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| Cost Benefit Analysis |
| Cost benefit analysis for: |  |
| Cost benefit analysis prepared by: |  |
| Date of submission of the analysis: |  |
| ***Purpose of conduction the analysis:*** [the reason of conduction the analysis or the objectives that the organization wants to achieve]: |
| Purpose: 1 |  |
| Purpose: 2 |  |
| Purpose: 3 |  |
| Various cost types incurred[details of various costs incurred] | Reason for incurring the cost [the exact output that the organization wants to achieve by incurring that cost] |
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|  |  |
|  |  |
| ***Alternative options*** : [the alternative options in which the cost can be incurred] |
| Alternative: 1 |  |
| Alternative: 2 |  |
| Alternative: 3 |  |
| Conclusions: |  | Signature: |
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