

[input company name]

Budget

Manage the expenses of your SaaS business

Project Name:	
Project Lead:	
Last Updated:	

Budgeting Plan

Visualize the initial distribution of resources across various elements of your SaaS project.

This section should assist in monitoring the expected expenditure for each project component.

Note: [Example - *Approximately 80% of the budget should be allocated to a mix of technology and operational expenses.*"]

Component Name	Description	Amount
Development Team		
Infrastructure and Hosting		
Software Licenses and Tools		
Design and User Experience		
Testing and Quality Assurance		
Security and Compliance		

Marketing and Sales		
Ongoing Maintenance and Support		
Product Development		
Legal and Administrative		
Additional Considerations		
Total Estimated Costs		

Expenses Tracker

Project Phase I (Sep 1, 2030-Sep 9, 2030)

Budget: \$123,456

Date	Item	Description	Amount	Balance
08/30	[input item]	Share what this item was for	\$45,000	\$655,000
MM/DD	[input item]	Share what this item was for	Note this item's exact cost	Put the remaining budget minus this item's cost
MM/DD	[input item]	Share what this item was for	Note this item's exact cost	Put the remaining budget minus this item's cost

Project Phase II (Nov 1, 2030-Nov 30, 2030)

Budget: \$000,000

Date	Item	Description	Amount	Balance

Areas of Overspending

Pinpoint elements from the budget plan that exceeded their allocated amounts within the SaaS project. Highlight any problematic expenditures that arise.

Opportunities for Cost-Saving

Evaluate the overspending areas to uncover potential cost-reductions, detailing any viable solutions for budget optimization.

- ☐ Cost saving idea 1
- ☐ Cost saving idea 2
- ☐ Cost saving idea 3
- ☐ Cost saving idea 4
- ☐ Cost saving idea 5

Summary of Expenses

Include a chart providing an overview of the actual spending distribution within the project's budget, ensuring alignment with the initial plan.

[Example: Roughly \$450,000 was allocated to technology infrastructure and software tools.]

Analyze the chart to explain how it illustrates part-to-whole relationships, identify contributing factors to the variances, and note any additional insights worth mentioning.

Action Items

Task	Assigned	Due Date
Generate the weekly budget report for leads	Fernandino Ortiz	Sep 20, 2030
List the tasks you need to accomplish every time this budget tracker is updated.	Just @ your teammate to share the doc with them	MM/DD/YYYY