

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: _____