

Capital Improvement Budget Plan Model

1. Project Summary

Project Title	
Department/Agency	
Location	
Prepared By	
Date	

2. Project Description

3. Project Justification & Objectives

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4. Budget Summary

Budget Item	Year 1	Year 2	Year 3	Total
Planning & Design				
Construction				
Equipment				
Other				
Total				

5. Funding Sources

Source	Amount	Status

6. Project Timeline

Milestone	Start Date	End Date

7. Approvals

Authorized Signature

Date