**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11874&utm_source=template-word&utm_medium=content&utm_campaign=Cost+Benefit+Analysis-word-11874&lpa=Cost+Benefit+Analysis+word+11874)COST BENEFIT ANALYSIS TEMPLATE   
for Microsoft Word**

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| PROJECT TITLE | AUTHOR | DATE | VERSION |
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| **PROPOSED ACTION / ALTERNATIVE** | **BENEFITS** | **BENEFIT IMPACT**  HIGH = 3  MED = 2  LOW = 1 | **COSTS** | **COSTS IMPACT**  HIGH = 3  MED = 2  LOW = 1 | **RATIO**  **BENEFITS / COSTS** | **RANKING** |
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