



# AI Budget Planning Template

**Prepared by IntelliSync Solutions**

*Helping Canadian SMEs budget smartly for AI adoption.*

## 1. Executive Overview

- **Purpose of AI Investment:** \_\_\_\_\_
- **Budget Period:** \_\_\_\_\_
- **Strategic Goals:** (e.g., automate repetitive tasks, improve customer service, enhance analytics)

## 2. Cost Breakdown

### A. Software & Tools

- AI SaaS subscriptions (e.g., OpenAI, Jasper, MidJourney)
- API usage fees
- Model licensing / Canadian-hosted options

**Budget Estimate:** \$\_\_\_\_\_

### B. Training & People

- Staff AI literacy programs
- Upskilling/reskilling courses
- AI champions / innovation teams

**Budget Estimate:** \$\_\_\_\_\_

### C. Consulting & Development

- AI readiness assessment
- Custom workflow/app development
- System integration costs

**Budget Estimate:** \$\_\_\_\_\_

### D. Data & Infrastructure

- Data cleaning & centralization
- Cloud storage and compute (AWS, Azure, Canadian providers)
- Security and compliance upgrades

**Budget Estimate:** \$\_\_\_\_\_

### E. Governance & Compliance

- AI Policy & Risk Register setup
  - PIPEDA/PHIPA compliance reviews
  - Cybersecurity audits
- Budget Estimate:** \$ \_\_\_\_\_

**F. Monitoring & Maintenance**

- Ongoing AI system monitoring
  - Model retraining / tuning
  - ROI dashboards
- Budget Estimate:** \$ \_\_\_\_\_

**3. Funding Sources**

**Federal Programs**

- **SR&ED; Tax Credit:** Salaries, contractor fees, cloud compute. Typical refund 15–35%
- **IRAP (NRC):** Advisory + project funding

**Provincial Programs**

- Ontario: Ontario Creates Fund, OCE AI programs
- Quebec: Enhanced R&D; tax credits, Law 25 adaptation
- Alberta: Alberta Innovates Digital Technology Adoption grants
- BC: Innovate BC grants

**Other Sources:** CDAP, Chambers of Commerce

**4. ROI Projection**

| Metric                 | Baseline | Target | Timeline |
|------------------------|----------|--------|----------|
| Cost Savings (\$CAD)   |          |        |          |
| Revenue Growth (\$CAD) |          |        |          |
| Productivity Gains %   |          |        |          |
| Payback Period         |          |        |          |

**5. Risk & Contingency**

- Allocate 5–15% contingency reserve for:
- Unexpected API usage spikes
  - Regulatory/compliance changes
  - Integration delays

**6. Budget Summary**

| Category         | Planned (\$CAD) | Actual (\$CAD) | Variance | Notes |
|------------------|-----------------|----------------|----------|-------|
| Software & Tools |                 |                |          |       |

|                          |  |  |  |  |
|--------------------------|--|--|--|--|
| Training & People        |  |  |  |  |
| Consulting & Dev         |  |  |  |  |
| Data & Infrastructure    |  |  |  |  |
| Governance & Compliance  |  |  |  |  |
| Monitoring & Maintenance |  |  |  |  |
| Contingency Reserve      |  |  |  |  |
| TOTAL                    |  |  |  |  |

## 7. Approvals

**Prepared by:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

■ **Value:** This template helps SMEs map AI costs, plan ROI, leverage funding, and avoid cash flow shocks.