

PROJECT MANAGEMENT DOCS

Free Project Management Templates

PROJECT FUNDING REQUIREMENTS TEMPLATE

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PROJECT FUNDING REQUIREMENTS **<PROJECT NAME>**

COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE

DATE

Project Funding Requirements

Projects are investments made by a company or organization to achieve something of worth. Whether it is developing a new product or improving the way the organization operates, there is value in successfully completing the project. As such, there is always a cost involved with initiating, planning, executing, monitoring, and closing a project. Not only does the organization need to pay the salaries of the project manager and team, but there are potentially many other costs of the project. Some of these include equipment/technology, overhead (taxes, utilities, leases), or other materials needed to complete the work.

Most projects do not get started until a thorough analysis is done on how much funding is required to complete the project and what the return on investment will be. These determinations help establish the project’s cost baseline. However, once the project is approved there must be funding in place to begin the work. There are many ways projects receive their funds. Some projects receive all of the required funding up front and the project manager carefully manages the funds over the project’s lifecycle. Many projects receive funds incrementally based on project phases of the accomplishment of milestones. The project team and sponsor must determine the most effective way to allocate project funds and incorporate any reserves identified.

Sample Project Funding Requirement Table with Sample Data:

Project Funding Requirements								
Project:		Date:						
Project Phase	Funding Type	January	February	March	April	May	June	July
Initiation	Manpower	\$45,000						
	Equipment / Capital	\$5,000						
Planning	Manpower		\$80,000					
	Equipment / Capital		\$10,000					
Design	Manpower			\$135,000				
	Equipment / Capital			\$22,000				
Prototype Build	Manpower				\$105,000			
	Equipment / Capital				\$52,000			
Testing	Manpower					\$110,000		
	Equipment / Capital					\$25,000		
Transition to Operations	Manpower						\$62,000	
	Equipment / Capital						\$45,000	
Project Closeout	Manpower							\$42,000
	Equipment / Capital							\$0
Totals		\$50,000	\$90,000	\$157,000	\$157,000	\$135,000	\$107,000	\$42,000

*This table includes a 5% management reserve for each project phase.

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