

# ENTERPRISE SOFTWARE TRAINING BUDGET TEMPLATE

PROJECT / SOFTWARE NAME

DEPARTMENT / COST CENTER

PROJECT MANAGER / LEAD

FISCAL YEAR / QUARTER

EXPENSE DESCRIPTION	ESTIMATED UNIT COST	QUANTITY	ESTIMATED TOTAL	ACTUAL COST	VARIANCE
<b>1. Software Licenses &amp; Subscriptions (for training environment)</b>					
<b>2. Instruction &amp; Delivery (External trainers, consulting, agencies)</b>					
<b>3. Content Development &amp; Training Materials (Manuals, e-learning creation)</b>					
<b>4. Facilities, Logistics &amp; Venue (Room rentals, catering, hardware hire)</b>					
<b>5. Travel, Lodging &amp; Miscellaneous</b>					

<b>Total Estimated Budget:</b>	
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<b>Total Actual Spent:</b>	
<b>Total Variance:</b>	

**APPROVALS, NOTES & COMMENTS**