



SALES AND FINANCE

Project budget tracker

A working budget worksheet that makes planned effort, outside cost, contingency, and actual spend easier to compare.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

You need to see the budget while there is still time to act.

WORK THROUGH THE CHECKLIST

- ☐ 01 **Set approved budget**

- ☐ 02 **List planned hours**

- ☐ 03 **List external costs**

- ☐ 04 **Choose a contingency**

- ☐ 05 **Update actuals weekly**

- ☐ 06 **Escalate variance early**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.