

Total Cost Template

Personnel Costs (All executive, managerial, legal, and professional staff listed individually) **Amount** **Title** **Hourly Rate** **Total Hours** **Subcontractor (Y/N)**

Example: John Doe All Other Staff <i>Total Personnel Costs</i>	38,400	Project Manager	\$20.00/hr	1920	N
Other Project Related Costs Travel and Subsistence Other Expenses <i>Total Other Costs</i>					
Total Costs Total Personnel Costs (from 1 above) Total Other Project Related Costs (from 2 above) <i>Total Cost</i>					

Phase 1 Template

Deliverables		Amount	Due Date	Title	Hourly Rate	Total Hours	Subcontractor (Y/N)
Diagnostic Analysis of the State's Budget (Objective 1)							
Personnel Costs (All executive, managerial, legal, and professional staff listed individually)				Project Manager	\$20.00/hr	320	N
Example: John Doe							
Other Staff							
Travel and Subsistence							
Other Expenses							
Subtotal							
Opportunity List of Savings and Efficiency Recommendations (Objective 2)							
Personnel Costs							
Travel and Subsistence							
Other Expenses							
Subtotal							
Analysis of State's Budget Process (Objective 3)							
Personnel Costs							
Travel and Subsistence							
Other Expenses							
Subtotal							
TOTAL							

Phase 2 Template

Deliverables		Amount	Due Date	Title	Hourly Rate	Total Hours	Subcontractor (Y/N)
Budget Analysis (Objective 1)							
Personnel Costs (All executive, managerial, legal, and professional staff listed individually)							
Example: John Doe				Project Manager	\$20.00/hr	320	N
Other Staff							
Travel and Subsistence							
Other Expenses							
Subtotal							
Efficiency Recommendations (Objective 2)							
Personnel Costs							
Travel and Subsistence							
Other Expenses							
Subtotal							
Budget Process (Objective 3)							
Personnel Costs							
Travel and Subsistence							
Other Expenses							
Subtotal							
TOTAL							