budget-templates&utm_medium=Simple+Project+Budget+word+11292&lpa=Simple+Project+Budget+word+11292&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)SIMPLE PROJECT BUDGET TEMPLATE** | | | | | | | | | | | | | |  | | |  |  | |  | |  | | |  |  | | |  | | |
| **BI** | | | | | | | **LABOR** | | | **MATERIALS** | | | | | | **FIXED** | | | | | | | | **BALANCE** | |  | **STATUS KEY** | | |
| **TASK** | **DESCRIPTION** | **STATUS** | **PLANNED START DATE** | **ACTUAL START DATE** | **END DATE** | **HR** | | **$/HR** | **UNITS** | | **$/UNITS** | **TRAVEL** | **EQUIP/SPACE** | | **MISC.** | | | | **BUDGET** | | **ACTUAL** | | **UNDER/OVER** | | |  | | Not Started | | |
| **PROJECT 1** |  |  |  |  |  |  | |  |  | |  |  |  | |  | | | | $ - | | $ - | | $ - | | |  | | In Progress | | |
| **Task** |  | Not Started |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | | $0.00 | | | | - | | - | | - | | |  | | Complete | | |
| **Task** |  | In Progress |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | | $0.00 | | | | - | | - | | - | | |  | | On Hold | | |
| **Task** |  | In Progress |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | | $0.00 | | | | - | | - | | - | | |  | | Overdue | | |
| ***SubTask*** |  | On Hold |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | | $0.00 | | | | - | | - | | - | | |  | | Needs Review | | |
| ***SubTask*** |  | Complete |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | | $0.00 | | | | - | | - | | - | | |  | |  | | |
| ***SubTask*** |  |  |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | | $0.00 | | | | - | | - | | - | | |  | |  | | |
| ***SubTask*** |  |  |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | | $0.00 | | | | - | | - | | - | | |  | |  | | |
| **Task** |  |  |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | | $0.00 | | | | - | | - | | - | | |  | |  | | |
| **Task** |  |  |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | | $0.00 | | | | - | | - | | - | | |  | |  | | |
| **SUBTOTAL** |  |  |  |  |  |  | | **$0.00** |  | | **$0.00** | **$0.00** |  | | **$0.00** | | | | **-** | | **$0.00** | | **$0.00** | | |  | |  | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | **LABOR** | | | **MATERIALS** | | | | | **FIXED** | | | **BALANCE** |  | | **STATUS KEY** |
| **TASK** | **DESCRIPTION** | **STATUS** | **PLANNED START DATE** | **ACTUAL START DATE** | **END DATE** | **HR** | | **$/HR** | **UNITS** | | **$/UNITS** | **TRAVEL** | **EQUIP/SPACE** | **MISC.** | | **BUDGET** | **ACTUAL** | **UNDER/OVER** |  | Not Started | |
| **PROJECT 2** |  |  |  |  |  |  | |  |  | |  |  |  |  | | $ - | $ - | $ - |  | In Progress | |
| **Task** |  | Not Started |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | $0.00 | | - | - | - |  | Complete | |
| **Task** |  | In Progress |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | $0.00 | | - | - | - |  | On Hold | |
| **Task** |  | In Progress |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | $0.00 | | - | - | - |  | Overdue | |
| ***SubTask*** |  | On Hold |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | $0.00 | | - | - | - |  | Needs Review | |
| ***SubTask*** |  | Complete |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | $0.00 | | - | - | - |  |  | |
| ***SubTask*** |  |  |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | $0.00 | | - | - | - |  |  | |
| ***SubTask*** |  |  |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | $0.00 | | - | - | - |  |  | |
| **Task** |  |  |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | $0.00 | | - | - | - |  |  | |
| **Task** |  |  |  |  |  | 0.0 | | $0.00 | 0.0 | | $0.00 | $0.00 | $0.00 | $0.00 | | - | - | - |  |  | |
| **SUBTOTAL** |  |  |  |  |  |  | | **$0.00** |  | | **$0.00** | **$0.00** |  | **$0.00** | | **-** | **$0.00** | **$0.00** |  |  | |

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