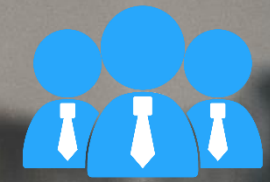**Slide Team**

Budget Proposal Template

Prepared By:-

Your Company Name

User Address

Project Brief

The project brief is one of the essential slides to add in your budget proposal. It gives your client an overview of the project and provide an exclusive introduction on the firm for initiating the project. The project brief is created by the project manager to persuade the project board to authorize the initiation.

	Title	Your Text Here	Date	MM/DD/YY
	Clients/ Organization Details	Add Text Holder	Text Here	Text Here
	Introduction/ Overview	Add Text Holder	Text Here	Text Here
	Project Objectives	Add Text Holder	Text Here	Text Here
	Project Scope	Add Text Holder	Text Here	Text Here
	Target Audience	Add Text Holder	Text Here	Text Here
	Duration of Project	Add Text Holder	Text Here	Text Here
	Budget Details	Add Text Holder	Text Here	Text Here

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This document is a high-level overview of why you are doing a project. It showcases a project's objectives and its essential qualities. A well-written project description provides details on the following:

- The problem the project will address
- A set of goals
- A project plan that describes the activities the members will undertake

Period of Project Performance

You need a timeline to help you and your team achieve business goals, systematically and in controlled manner. You outline a plan in the form of a table to exhibit tasks with their timeline and owner to make it easier for team to understand their roles and responsibilities. You can highlight a project plan for every week, month, quarter, or even year to complete the tasks.

Project Name - Timeline			2019														
			Jan				Feb				Mar				Apr			
Project Task	Owner	Duration	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Strategic Planning				●														
Project Development					●			●		●								
Execution of Project				●				●								●		
Project Maintenance																		
Analysis							●		●		●							
Reporting																		
Add Text Here					●						●	●	●		●			
Add Text Here																		
Add Text Here																		
Add Text Here			●		●		●		●		●							
Add Text Here							●				●	●	●		●		●
Add Text Here																		

Total Cost/Budget Estimated

A well-outlined budget will help you get your project started and set all resources in motion. Divide the budget into 6 categories to estimate the total project expenditure. It includes Work breakdown structure items(wbs), number of units/hrs., cost per unit/hrs., sub total, WBS total, and total percentage. List all the items with their total number of hours and unit to calculate the total cost of the project.

WBS Items	#Units/Hrs.	Cost/Unit/Hr.	Sub Totals	WBS Level 1 Totals	% of Total
Project Management				$306,300	20%
Project Manager	960	$100	$96,000		
Project Team members	1920	$75	$144,000		
Contractors (10% of software development and testing)			$66,300		
Hardware				$76,000	5%
Handheld devices	100	$600	$60,000		
Servers	4	$4,000	$16,000		
Software	I			$614,000	40%
Licensed software	100	$200	$20,0000		
Software development*			$594,000		
Testing (10% of total hardware & software costs)			$69,000	$69,000	5%
Training and Support				$202,400	13%
Trainee cost	100	$500	$50,000		
Travel Cost	12	$700	$8,400		
Project team members	1920	$75	$144,000		
Reserves (20% of total estimate)			$253,540	$253,540	17%
Total Project Cost estimate				$1,521,240	

Travel and Misc. Expenses or Budget

6

A project budget might include travel and miscellaneous expenses. Outline a chart that covers employees who are travelling for the project, destination, period of travel, ticket, and other expense to calculate the total amount of money you will need to finish the project.

Name of Traveller	Travel Destination	Period of Travel	Purpose of Trip	Airline, Transport, & Hotel	Per Diem	Total Travel Amount
[INSERT NAME]	[INSERT TRAVEL DESTINATION]	[INSERT TRAVEL PERIOD]	[SPECIFY PURPOSE]	USD 0.00	USD 0.00	USD 0.00
Your text here	Your text here	Your text here	Your text here	Your text here	Your text here	Your text here
Your text here	Your text here	Your text here	Your text here	Your text here	Your text here	Your text here
Your text here	Your text here	Your text here	Your text here	Your text here	Your text here	Your text here
Your text here	Your text here	Your text here	Your text here	Your text here	Your text here	Your text here
Your text here	Your text here	Your text here	Your text here	Your text here	Your text here	Your text here
TOTAL						USD 0.00

Revenue Forecast

Once the budget is set, prepare a data to estimate your company's future gross sales. A revenue forecast allows you to see whether your project is successful or not. It provides both qualitative and quantitative information on how much your company is likely to earn.

FINANCIAL STATEMENTS	2018	2019	2020	2021	2022
Assumptions					
Income Statement					
Sales Revenue	165,849	182,434	200,678	220,745	242,820
Cost of Goods Sold (COGS)	69,657	85,744	100,339	79,468	84,987
Gross Profit	96,193	96,690	100,339	141,277	157,833
Expenses					
Salaries & Benefits	28,194	31,014	34,115	37,527	41,279
Rent & Overhead	15,000	15,000	15,000	15,000	15,000
Depreciation & Amortization	13,132	13,786	14,211	14,487	14,667
Interest	3,000	3,000	2,000	1,000	1,000
Total Expenses	59,327	62,800	65,326	68,014	71,946
Earnings Before Tax	36,866	33,890	35,013	73,263	85,887
Taxes	10,322	9,489	9,804	20,514	24,048
Net Earnings	26,543	24,401	25,209	52,749	61,839

Terms of Payment

Creating a term of payment can help businesses to receive payments on time. Showcasing how and when to implement this form of compensation make the payment process transparent to customers. These terms can outline terms of sale, payment in advance, immediate payment, interest invoice, and more.

Terms of Sale

Payment in Advance

Immediate Payment

Net payment is due in either 7, 10, 30, 60, or 90 days after the invoice date

Line of Credit Pay

Quotes & Estimates

Recurring Invoice

Invoice Factoring

Interest Invoice

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Next Step

Kickstart your project by finalizing the terms and conditions, and signing the agreement. This document is essential to keep all the stakeholders and other clients on the same page. By using this document, you minimize the chances of project or payment feuds with clients or other party.

Fund posting is created to record the change to the fund

A project plan is finalized when it is formally accepted and approved by the project sponsor and other designated stakeholders.

(COMPANY NAME)

[NAME], [TITLE]

DATE

FAQs on Budget Proposal

Slide Team

1. **Why is budget proposal important?**

Budgeting is not about allocating money to spend; it is about determining how much revenue is needed to reach company goals. Budgeting helps you set company-wide and financial goals to execute initiatives and accomplish business targets. Budget consists of projected income and expenses for a given period. There are different types of budgeting that prioritize different factors when outlining a project plan. These include: zero-based budgeting, static budgeting, performance-based budgeting, activity-based budgeting, value proposition budgeting.

2. **What are the reasons for creating a budget?**

Budgeting is important to help you reach your business goals within a given time-frame. It allows you to track your expenses and put a project manager on stronger financial footing for daily and long-term activities. Other than this, you need to create budget to help you set goals and objectives you wish to achieve, ensure you don't overspend, prepare you for risks and emergencies, and more.

3. **What are the phases of a budget cycle?**

The four phase budget cycle applies to both small and big enterprises. Each requires consideration of your business expenses and how will they affect your company's profitability. These are: preparing a budget, getting it approved, executing, and evaluating your budget.

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