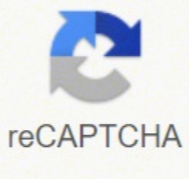




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Attachment_ Development Budget

| Project Categories | COST | % of Total Cost | For-Sale Units (SF) | \$ per SF | Rental Units (SF) | \$ per SF | Method of Calculation/Notes |
|---|------|-----------------|---------------------|-----------|-------------------|-----------|-----------------------------|
| REPAYMENT OF HOUSING FUND LOAN | | | | | | | |
| Acquisition | | | | | | | |
| Acquisition - Land Portion | | | | | | | |
| Acquisition - Building Portion | | | | | | | |
| Site Work | | | | | | | |
| On-Site Work | | | | | | | |
| Off-Site Work | | | | | | | |
| Rehab/Construction | | | | | | | |
| New Construction Costs | | | | | | | |
| Rehabilitation costs | | | | | | | |
| Construction Contingency (____%) | | | | | | | |
| Fees and Permits | | | | | | | |
| Other Depreciable | | | | | | | |
| Furniture, Fixtures, Equipment | | | | | | | |
| Professional Fees | | | | | | | |
| Architect Fee - Design/Supervision | | | | | | | |
| Impact fees | | | | | | | |
| Engineering | | | | | | | |
| Accounting / R.E. Attorney | | | | | | | |
| Appraisal, Market Study, Environmental Report Consulting, Cost Certifications, etc. | | | | | | | |
| Other Contingency (____%) | | | | | | | |
| Developer's Fees | | | | | | | |
| Developer's Fees | | | | | | | |
| Interim Costs | | | | | | | |
| Construction Interest | | | | | | | |
| Construction Loan Fee | | | | | | | |
| Insurance, Title, etc. | | | | | | | |
| Taxes, Performance, Premiums, etc. | | | | | | | |
| Permanent Financing Fees & Expenses | | | | | | | |
| Permanent Loan Fees | | | | | | | |
| Tax Credit Fees | | | | | | | |
| Start-up Expenses | | | | | | | |
| Organizational Expense | | | | | | | |
| Marketing | | | | | | | |
| Syndication costs | | | | | | | |
| Syndication Legal Fee | | | | | | | |
| Tax Opinions, other fees | | | | | | | |
| Project Reserves | | | | | | | |
| Operating / Vacancy / Lease up Reserves | | | | | | | |
| Maintenance / Replacement Reserves | | | | | | | |
| Funds Leveraged per Unit | | | | | | | |
| Total | | | | | | | |

Sample Project Timeline and Task List

| Month | Tasks |
|--------------------|---|
| January | Recruit Staff |
| February-March | Design Survey |
| April | Create Website for Survey Mail Postcards Announcing Survey |
| May - July | Survey Online Respondents Completing Survey Survey Closed - July 31st |
| August - September | Evaluation of Survey Data |
| October - November | Present Survey Results at Conference Post Survey Results on Website Press Release |
| December | Submit Paper for Publishing |

| Task | Jan. | Feb. | Mar. | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |
|-----------------------------------|------|------|------|-------|-----|------|------|------|-------|------|------|------|
| Recruit Staff | █ | | | | | | | | | | | |
| Design Survey | | █ | | | | | | | | | | |
| Create Website | | | | █ | | | | | | | | |
| Mail Postcards to Announce Survey | | | | █ | | | | | | | | |
| Survey Online | | | | | █ | | | | | | | |
| Respondents Completing Survey | | | | | | █ | | | | | | |
| Survey Closed - July 31st | | | | | | | █ | | | | | |
| Evaluation of Survey Data | | | | | | | | █ | | | | |
| Present Results at Conference | | | | | | | | | █ | | | |
| Post Survey Results on Website | | | | | | | | | | █ | | |
| Press Release | | | | | | | | | | | █ | |
| Submit Paper for Publishing | | | | | | | | | | | | █ |

ITIL® Templates



That's the time you want to pull out this event planning template. Track your expenses and your progress with real-time data to make sure you stay on schedule. Our free event plan template in Excel breaks your event into phases, and even acts as a checklist to make sure your event goes off without a hitch. An event plan template gets you organized and that saves time. What Other Templates Can Help With Event Planning? How to Use ProjectManager's Event Plan Template in Excel ProjectManager's free event plan template in Excel is set up to get you started with planning your next event quickly. Learn more When to Use an Event Plan Template If you're reading this, more than likely, you're being tasked with producing an event. It's a business function, following up with attendees is helpful and will give you a lot to chew on when you do a post-mortem analysis to discuss what worked and what didn't to make sure the next event is even better. You need to make sure that the workers are paid and all contracts are signed and closed. Smaller events can probably have a lead time of about a month. Execution Phase Now it's party time! The day or days of the event are often the most stressful, which is why a plan is so important. Without a shared document that identifies what must be done, there is no way to schedule it. Work Breakdown Structure (WBS) Having an event plan template is important, but before you can fit it in you need to have a complete list of all the tasks that are required to get you to the event. The event plan template serves as an organizational tool. Documents and files can be added to the tasks, as well as directions. Before the event starts you'll need to set up a registration booth, a green room for any speakers, deal with security, wifi and more. Plan your next event with ProjectManager by taking this free 30-day trial. You'll want to have all your contracts finalized at least a few weeks before the event. What is the tone of the event? Try it for free today! Use ProjectManager's online project timelines to manage your event planning. The good news is that you can plan, organize, write, and manage an event brief with Instagantt, an online Gantt chart software for project management that helps teams all around the world plan, coordinate, schedule, and execute their projects, beginning to end. Our features help you plan, monitor and report on progress to make sure everything happens as you planned it. Events are complicated, whether a small party or a business conference. And, according to your goals, your team will need to make decisions about the theme, format, look and feel, and other key elements. Outline the budget and create a timelineThe critical elements you previously defined during the overview phase will help you and your team determine the budget. It can also be designed as a timeline to show all the tasks laid out chronologically. You're going to need the right tools if you want a smooth execution process. There are resources to identify and manage, a site to choose and rent, plus so much more. This will help you keep your team on track with detailed expenses. Now, you need to create a timeline and establish your milestones. Take a look. An event is a project. The event plan collects all the tasks necessary to build the event from start to finish. Who will be the target audience? The event plan template makes sure you covered all the bases. You can see it in a calendar view or a task list, which is like the template only more dynamic. If your menu doesn't offer choice, people might get upset. Plan Your Next Event With InstaganttRegardless of the type of event that you are planning to execute, an event brief simplifies the complex process of planning it. What is the general purpose of the event? When writing and outlining this section, make sure to clearly establish each member's role and associated responsibilities for your event. Try it now! What is an Event Plan? Project Budget Template Every event has a budget. A checklist-like format gives you space to add time estimates, who is responsible for what and more, while a timeline shows the whole project at once. Those are just some of the features that will help you plan and manage your event. Without placing your event within a feasible time frame, the chances of missing deadlines grow exponentially. If you need to present your plan to stakeholders and the event will involve various departments in your organization, then the event plan template is the first step. In that regard, it works very similarly to a project plan. Be thorough and don't be afraid to create as many subtasks as necessary to ensure every aspect is covered. Establish team roles and responsibilitiesIf you want to run a smooth event, your team has to be clear about their roles and responsibilities. ProjectManager is a cloud-based tool that delivers real-time data to help you make better decisions. This can help you better schedule all the tasks by linking any that are dependent on others to start or finish before they can start or finish, which avoids bottlenecks later on. Next to money, time is probably your biggest constraint. Project Timeline Template Our free event plan template is laid out like a super checklist, but if you're more comfortable working with an event plan in a timeline format and are not ready to try out our robust software, then the free project timeline template is a good place to start. An event brief is a detailed description of an event you are planning to run. You can customize tags to each task or use one of our preset ones, such as setting the priority. There are hundreds of pieces posted to help you with every aspect of project management, including event planning. Our cloud-based software delivers live data so you're always aware of progress and performance. Be careful and specific, and always plan your budget around your expected income from the event. Other Resources If you're looking for articles to flesh out the ideas above, check out our blog and video tutorials. But, if you open our event plan template in ProjectManager, you'll be able to manage your event in five different views: Gantt, kanban board, task list, calendar and sheet. Next, you can figure out what the goals and objectives of the events are. It provides a map to guide you on what must be done. This type of document will help you organize and detail all the important information you need when planning an event, from the speaker's agenda to the guest list, and to the venue preferences to the budget requirements. Event briefs are excellent planning tools that serve as a comprehensive, centralized management platformEvent website/registration linkEvents must have a purpose but they also should have a measurable business impact. Multiple Views When you import your event plan into our tool there are multiple ways to view it. Get started for free and start managing your event plans better. ProjectManager is an award-winning tool that organizes tasks, projects and teams to help you work more efficiently. Plus, we have unlimited file storage to keep your itinerary, contracts and attendee data for easy follow-ups. You can rely on Instagantt to create professional-looking Gantt charts in minutes. Wondering how you can create an event brief template with Instagantt? Such items would include coordinating with the services you hired for the event, such as catering. There will likely be a cleanup of the site in order to make sure your security deposit is returned. Taking the time to write an event brief is vital to staying on track, keeping everyone involved in the planning process, and keeping everyone informed of what needs to be done. ProjectManager's free event plan template for Excel. If planning an event is just planning a project, then check out these other free templates we have on our site. Promotion Phase Any successful event begins with promotion. These key questions will help your team gain a clear idea of what the event will be all about.The brief overview is where all your information is outlined. It automatically calculates and displays metrics such as cost and time to make sure you're meeting your deadlines. It's customizable, so you can edit it as you need to make it align with whatever event you're tasked with producing. A template will cover your bases, but project management software will give you the tools to plan and execute your event. Forget to include security, coat check or valet for people who arrive by car and you'll have a nightmare on your hands. Plus, you can invite your team and collaborate together in real time so your event goes off without a hitch. How many people will be attending? Whether a birthday party or a convention, you have to get the people interested to attend. This type of document will help you organize and detail all the important information you need when planning an event, from the speaker's agenda to the guest list, and to the venue preferences to the budget requirements. Event briefs are excellent planning tools that serve as a comprehensive, centralized overview of your event, detailing the critical elements involved, statuses, and timelines, as well as every internal and external element needed to successfully execute your event. Why Write an Event Brief?An event brief helps you to gain a comprehensive overview of all the critical steps you need to complete when planning an event. It can look like a to-do list, albeit with a bit more detail. Then break your project into milestones to represent the phases of your plan. The event plan is the first place in which all these elements are outlined. Every successful project stays within the parameters of that budget. A good place to start is with an event plan template. Track Progress on Dashboards If you're reporting to your stakeholders on progress, you can show them a high-level view with our real-time dashboard, which is updated as teams file their status. That's where our free WBS template comes in handy. By detailing every aspect your event will require, you will be making it so much more manageable for your team. Wrap-Up Phase When the event is over, and hopefully successful, your job isn't quite over yet. Use our project timelines to link tasks together and prevent any critical delays. The template is broken down into the four basic phases of any event: Planning Phase The start of any event plan starts with a plan. In this section, you need to identify your event's achievable goals. This way, everyone can be fully on top of what needs to be done, and most importantly, everyone will know who is responsible for what. This can be as simple as designing flyers and invites to work with your marketing department on PR for the event. Finally, using our free event plan template in Excel will allow you to pay attention to the finer details, which can make or break an event. Plan on a Timeline Switch over the Gantt chart view and now you're looking at your event plan laid out on a timeline. It organizes all the steps you have to take to launch a great event. Those first steps are listed here, such as setting the goals and the objectives of the event, which lays the foundation on which any successful event is built. This process should ideally begin four to six months ahead of the event date. It also helps you to ensure that nothing gets overlooked during the planning and execution phase. Moreover, events can cost a great deal of money and time to put together, so it's critical for organizers to have easy access to all the information they need to guarantee things are on track, especially when it comes to budgeting and resources.What Are the Steps to Creating an Event Brief?Now that we've tackled the importance of writing an event brief prior to execution, let's discover the steps you need to keep in mind when writing a brief for your next event:To give your team or agency a clear picture, it's important to start with a detailed description of the event. Organizing your ideas, creating a strategy, defining roles, and outlining a budget for your expenses can truly make a difference in the outcome of your event. However, it's no secret that planning an event is challenging. ProjectManager's event plan template is free to use and more powerful than Excel. To build a budget that meets the expectations of your stakeholders without breaking the bank, use our free project budget template. This document can help you identify what needs to be done, and when it needs to be done to ensure your plan runs smoothly and without problems. Regardless of the type of event you're

running, writing an event brief always be the first thing you do because it acts as the foundation and the guide to work from. Why Is an Event Brief Important?Event briefs are important because when planning events, there are so many things involved. An event plan outlines all the steps you need to take in order to achieve the goals and objectives of the event you're producing. Other tasks include building sponsorship relationships, starting to assemble a guest list, determining the site, contracting with suppliers, speakers and caterers, etc. If you don't promote, no one might show up. Here are a few. The structure of an event plan can vary. You have to plan, execute and close within a specific timeline and a limited budget. Either way is valid. What is the theme? Why You Need an Event Plan Template An event plan template acts as a repository for all the tasks that must be done in order to have a successful event. Once you have a clear idea regarding your budget, you can begin to assign costs to your tasks. At this point in the event planning process, you'll be sharing your plan with everyone involved in making the event so they're all on the same page. When planning an event you can use all the help you can get. How to use an Event Plan Template with ProjectManager Adding your event plan template to our software will give you tools to manage the event to make sure everything is happening according to the plan. ProjectManager organizes all the steps leading up to the event and helps you make sure they come together without a hitch.

Buy Support Center Documentation Blogs Training Demos Free Trial Log In See pricing details for the Azure Event Hubs, a service for processing big data streams from websites, apps, and devices. Pay as you go. Try for FREE. Overview. Enterprise See how you can align global teams, build and scale business-driven solutions, and enable IT to manage risk and maintain compliance on the platform for dynamic work.; PPM Explore modern project and portfolio management.; Marketing Manage campaigns, resources, and creative at scale.; Trust Center Meet or exceed your security and governance ... Online Induction Software is the first step towards the commencement of employment of any employee, contractor or volunteer. Online inductions propel and guide a new employees' adjustment period by equipping them with all the fundamental information on their new working environment, required tasks, procedures and company rules and expectations. A project management methodology is a set of principles, tools and techniques that are used to plan, execute and manage projects. Project management methodologies help project managers lead team members and manage work while facilitating team collaboration. There are many different project management methodologies, and they all have pros and cons. 15/05/2018 · But later on the project can be modified to operate it online. 1.4 Overview: Attendance Management System basically has two main modules for proper functioning:- First module is admin which has right for creating space for new batch. Any entry of new faculty, Updating in subject if necessary, and sending notice. Security management, data risk & compliance monitoring platform to help with vulnerability management. Detect & respond to security vulnerabilities. ... Permissions management system for Google Cloud resources. ... Start building right away on our secure, intelligent platform. New customers get \$300 in free credits to use toward Google Cloud ... 20/04/2022 · Looking for free project management software? Try these simple and easy-to-use tools. Find the best free project management software and save money! ... Teamwork Projects is a very well-known project management system or software geared more for audiences needing enterprise ... "Help documentation is basic - Comparatively Fewer integrations ...

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