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| --- | --- | --- | --- |
| Cost Benefit Analysis | | | |
| Cost benefit analysis for: | |  | |
| Cost benefit analysis prepared by: | |  | |
| Date of submission of the analysis: | |  | |
| ***Purpose of conduction the analysis:*** [the reason of conduction the analysis  or the objectives that the organization wants to achieve]: | | | |
| Purpose: 1 |  | | |
| Purpose: 2 |  | | |
| Purpose: 3 |  | | |
| Various cost types incurred  [details of various costs incurred] | Reason for incurring the cost [the exact output that the  organization wants to achieve by incurring that cost] | | |
|  |  | | |
|  |  | | |
|  |  | | |
| ***Alternative options*** : [the alternative options in which the cost can be incurred] | | | |
| Alternative: 1 | |  | |
| Alternative: 2 | |  | |
| Alternative: 3 | |  | |
| Conclusions: | |  | Signature: |
|  |