**Cost-Benefit Analysis – Template**

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| **1. All the ‘cost’ elements of an idea are identified and valued.** |
| **Idea** | **Cost element** | **Value** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |

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| **2. All the ‘benefit’ elements of an idea are identified and valued.** |
| **Idea** | **Benefit element** | **Value** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |

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| **3. Costs are subtracted from benefits.** |
| **Idea** | **Benefit value** | **Cost value** | **Benefit-cost value** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **4. Ideas are ranked on the basis how large their value is for benefits–cost. The highest ranked idea is selected.** |
| **Idea ranking** | **Idea** |
| 1 | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. |