

CON Jurisdiction Standard Project Budget Spreadsheet Form

Note: Definitions of specific terms indicated by an *, are listed at the bottom of the page.

Please reference second tab for an example of a completed project spreadsheet.

Instructions: Complete each section. If a number can not be provided insert "n/a". If the vendor contract is less than 5 years, insert "0" into the 5th year columns.

Software Product	# of licenses	Purchase cost	Installation or Set up Cost *	Configuration Cost*	Customization Cost*	Interface Cost*	Enhancement Cost*
ADS	12	\$43,200	\$10,000	Included	Included	Included	Included
EHR Product 2							
EHR Product 3							
Sub Totals		\$43,200	\$10,000	\$0	\$0	\$0	\$0

Data Migration	Data Mapping Cost*	Data Conversion Cost*
Existing Hospital System 1 <i>(insert name)</i>	N/A	N/A
Existing Hospital System 2		
Existing Hospital System 3		
Paper files		
Sub Totals	\$0	\$0

Hardware	Quantity	Cost
Laptops	15	\$15,000
Printers	6	\$3,000
Scanner	2	\$1,200
Medication Carts		
Mobile Devices		
Routers		
Wiring		
Servers <i>(insert rows below for additional equipment)</i>		
Sub Totals	23	\$19,200

Personnel	Number	Hours	Hrly Rate	Cost
Project Manager	1	40	\$25.00	\$1,000.00
End User Tester				
<i>(insert more if additional personnel are being procured)</i>				
Total	1	40		\$1,000.00

Training	Training-Yr 1 <i>(includes initial training)</i>	Training-Yr 2	Training-Yr 3	Training-Yr 4	Training-Yr 5
ADS	Included in set up	Included in set up	Included in set up	Included in set up	Included in set up
EHR Product 2					
EHR Product 3					

Sub Total	\$0	\$0	\$0	\$0	\$0
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Travel	Year 1	Year 2	Year 3	Year 4	Year 5
Vendor Travel Cost	\$3,000	\$0	\$0	\$0	\$0
Hospital Travel Costs					
Sub Totals	\$3,000	\$0	\$0	\$0	\$0

Vendor Operating Costs-EHR Product 1	EHR Product 1 -Y1	EHR Product 1 -Y2	EHR Product 1 -Y3	EHR Product 1 -Y4	EHR Product 1 -Y5 (if vendor doesn't provide support for certain years, insert "n/a")
Help Desk Support *	Included in set up	Included in set up	Included in set up	Included in set up	Included in set up
General Maintenance*	Included in set up	Included in set up	Included in set up	Included in set up	Included in set up
Enhancement Support *	Included in set up	Included in set up	Included in set up	Included in set up	Included in set up
Back up Support*	Included in set up	Included in set up	Included in set up	Included in set up	Included in set up
Sub Totals	\$0	\$0	\$0	\$0	\$0

Vendor Operating Costs-EHR Product 2	EHR Product 2 -Y1	EHR Product 2-Y2	EHR Product 2 -Y3	EHR Product 2 -Y4	EHR Product 2 -Y5
Help Desk Support					
General Maintenance					
Enhancement Support					
Back up Support					
Sub Totals	\$0	\$0	\$0	\$0	\$0

Vendor Operating Costs-EHR Product 3	EHR Product 3 -Y1	EHR Product 3 -Y2	EHR Product 3 -Y3	EHR Product 3 -Y4	EHR Product 3 -Y5
Help Desk Support					
General Maintenance					
Enhancement Support					
Back up Support					
Sub Totals	\$0	\$0	\$0	\$0	\$0
Total Vendor Operating Costs	\$0	\$0	\$0	\$0	\$0

Hospital Operating Costs-EHR Product 1	EHR Product 1 -Y1	EHR Product 1 -Y2	EHR Product 1 -Y3	EHR Product 1 -Y4	EHR Product 1 -Y5
Help Desk Support*					
General Maintenance*					
Enhancement Support *					
Back up/Disaster Support*					
Sub Totals	\$0	\$0	\$0	\$0	\$0

Hospital Operating Costs-EHR Product 2	EHR Product 2 -Y1	EHR Product 2-Y2	EHR Product 2 -Y3	EHR Product 2 -Y4	EHR Product 2 -Y5
Help Desk Support					
General Maintenance					
Enhancement Support					
Back up/Disaster Support					
Sub Totals	\$0	\$0	\$0	\$0	\$0

Hospital Operating Costs-EHR Product 3	EHR Product 3 -Y1	EHR Product 3 -Y2	EHR Product 3 -Y3	EHR Product 3 -Y4	EHR Product 3 -Y5
Help Desk Support					
General Maintenance					
Enhancement Support					
Back up/Disaster Support					
Sub Totals	\$0	\$0	\$0	\$0	\$0
Total Hospital Operating Costs	\$0	\$0	\$0	\$0	\$0

Meaningful Use Incentive Payments	Payment amount
Qualifying Year 2011	
Qualifying Year 2012	
Qualifying Year 2013	
Qualifying Year 2014	
Sub Total	\$0

Contingency Reserve	Amount
For unforeseen risks or unknown costs	

Totals	
Total Project Capital Costs	\$76,400
Total Project Operating Costs	\$0
Total Project Credits	\$0
Grand Total	\$76,400

Definitions

Installation: Services to install software and complete system testing. Doesn't include end user testing that needs to be completed by hospital staff.
Configuration: Services to modify existing data elements to handle hospital data (i.e. system captures DOB but hospital wants a different format).
Customization: Services to add new data elements into system (i.e. system doesn't currently capture SSN, a new field has to be created)
Interface: Services to link two systems together so data can be transferred on a regular basis without human input.
Enhancements: Additional functionality that needs to be created to make the system work more effectively after all requirements have been completed.
Data Mapping: the process of mapping existing data elements to the new system to identify where each piece of data will be migrated.
Data Conversion: the process of actually moving the data into the new system. This can be done automatically or through manual data entry.
Vendor Help Desk Support: Cost is for services that include answering help desk calls (various levels), and resolving user issues.
Vendor General Maintenance: Cost is for services that include general fixes, upgrades and data resolutions.
Vendor Enhancement Support: services include hourly charge to complete enhancements, including system testing and implementation.
Vendor Back up Support: services include backup of system configurations and restoration if system encounters error. Generally does not include backup of patient data.

Hospital Help Desk Support: Help desk support provided by hospital IT staff. Include costs if additional staff will need to be hired.

Hospital General Maintenance: General maintenance on additional servers, network and systems fixes. Include costs if additional staff will need to be hired.

Hospital Enhancement Support: Include costs if enhancements will be completed by hospital developers.

Hospital Backup/Disaster Support: Include costs for backup equipment, staff time and off-site location costs. If these process already exist and no additional staff or equipment will be purchase, no need to include costs.