

Cost-Benefit Analysis Worksheet

Project / Initiative:

Date:

Estimated Costs

Description	Type (Fixed/Variable)	Amount (\$)
Total Estimated Cost		

Estimated Benefits

Description	Type (Tangible/Intangible)	Amount (\$/Value)
Total Estimated Benefit		

Summary

Net Benefit (Benefit - Cost):

Benefit-Cost Ratio:

Payback Period:

Assumptions & Notes

Document any assumptions or notes here...