PCC LEARNING CENTER

Annual IT Budget Planning Worksheet

Connect recurring costs, lifecycle needs, projects, and business risk

Use this fillable worksheet to build a transparent technology budget from known obligations and business priorities. Avoid relying on a generic percentage of revenue: operating model, risk, growth, regulation, staffing, and deferred maintenance materially change what is appropriate.

Use three planning views

- Baseline: committed services, renewals, and approved replacements.
- Expected: baseline plus likely growth, projects, and remediation.
- Contingency: reserve for failures, urgent risk, or unplanned change.

ORGANIZATION

BUDGET OWNER

FISCAL YEAR

PLANNING DATE

EXPECTED EMPLOYEE COUNT

EXPECTED LOCATIONS

Planning worksheet only: validate taxes, accounting treatment, contract terms, and capitalization decisions with qualified advisers.

Recurring Services and Subscriptions

Capture current run-rate and expected changes. Check actual invoices and renewal terms; do not assume unused licenses cancel automatically.

CATEGORY	CURRENT MONTHLY	PLANNED MONTHLY	PLANNED ANNUAL	NOTES / RENEWAL
Managed IT support / help desk				
Microsoft 365 / productivity				
Cybersecurity and monitoring				
Backup and data protection				
Internet and connectivity				
Voice / mobile / conferencing				
Business applications / SaaS				
Cloud hosting / infrastructure				
Domains, certificates, and DNS				
Compliance, testing, and insurance support				
Training and security awareness				
Other recurring technology cost				

PAGE TOTAL / PLANNED AMOUNT

Internal People, Support, and Governance

Include the real cost of operating technology: internal time, outside expertise, training, reviews, testing, and temporary support during change.

COST AREA	CURRENT ANNUAL	PLANNED ANNUAL	ASSUMPTION / OWNER
Internal IT salaries and benefits			
Business leadership / system-owner time			
Temporary or project staffing			
Specialist consulting / assessments			
Employee training and awareness			
Policy, compliance, audit, or insurance work			
Tabletop exercises and recovery testing			
Recruiting, onboarding, and skills development			
Travel, facilities, and operational support			
Other people or governance cost			

PLANNED PEOPLE / GOVERNANCE TOTAL

Hardware and Infrastructure Lifecycle

Plan replacements before failure. Separate purchase price from deployment, migration, disposal, warranty, and downtime costs.

ASSET CATEGORY	QTY	REPLACE YEAR	UNIT COST	PLANNED TOTAL	ASSUMPTION
Employee computers and laptops					
Monitors, docks, and accessories					
Servers and storage					
Firewalls and security appliances					
Network switches					
Wireless access points					
Mobile devices and tablets					
Printers, scanners, and specialty devices					
Conference-room and collaboration equipment					
Power protection / UPS / other infrastructure					

PAGE TOTAL / PLANNED AMOUNT

Strategic Projects and Business Change

Budget projects around business outcomes, dependencies, internal time, adoption, data migration, security, and ongoing operating cost.

INITIATIVE	PRIORITY	TARGET QUARTER	ESTIMATE	OWNER / OUTCOME
Security or compliance improvement				
Cloud or application migration				
Office opening, move, or renovation				
Business application implementation				
Network or wireless modernization				
Identity and access improvement				
Business continuity / recovery improvement				
Automation or process improvement				
Acquisition, growth, or major hiring				
Other strategic technology initiative				

PAGE TOTAL / PLANNED AMOUNT

Risk-Driven Spending and Deferred Work

A low budget can simply move cost into outage, emergency labor, security exposure, or next year's backlog. Document consequences of deferral explicitly.

RISK / DEFERRED NEED	IMPACT	RECOMMENDED ACTION	ESTIMATE	OWNER / DUE
Unsupported hardware or operating systems				
Capacity, performance, or reliability problem				
Security finding or cyber-insurance requirement				
Backup or recovery weakness				
Single point of failure or vendor dependency				
Missing documentation or administrative access				
License, contract, or renewal exposure				
Deferred maintenance / technical debt				

TOTAL RECOMMENDED RISK / TECHNICAL-DEBT INVESTMENT

CONSEQUENCES OF WORK DEFERRED BEYOND THIS BUDGET YEAR

Annual Budget Summary and Scenarios

Transfer totals from the worksheets. These fields do not calculate automatically, preserving compatibility across PDF readers.

CATEGORY	PLANNED ANNUAL	NOTES
Recurring services and subscriptions		
People, support, and governance		
Hardware and infrastructure lifecycle		
Strategic projects and business change		
Risk remediation and technical debt		
Taxes, financing, and other adjustments		

EXPECTED ANNUAL TECHNOLOGY BUDGET

Scenario view

BASELINE - committed and essential	
EXPECTED - likely plan	
CONTINGENCY - reserve included	

KEY ASSUMPTIONS, EXCLUSIONS, AND DECISIONS

Priorities, Approval, and Review Cadence

Approve the plan with explicit trade-offs. Track material changes during the year instead of treating the annual budget as a static ceiling.

TOP THREE BUSINESS OUTCOMES THIS BUDGET SUPPORTS

INVESTMENTS APPROVED

ITEMS DEFERRED AND ACCEPTED CONSEQUENCES

TRIGGERS THAT REQUIRE REFORECASTING

BUDGET OWNER	APPROVER	APPROVAL DATE

Need help building a practical technology roadmap and budget?

415-897-0078 | www.calpcc.com/lets-talk/