

# 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