**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 = 3MED = 2 LOW = 1 | **COSTS** | **COSTS IMPACT** HIGH = 3MED = 2LOW = 1 | **RATIO****BENEFITS / COSTS** | **RANKING** |
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