

- Step 1** Consider each task in turn – will you need any funding to undertake that task?
  
- Step 2** Think about all possible costs – this includes consultancy fees, event hire costs, catering costs, travel costs, salaries, on costs.....
  
- Step 3** If you do need funding estimate how much you need?
  
- Step 4** Using your task due dates as a guide, work out when you expect to spend the money allocated to each task
  
- Step 5** Summarise the expenditure for each month at the bottom of the chart

