

# Cost-Benefit-Analysis Template

Steps	Your notes			
<b>Aim</b> What are you evaluating or what problem are you trying to solve?				
<b>Benefits</b> What are the advantages or gains that can be made from taking a particular course or action?	Short-term		Long-term	
	Monetary		Monetary	
	Non-monetary		Non-monetary	
	Direct		Direct	
	Indirect		Indirect	
<b>Costs</b> What are the expenses (monetary and non-monetary)? What are the opportunity costs (the value of the alternative missed out on when choosing one thing over another)? What are trade-offs (compromises)?  Remember, a monetary cost can be an initial cost, one-time costs, ongoing operating costs, recurring costs, maintenance costs, training costs, etc.	Short-term		Long-term	
	Monetary		Monetary	
	Non-monetary		Non-monetary	
	Direct		Direct	
	Indirect		Indirect	
<b>Decision</b> Compare the benefits against the costs. Ensure your decision aligns with your aim. You can use your decision to compare it with an alternative course of action and to evaluate it further.				