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# Cost-Benefit Analysis Template

## What is Cost-Benefit Analysis Template?

A cost-benefit analysis (CBA) template is a structured framework used to evaluate the potential benefits and costs of a project, policy, or investment decision. It helps organizations make informed decisions by systematically weighing the advantages against the disadvantages. Here's a general outline of a cost-benefit analysis template:

### I. Project/Proposal Overview

- Briefly describe the project or proposal being evaluated.
- Identify the key stakeholders and their interests.

### II. Benefits

- Quantify the expected benefits, including:
  - + Financial benefits (e.g., increased revenue, cost savings)
  - + Non-financial benefits (e.g., improved efficiency, enhanced customer satisfaction)
  - + Intangible benefits (e.g., environmental impact, social responsibility)

### III. Costs

- Identify and quantify the costs associated with the project or proposal, including:
  - + Initial investment costs
  - + Ongoing operational costs
  - + Maintenance and replacement costs
  - + Opportunity costs

### IV. Analysis

- Calculate the net benefits by subtracting the total costs from the total benefits.
- Determine the payback period (the time it takes for the project to generate enough cash to recover its initial investment).
- Evaluate the internal rate of return (IRR) or net present value (NPV) to determine the project's profitability.

### V. Sensitivity Analysis

- Test the robustness of the analysis by varying key assumptions and parameters.
- Identify areas where uncertainty is high and consider scenarios that might affect the outcome.

### VI. Conclusion

- Summarize the findings, including the net benefits, payback period, IRR/NPV, and any recommendations for further action.
- Highlight any limitations or uncertainties in the analysis.

Here's a more detailed template with columns:

Category	Description	Cost/Benefit (in \$)
—	—	—
<b>Benefits</b>	Financial benefits	100,000
	Non-financial benefits	-25,000
	Intangible benefits	-10,000
<b>Initial Investment Costs</b>	Equipment purchase	50,000
	Training and setup	20,000
<b>Ongoing Operational Costs</b>	Maintenance and repairs	5,000
	Staffing and overheads	30,000
<b>Maintenance and Replacement Costs</b>	Replacement cycle	10,000
	Ongoing maintenance	3,000
<b>Opportunity Costs</b>	Foregone revenue	-15,000
<b>Total Benefits</b>		145,000
<b>Total Costs</b>		128,000
<b>Net Benefits</b>		17,000
<b>Payback Period</b>	(in months)	6

This template provides a basic structure for conducting a cost-benefit analysis. You can customize it to fit your specific needs and add more columns or sections as necessary.

[problem](#), [finance](#), [planning](#), [strategy](#), [feasibility](#), [assessment](#)

# Cost-Benefit Analysis Template

## Project Title

[Enter project title here]

## Date

[Enter date here]

## Prepared By

[Enter your name here]

---

## Executive Summary

[Provide a brief overview of the project and the intention of the cost-benefit analysis]

---

# Objective

[State the primary objective of the project]

## Costs

### 1. Direct Costs

[Item 1]	[Description of cost item 1]	[\$ Amount]	[Justification]
[Item 2]	[Description of cost item 2]	[\$ Amount]	[Justification]
<b>Total Direct Costs</b>		<b>[\$ Total]</b>	

### 2. Indirect Costs

[Item 1]	[Description of indirect cost 1]	[\$ Amount]	[Justification]
[Item 2]	[Description of indirect cost 2]	[\$ Amount]	[Justification]
<b>Total Indirect Costs</b>		<b>[\$ Total]</b>	

### 3. Opportunity Costs

[Outline any significant opportunity costs that might result from this project.]

|| | **[\$ Total Costs]** |

## Benefits

### 1. Direct Benefits

[Item 1]	[Description of benefit item 1]	[\$ Amount]	[Justification]
[Item 2]	[Description of benefit item 2]	[\$ Amount]	[Justification]
<b>Total Direct Benefits</b>		<b>[\$ Total]</b>	

### 2. Indirect Benefits

[Item 1]	[Description of indirect benefit 1]	[\$ Amount]	[Justification]
[Item 2]	[Description of indirect benefit 2]	[\$ Amount]	[Justification]
<b>Total Indirect Benefits</b>		<b>[\$ Total]</b>	

|| | **[\$ Total Benefits]** |

## Cost-Benefit Ratio

Total Costs	[\$ Total Costs]
Total Benefits	[\$ Total Benefits]

## Cost-Benefit Ratio [ $\$ \text{ Total Benefits} / \text{ Total Costs}$ ]

### Conclusion

[Summarize the overall assessment of the project based on the cost-benefit analysis]



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A large, empty rectangular box with a thin black border occupies the central portion of the page. It is intended for the user to input their cost-benefit analysis data.

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