

IT RESEARCH & DEVELOPMENT COST SHEET

Software Expense Tracking & Budget Variance Template

PROJECT NAME

DATE PREPARED

PROJECT LEAD

FISCAL PERIOD

DEPARTMENT / COST CENTER

VERSION / STATUS

EXPENSE CATEGORY & ITEM	BUDGETED (\$)	ACTUAL (\$)	VARIANCE (\$)	NOTES / REFERENCE
1. Personnel & Labor				
Software Engineers / Developers				
UI/UX Designers				
QA & Testing Engineers				
Product & Project Management				
External Consultants / Contractors				
2. Infrastructure & Hosting				
Cloud Hosting & Compute Services (AWS/Azure/GCP)				
Database & Storage Services				
CI/CD & DevOps Pipeline Tools				
Staging & Test Environment Costs				
3. Software Licenses & Subscriptions				
IDE & Development Tools (JetBrains, VS Code, etc.)				

EXPENSE CATEGORY & ITEM	BUDGETED (\$)	ACTUAL (\$)	VARIANCE (\$)	NOTES / REFERENCE
Third-Party APIs, SDKs & Libraries				
Collaboration & Project Tracking Tools (Jira, Slack)				
Security & Compliance Scanning Software				
4. Hardware & Equipment				
Developer Workstations & Accessories				
Testing Devices (Mobile, IoT, Tablets)				
On-Premise R&D Servers & Network Equipment				
5. Intellectual Property & Miscellaneous				
Patent Filings & Legal R&D Fees				
Training, Courses & Technical Certifications				
Research Publications & Data Acquisition				
Total R&D Expenditures				

PREPARED BY (R&D LEAD)

APPROVED BY (VP OF ENGINEERING / CFO)