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| **Cost Benefit Analysis Template** |
| Write Company Name Here - Write Company Location Here - Contact No - 111-222-3333 - [www.yourwebsitehere.com](http://www.yourwebsitehere.com) |

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| **PROJECT TITLE** |  | | | | |
| **AUTHOR** |  | **DATE** |  | **VERSION** |  |
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| **BASIC COST BENEFIT ANALYSIS** | | | | | | |
| **PROPOSED ACTION / ALTERNATIVE** | **BENEFITS** | **BENEFIT IMPACT**  **HIGH=3**  **MEDIUM=2 LOW=1** | **COSTS** | **COSTS IMPACT**  **HIGH=3 MEDIUM=2 LOW=1** | **RATIO**  **BENEFITS / COSTS** | **RANKING** |
| PROPOSED ACTION / ALTERNATIVE | BENEFITS | BENEFIT IMPACT  HIGH=3  MEDIUM=2 LOW=1 | COSTS | COSTS IMPACT  HIGH=3 MEDIUM=2 LOW=1 | RATIO  BENEFITS / COSTS | RANKING |
| PROPOSED ACTION / ALTERNATIVE | BENEFITS | BENEFIT IMPACT  HIGH=3  MEDIUM=2 LOW=1 | COSTS | COSTS IMPACT  HIGH=3 MEDIUM=2 LOW=1 | RATIO  BENEFITS / COSTS | RANKING |
| PROPOSED ACTION / ALTERNATIVE | BENEFITS | BENEFIT IMPACT  HIGH=3  MEDIUM=2 LOW=1 | COSTS | COSTS IMPACT  HIGH=3 MEDIUM=2 LOW=1 | RATIO  BENEFITS / COSTS | RANKING |
| PROPOSED ACTION / ALTERNATIVE | BENEFITS | BENEFIT IMPACT  HIGH=3  MEDIUM=2 LOW=1 | COSTS | COSTS IMPACT  HIGH=3 MEDIUM=2 LOW=1 | RATIO  BENEFITS / COSTS | RANKING |
| PROPOSED ACTION / ALTERNATIVE | BENEFITS | BENEFIT IMPACT  HIGH=3  MEDIUM=2 LOW=1 | COSTS | COSTS IMPACT  HIGH=3 MEDIUM=2 LOW=1 | RATIO  BENEFITS / COSTS | RANKING |
| PROPOSED ACTION / ALTERNATIVE | BENEFITS | BENEFIT IMPACT  HIGH=3  MEDIUM=2 LOW=1 | COSTS | COSTS IMPACT  HIGH=3 MEDIUM=2 LOW=1 | RATIO  BENEFITS / COSTS | RANKING |
| PROPOSED ACTION / ALTERNATIVE | BENEFITS | BENEFIT IMPACT  HIGH=3  MEDIUM=2 LOW=1 | COSTS | COSTS IMPACT  HIGH=3 MEDIUM=2 LOW=1 | RATIO  BENEFITS / COSTS | RANKING |
| PROPOSED ACTION / ALTERNATIVE | BENEFITS | BENEFIT IMPACT  HIGH=3  MEDIUM=2 LOW=1 | COSTS | COSTS IMPACT  HIGH=3 MEDIUM=2 LOW=1 | RATIO  BENEFITS / COSTS | RANKING |
| PROPOSED ACTION / ALTERNATIVE | BENEFITS | BENEFIT IMPACT  HIGH=3  MEDIUM=2 LOW=1 | COSTS | COSTS IMPACT  HIGH=3 MEDIUM=2 LOW=1 | RATIO  BENEFITS / COSTS | RANKING |
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| PROPOSED ACTION / ALTERNATIVE | BENEFITS | BENEFIT IMPACT  HIGH=3  MEDIUM=2 LOW=1 | COSTS | COSTS IMPACT  HIGH=3 MEDIUM=2 LOW=1 | RATIO  BENEFITS / COSTS | RANKING |