Preparation of a project budget & timeline

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Preparing A Project Budget & Timeline

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Types of Costs

- Personnel
- Equipment
- Maintenance
Types of Costs - Personnel

- Basic staff wages
- + leave loading (P/T & F/T staff)
- + on-costs
Types of Costs - Equipment

- Large items
  - $800 or more
  - not include basic office set-up
  - eg: computers for project, but not for own use
Types of Costs - Maintenance

- Everything else
  - printing
  - stationery
  - telephone costs
  - travel
  - intervention materials
  - small equipment items (< $800)
Identifying Cost Areas - First Step

- Identify stages of project
  - preparation
  - data collection
  - intervention delivery
  - analyses
  - write-up
Identifying Cost Areas - Preparation

- Identify necessary tasks & materials
  - consult experts
  - develop intervention materials
  - select/develop survey instruments
  - obtain ethics approval
  - recruit/train staff

- Identify necessary staff

- Determine time required
Identifying Cost Areas - Data Collection

- Identify necessary tasks & materials
  - printing surveys
  - administering surveys
  - travel
  - telephone costs
  - postage
  - stationery
- Identify necessary staff
- Determine time required
Identifying Cost Areas - Intervention

- Identify necessary tasks & materials
  - delivering intervention
    - printing
    - health care provider
    - postage
    - equipment

- Identify necessary staff
- Training
- Determine time required
Identifying Cost Areas - Analyses & Write-up

- Identify necessary tasks
  - consulting experts
    - statisticians
    - health economists
  - conducting analyses
  - literature reviews
  - report/paper drafting
- Identify necessary staff
- Determine time required
Estimating Costs - Personnel

- determine level required
- determine time required
- determine when required
- calculate cost
  - hours * pay rate
  - + 18% on-costs
  - + 1/12th leave loading (F/T, P/T only)
- sum costs by year Project Budget Sheet
Estimating Costs - Equipment & Maintenance

- break each item into basic components
- cost each component
  - get multiple quotes for large items
- detail cost estimates
- determine when required
- sum costs by year
  Project Budget Sheet
Justifying your Budget

- Personnel - need to justify:
  - staff levels
    - detail duties required
  - staff hours and timing within project

- Equipment & Maintenance - need to justify:
  - need for equipment items
  - how costs estimated
  - when materials required
Finalising your Timeline

- Determine time required for each of the major phases
  – from Timeline Worksheet
- Allow adequate time for analyses and write-up