

SOFTWARE ADOPTION COST ESTIMATION

Expense Template for Software Implementation

PROJECT NAME

PREPARED BY

PROPOSED SOFTWARE

DATE

1. One-Time Implementation Costs

EXPENSE CATEGORY	QTY / HOURS	UNIT RATE (\$)	TOTAL COST (\$)	NOTES
Software Licenses (Upfront)				
Implementation & Setup Services				
Data Migration & Cleansing				
Custom Development & Integrations				
Initial Staff Training & Onboarding				
Hardware & Infrastructure Upgrades				
Subtotal: One-Time Costs				

2. Recurring & Operational Costs (Annualized)

EXPENSE CATEGORY	BILLING CYCLE	RATE (\$)	ANNUAL TOTAL (\$)	NOTES
Software Subscriptions / SaaS Fees				
Maintenance & Support Fees				
Cloud Hosting & Storage				
Internal Administration & IT Support				

EXPENSE CATEGORY	BILLING CYCLE	RATE (\$)	ANNUAL TOTAL (\$)	NOTES
Ongoing Training & Certifications				
Subtotal: Recurring Annual Costs				

COST ESTIMATION SUMMARY

TOTAL ONE-TIME COSTS

TOTAL ANNUAL RECURRING COSTS

ESTIMATED YEAR 1 TOTAL

Prepared By (Signature / Date)

Approved By (Signature / Date)