Overview

Preliminary Project

Cost Estimator

CVR/IT Consulting LLC

Template Description

The **Preliminary Project Cost Estimator** is provided as a tool for development of a preliminary project budget that could be used in a project charter. It can also be used to develop the budget for a very small project.

- You can customize the worksheet with your organization's logo and name (in the header of the printed page)

- Three primary sources of project cost are preformatted (i.e. Labor, Procurement of Goods, and Procurement of Services)

- As needed, you can create cost categories to suit your project. Several sections are provided for your special budget needs.

- Add rows as needed

- Totals are calculated automatically

- The form is preformatted for easy printing

Entering Data

Preliminary Project Cost Estimate

Project Name:

Project Manager:

Date of Estimate:

Instructions are provided below the data area. Scroll down to read them.

Source of Project Cost		Labor Hours	Cost per hour	Labor Cost ($)	Training Cost ($)	Travel Cost ($)	Other Cost ($)	Total per Role
1	**Labor Costs**							
1.1	Business Analyst	200	$60	$12,000	$0	$0	$0	**$12,000**
1.2	Developers	800	$90	$72,000	$6,300	$0	$0	**$78,300**
1.3	Testers	320	$80	$25,600	$0	$0	$0	**$25,600**
1.4	Project Manager	400	$110	$44,000	$0	$1,200	$0	**$45,200**
1.5	Project Role 5			$0	$0	$0	$0	**$0**
	Subtotal	1,720		$153,600	$6,300	$1,200	$0	$161,100

		Number	Cost Each ($)	Extended Cost $	Installation Cost ($)	Warranty Cost ($)	Other Cost ($)	Total per Procurement
2	**Procurements - Goods**							
2.1	Software licenses	5	$420	$2,100	$0	$0	$0	**$2,100**

The top portion of the template is shown. All data are entered into white cells. Colored cells contain labels and computed numbers. Several categories of cost are provided (two are shown). Column heading vary with type of cost.

Custom Data

			Item Cost $	Other Cost ($)	Other Cost ($)	Other Cost ($)	Total per Unit
6	Your cost category						
9.1	Description		$0	$0	$0	$0	$0
9.2	Description		$0	$0	$0	$0	$0
9.3	Description		$0	$0	$0	$0	$0
9.4	Description		$0	$0	$0	$0	$0
9.5	Description		$0	$0	$0	$0	$0
9.6	Description		$0	$0	$0	$0	$0
9.7	Description		$0	$0	$0	$0	$0
	Subtotal		$0	$0	$0	$0	$0
7 - Other	Indirect costs		$0				$0
8 - Other	Other cost		$0				$0
9- Other	Other cost		$0				$0
Sub-Totals:							$195,200
Risk (Contingency):		10.0%					$19,520
TOTAL PROJECT COST:							$214,720

Comments:

Several sections are provided for custom cost categories (four are shown: 6 – 9). Category and column headings can be customized. Total cost is shown at the bottom. If a Risk Contingency percent is entered, the figure is calculated and added to the total budget. Room is provided for general comments at the bottom of the form.

Summary

The **Preliminary Project Cost Estimator** can be a useful addition to your Project Initiation process. Use it to quickly develop a more accurate estimate of likely project cost.

Preliminary Project Cost Estimator is part of a powerful Project Initiation template set available at very low cost from this source:

http://www.cvr-it.com/PM_Templates/

Other templates in this set include:

- **Business and IT Project Charters**

- **Project Charter Lite**

- **Quick IT Project Risk Evaluator**

- **Flexibility Matrix Analysis**

- **Much more…**

About CVR/IT Consulting LLC

CVR/IT Consulting, established in 2002, provides guidance and support in the effective use of Project, Program, Portfolio Management and Business Analysis Technologies. The company provides professional consultation, training and tools in all matters related to Project Management and Business Analysis, such as:

- Implementation of governance structures and processes essential to effective Portfolio Management

- Establishment of a Project Management Office that finds its own success solely in the success of its customers

- Delivery of flexible, customized PM and BA Methodologies and tools

- Assessment of organizational project, program, portfolio management and business analysis practice

- Training (or re-training) of the project workforce

- Implementation of Organizational Change to make it all work

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