

SOFTWARE ROLLOUT FINANCIAL TRACKING

PROJECT NAME

PROJECT SPONSOR

PROJECT MANAGER

DATE UPDATED

IMPLEMENTATION PARTNER

TARGET GO-LIVE DATE

FINANCIAL YEAR

CURRENCY

TOTAL ALLOCATED BUDGET
TOTAL ACTUAL SPEND
REMAINING BUDGET
VARIANCE (%)

EXPENSE BREAKDOWN

EXPENSE ITEM / DESCRIPTION	BUDGETED COST	ACTUAL COST	VARIANCE	PAYMENT STATUS	NOTES / INVOICE REFERENCE
1. Software Licensing & Subscriptions					

EXPENSE ITEM / DESCRIPTION	BUDGETED COST	ACTUAL COST	VARIANCE	PAYMENT STATUS	NOTES / INVOICE REFERENCE
2. Implementation & Professional Services					
3. Infrastructure, Hardware & Integrations					
4. Training & Change Management					
5. Contingency & Support Costs					
Total Project Expense					

APPROVALS & SIGN-OFF

FINANCIAL CONTROLLER SIGNATURE

DATE

PROJECT SPONSOR SIGNATURE

DATE