**Attachment: Preliminary Budget Analysis (PBA) Template**

The **Preliminary Budget Analysis (PBA)** is developed by the PMO during the planning phase in instances where a “quick” estimate is needed. The PBA is considered preliminary and subject to change. In some cases (large and/or complex projects) the actual budget estimate can vary widely from the preliminary estimate. The PBA is created by the PMO based on service provider quotes provided by TD-Partners.

Project Management Office Office of Information Technology

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# Office of Information Technology (OIT) Preliminary Budget Analysis (PBA)

**Project Name** **Project number: xxxx-xxxx**

**Version: x.x**

**Prepared by: name OIT Project Management Office**

**Date**

## Document Revision Log:

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Reviewed by |
| v 1.0 |  |  |  |
| v 2.0 |  |  |  |
| v 3.0 |  |  |  |

**Summary of revisions:**

1. **Executive Summary:**

This document serves as a Preliminary Budget Analysis (PBA) from the Project Management Office (PMO), a division of the Rutgers Office of Information Technology. This analysis was developed by the OIT Project Management Office (PMO) in response to a request from a client.

The Office of Information Technology (OIT) Project Management Office (PMO) is responsible for the planning, coordination, tracking and financial management of OIT project initiatives undertaken on behalf of the Rutgers University community. In this role, the PMO serves as primary client liaison and is responsible to assist the client in review and acceptance of this PBA.

Upon review, if changes are necessary the PMO will provide an updated version of this document.

This document is to be viewed as “preliminary”. Additional functional and technical requirements analysis will need to be completed prior to establishing firm budget figures for this project.

Upon request, the PMO will provide a more detailed proposal if the decision is made that the project will move forward.

This PBA is comprised of the following sections:

**Project Summary:** contains preliminary scope of work

**Project Budget:** contains preliminary project implementation costs **Contact Information:** contains client and PMO contact information **Terms & Conditions:** contains relevant terms and conditions **Attachments:** contains any relevant attachments

**For more information about the OIT Project Management Office please go to** [**www.oitpmo.rutgers.edu**](http://www.oitpmo.rutgers.edu/) **.**

1. **Project Summary**

**Paste preliminary Scope of Work**

1. **Project Budget**

**Paste preliminary Budget Detail spreadsheet**

1. **Contact Information:**

This document was prepared for:

Name Title

Organization Address Phone

email

Any questions arising from this document should be addressed to:

|  |  |
| --- | --- |
| Primary contact: name  Project Manager OIT Project Office 848-445-xxxx  [xxxxxxxx@oit.rutgers.edu](mailto:xxxxxxxx@oit.rutgers.edu) | Secondary contact: Joseph Percoco Director  OIT Project Office 848-445-1718  [percoco@oit.rutgers.edu](mailto:percoco@oit.rutgers.edu) |

## Terms and Conditions

Proposal Validity:

The terms of this proposal are non-binding and are provided as a cost estimate only. This estimate is being provided for budgetary purposes/grant writing purposes only. The prices stated as part of this estimate have been calculated to allow for price fluctuations in the cost of goods and services that are provided as part of the estimate. If funding is approved based on the estimated provided, OIT will prepare a detailed budget estimate for this project.

*The calculated estimates take into account a variety of factors, including but not limited to, vendor pricing, market conditions, labor and wages, infrastructure changes, equipment and scheduling.*

Revisions and Change Requests

This PBA may be changed at any time within reason. Revisions will be made by mutual consent.

## Attachments:

* + OIT Overview

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