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Version: Draft

## 1. DOCUMENT IDENTIFICATION

Project name

Project code / ID

Estimator (name, role)

Reviewed by

Approval date

Version / revision

Confidence level (ROM /

Budget / Definitive)

Estimate accuracy band (e.g.,

" 10% / +15%)

## 2. ESTIMATION APPROACH

State the primary estimation technique used — analogous, parametric, three-point (PERT), or bottom-up — and why it was chosen. Reference the PMBOK guide section if helpful. List any secondary techniques used to triangulate the estimate.

## 3. BASIS OF ESTIMATES

### 3.1 Key assumptions

### 3.2 Inputs and data sources

### 3.3 Historic reference projects

Ref #	Project / benchmark	Year	How applied
B-01			
B-02			



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Item	Optimistic	Most likely	Pessimistic	PERT	Std dev

## 7. CONTINGENCY RESERVE ALLOCATION

Contingency reserves address known-unknown risks and are tied to identified risk register IDs. Sum below should equal the contingency line in section 9.

Risk ID	Risk description	EMV method	Allocation	Owner

## 8. MANAGEMENT RESERVE

Management reserve addresses unknown-unknowns. Controlled by sponsor; released by formal change request.

Management reserve amount

Release authority

Included in baseline?

## 9. COST BASELINE SUMMARY (TIME-PHASED)

Phase / Quarter	Labour	Non-labour	Reserves	Period total

## 10. CURRENCY & FX ASSUMPTIONS

Reporting currency

FX rates used (date / source)

FX variance handling

## 11. CHANGE LOG

# Cost Estimate & Basis of Estimates

TEMPLATE (BLANK)

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Ver.	Date	Author	Change summary	Delta (\$)

## APPROVALS

**Estimator**

**Project Manager**

Signature

Signature

Date

Date

**Finance Partner**

**Sponsor**

Signature

Signature

Date

Date















