

Project Cost Baseline

Cost Control by Phase and Cost Category

Baseline budget and approved changes for tracking cost variance

1. Project Overview

Project

Project Manager

Date

Monetary unit (currency and scale)

2. How to Use

Enter original costs by category. Record all changes only in the change request register. Only Approved requests with a decision date and approver affect the revised baseline; pending and rejected requests are excluded. Use one currency and monetary scale throughout.

3. Cost Baseline

ID	Phase	Cost Category	Owner	Original Baseline	Approved Changes	Revised Baseline	Actual	Actual Variance	Status

4. Budget Change Request Register

No.	Request ID	Baseline Item ID	Change Reason	Change Amount	Request Date	Decision Date	Approver	Request Status
1								
2								
3								
4								
5								
6								
7								