**Cost Baseline Template**

**Project Name: Project Manager:**

**Project Objective: Project Sponsor:**

**Prepared by: Date prepared:**

**Submitted to:**

**Total Cost Authorization: Date:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Expense** | **Quantity** | **Unit Cost** | **Total Cost** |  | **purpose** | **funding source** |
| **Labor** |  |  |  |  |  |  |
| In-house |  |  |  |  |  |  |
| Staff person 1 |  |  |  |  |  |  |
| Staff person 2 |  |  |  |  |  |  |
| Contract |  |  |  |  |  |  |
| Contractor #1 |  |  |  |  |  |  |
| Contractor #2 |  |  |  |  |  |  |
| Volunteer: |  |  |  |  |  |  |
| **Administrative** |  |  |  |  |  |  |
| Supplies |  |  |  |  |  |  |
| Refreshments |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |
| **Vendors** |  |  |  |  |  |  |
| Rental |  |  |  |  |  |  |
| **Marketing** |  |  |  |  |  |  |
| **Technology** |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |

**Approvals**

|  |  |
| --- | --- |
| Printed Name:  Title: | Printed Name:  Title: |