

Cost Savings Tracker

How-to guide: what the workbook does, how to use it and what every number means.

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Cost Savings Tracker

Keep every cost-reduction project in one register, log the savings finance validates each month, and see realized savings against plan and the year's target.

For: Plant managers, continuous-improvement and lean leads, purchasing managers and plant controllers who report savings.

Version 1.0.0 · updated 15 October 2026

Quick start

1. On Setup, type your plant name, currency, the first month of the savings year, the month you report through and the year's savings target; adjust the categories and which stages count in the plan.
2. On Project Register, add one row per project: category, hard saving or cost avoidance, stage, start month, annual cost before and after, and any one-time or recurring cost.
3. Each month, add one Savings Log row per project with the saving finance validated.
4. Read the Check columns, then open the Dashboard: realized vs plan, the year-end forecast and the gap to target.

What is in the workbook

Start Here	Read this first: what the workbook does and how to use it.
Setup	Plant, currency, the savings year and its target, and the category and stage lists.
Project Register	One row per cost-reduction project: savings, timing, plan, realized to date and forecast.
Savings Log	One row per project per month: the saving realized and who validated it.
Dashboard	Realized savings against plan and target, the year-end forecast and where the savings come from.
Method	How every number is calculated, with assumptions, limits and sources.
Verify	Self-check: the workbook's formulas recomputed on fixed inputs against an independent reference.

What each number means

Quantity	How it is calculated	Units
Net annual savings	Baseline cost - cost after - recurring cost added, per year at the same volume (the EBITDA effect of the change with no revenue change).	currency/yr
Payback	One-time cost / (net annual savings / 12). Blank when the net saving is not positive.	months

Quantity	How it is calculated	Units
Counted from and to	From: the start month, or the first month of the year if the project started earlier. To: the last month of the year, or the start month + (months a saving counts - 1) if sooner.	month
Plan for the year	Net annual savings / 12 x the months counted in the year. Zero when the stage does not count in plan (Setup).	currency
Plan to date	Net annual savings / 12 x the months counted from 'counted from' to the report month (or 'counted to' if sooner).	currency
Realized to date	Sum of the project's Savings Log entries from the first month of the year to the report month.	currency
Realization and status	Realized to date / plan to date. On target at or above the realization target; Near target within 10% below it; Below target under that.	%
Forecast for the year	Realized to date + net annual savings / 12 x the counted months after the report month.	currency
Dashboard totals	SUMIFS over the register for hard savings only: realized, plan to date, forecast. Realization of plan = realized / plan to date (a ratio of sums). Still to find = MAX(0, target - forecast).	currency, %
Monthly plan and realized	Plan: SUMIFS of net annual savings / 12 over hard-saving projects in plan whose counted months include the month. Realized: SUMIFS of the Savings Log for the month. Cumulative = running sums from the first month.	currency

Assumptions, limitations, sources and the self-check (the Verify sheet, which recomputes the workbook's formulas on fixed test inputs) are in the workbook. The last page shows the Dashboard with the example data for Brennan Moulded Products, a fictional business.

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Engineering estimates for planning and improvement work. Verify the results against your own process, data and standards before you rely on them.

Cost Savings Tracker

Realized savings against plan and target, the year-end forecast and where the savings come from.

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Brennan Moulded Products (example)

Savings year from

Jan 2026

Reported through

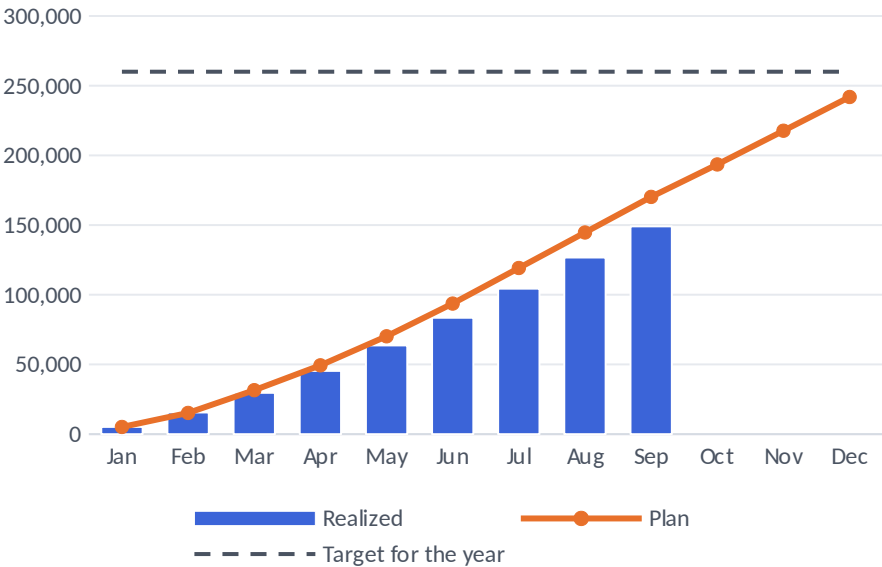
Sep 2026

Target (EUR)

260,000

HARD SAVINGS TO DATE (EUR)	REALIZATION OF PLAN TO DATE	YEAR-END FORECAST (EUR)	STILL TO FIND (EUR)
149,100 Plan 170,225 Near target	87.6% Target 90.0% Near target	220,758 Target 260,000 Below target	39,242 Target minus year-end forecast

Cumulative hard savings: realized vs plan



Hard savings to date by category: plan vs realized

