

# Capital Expenditure Planning Document Annual Cycle

## 1. Project Overview

Project Title: \_\_\_\_\_  
Project Manager: \_\_\_\_\_  
Department/Unit: \_\_\_\_\_  
Submission Date: \_\_\_\_\_  
Fiscal Year: \_\_\_\_\_  
Reference ID: \_\_\_\_\_

## 2. Project Description & Justification

\_\_\_\_\_

## 3. Objectives & Expected Benefits

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 4. Cost Estimates

Item/Description	Estimated Cost	Year Needed	Notes
_____	_____	_____	_____
_____	_____	_____	_____
Total Estimated Cost			_____

## 5. Implementation Timeline

Milestone/Activity	Start Date	End Date	Responsible
_____	_____	_____	_____
_____	_____	_____	_____

## 6. Risk Assessment & Mitigation

\_\_\_\_\_

Prepared by

\_\_\_\_\_

Date: \_\_\_\_\_

Approved by

Date: \_\_\_\_\_

Finance Review

Date: \_\_\_\_\_