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Description automatically generated

Data storage budget template

Figures occupying each space might be a percentage allocation from a larger enterprise-level or IT corporate budget.

| **Budget Item** | **January** | **February** | **March** | **April** |
| --- | --- | --- | --- | --- |
| **Salaries -- full-time** |  |  |  |  |
| **Salaries -- part-time** |  |  |  |  |
| **Data center space, equipment racks, cages, raised flooring** |  |  |  |  |
| **HVAC systems** |  |  |  |  |
| **Office space** |  |  |  |  |
| **Furniture** |  |  |  |  |
| **Office supplies** |  |  |  |  |
| **Utilities -- e.g., power, water** |  |  |  |  |
| **Alternate office space** |  |  |  |  |
| **Hardware and software purchases** |  |  |  |  |
| **Hardware and software rentals** |  |  |  |  |
| **Hardware and software maintenance** |  |  |  |  |
| **Network services:** |  |  |  |  |
| **SANs** |  |  |  |  |
| **LANs** |  |  |  |  |
| **Internet access** |  |  |  |  |
| **Local telecom access services** |  |  |  |  |
| **WAN services** |  |  |  |  |
| **Wireless network services** |  |  |  |  |
| **SharePoint, et al.** |  |  |  |  |
| **Audio and video conferencing** |  |  |  |  |
| **Remote access** |  |  |  |  |
| **Remote working** |  |  |  |  |
| **Internal storage:** |  |  |  |  |
| **Data recovery** |  |  |  |  |
| **Storage farms** |  |  |  |  |
| **NAS** |  |  |  |  |
| **RAID and related technologies** |  |  |  |  |
| **External storage:** |  |  |  |  |
| **Cloud storage services** |  |  |  |  |
| **MSPs** |  |  |  |  |
| **Third-party storage** |  |  |  |  |
| **Storage as a service** |  |  |  |  |
| **Physical security** |  |  |  |  |
| **Cybersecurity management:** |  |  |  |  |
| **Data access security** |  |  |  |  |
| **Incident response** |  |  |  |  |
| **Data protection software** |  |  |  |  |
| **Disaster recovery:** |  |  |  |  |
| **Plan development** |  |  |  |  |
| **Plan testing** |  |  |  |  |
| **Data backup and recovery** |  |  |  |  |
| **Business impact analysis** |  |  |  |  |
| **DR as a service** |  |  |  |  |
| **Administration and operations:** |  |  |  |  |
| **Policy development** |  |  |  |  |
| **Procedure development** |  |  |  |  |
| **Day-to-day storage management** |  |  |  |  |
| **Internal/external audit support** |  |  |  |  |
| **Compliance management** |  |  |  |  |
| **Environment/sustainability** |  |  |  |  |
| **Third-party support:** |  |  |  |  |
| **Consulting support** |  |  |  |  |
| **Market research** |  |  |  |  |
| **Research and development** |  |  |  |  |
| **Risk management** |  |  |  |  |
| **Training/awareness:** |  |  |  |  |
| **Travel** |  |  |  |  |
| **Staff training and education** |  |  |  |  |
| **Staff attendance at conferences** |  |  |  |  |
| **Publications/subscriptions** |  |  |  |  |
| **Professional memberships** |  |  |  |  |
| **Professional certifications** |  |  |  |  |
| **Webinars/podcasts** |  |  |  |  |
| **Testing:** |  |  |  |  |
| **New equipment and software** |  |  |  |  |
| **Incident response** |  |  |  |  |
| **Data backup and recovery** |  |  |  |  |
| **Disaster recovery** |  |  |  |  |
| **Data storage management:** |  |  |  |  |
| **Plan development/updates** |  |  |  |  |
| **Plan exercising** |  |  |  |  |
| **Emergency notification/alerting** |  |  |  |  |
| **Records management** |  |  |  |  |
| **Emergency supplies** |  |  |  |  |
| **Emergency disaster funds** |  |  |  |  |
| **Miscellaneous** |  |  |  |  |
| **TOTAL** |  |  |  |  |