

Basic example of an Activity Based Budget (ABB):

Activity	Details	April	May	June	July	August	September	October	November	Totals
Visit to UK by 8 Scientists	Flights-Economy		£7,200							£11,280
	Subsistence		£1,200							
	Hotels		£2,880							
Develop written recommendations and methodology for local implementation, arising from visit	Scientists' Fees			£12,000						£12,400
	Books mat. & printing			£400						
Training on the Recommendations arising from the Visit (4 x half-day training)	Venue & Catering				£5,000					£5,630
	Trainers' Fees				£400					
	Materials				£230					
Follow-up Training – Review Action Plan Implementation (4 x one-day training)	Venue & Catering						£4,000			£5,030
	Trainers' Fees						£800			
	Materials						£230			
Project Management	Project Manager		£700	£700	£700	£700	£700			£4,500
	Secretary		£200	£200	£200	£200	£200			
Evaluation	Local consultants' fees							£2,500		£2,850
	Travel costs							£350		
Totals		£0	£12,180	£13,300	£6,530	£900	£5,930	£2,850	£0	£41,690

This Example provides the minimum level of detail needed for the project.