

Cost Benefit Analysis

Page 1 Estimated costs for one defined analysis period

Project or decision

Analysis period

Costs

Cost item	Category	Type	Qty	Unit cost	Est. total

Type may be One-Time or Recurring. Use occurrences in the chosen period as quantity.

Total estimated costs

Cost estimate basis and notes

Additional assumptions

Cost Benefit Analysis

Page 2 Quantified benefits and decision notes

Project or decision

Analysis period

Benefits

Benefit	Category	Money?	Qty	Unit value	Est. total

Describe qualitative benefits below; do not force a money value for them.

Total estimated benefits

Total estimated costs

Net benefit (benefits minus costs)

Benefit / cost ratio (N/A if costs are zero)

Qualitative benefits and key assumptions

Recommendation notes