

Step 4: Align

Initiative Resource Planning Template

How to use this template	
Why would you use this template?	Use this template to estimate the true cost of each initiative through listing the related capital expenditures, startup/ ongoing costs, and potential savings
When would you use this template?	As you are preparing for your annual budgeting process

Initiative #: Name of Initiative Here

1. Capital Expenditures (CapEx)			
Line Item	Estimated Cost	Purchase Period	Notes/Description
List all capital expenditures (e.g., fixed assets that depreciate over time)		Estimate when costs will be incurred (MM/YYYY)	Add any additional notes here
Subtotal: Capital Expenditures	\$ -		

2. Startup Costs			
Line Item	Estimated Cost	Timing	Notes/Description
List all startup costs (e.g., one-time or time-limited costs related to beginning the initiative, like hiring consultants, etc.)		Estimate when costs will be incurred (MM/YYYY)	Add any additional notes here
Subtotal: Startup Costs	\$ -		

Total CapEx and Startup Costs:	\$ -		
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3. Ongoing Costs			
Line Item	Estimated Cost	Begin Date	Notes/Description
List all ongoing costs that continue over the course of completing the initiative (e.g., staff costs); assumes cost will be annually occurring after begin date		Estimate when costs are due to begin (MM/YYYY)	Add any additional notes here
Subtotal: Ongoing Costs	\$ -		

4. Estimated Savings			
Line Item	Estimated Savings	Savings Period	Notes/Description
List any estimated savings that may be accrued through increased revenue (e.g., higher ticket sales) or reduced costs (e.g., less staff); may include one-time or ongoing savings		Estimate when savings are due to begin and end (MM/YYYY)	Add any additional notes here
Subtotal: Estimated savings	\$ -		

Total Annual Operating Cost (less Savings):	\$ -		
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