



Excel Templates Guides, Description,  
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[Basic Cost Estimate Register](#)

# Cost Estimator

## Cost Estimator



Project Name:	<Add Detail Here>
Client Name:	<Add Detail Here>
Client Contact:	<Add Detail Here>

Project Code:	<Add Detail Here>
Project Manager:	<Add Detail Here>
Tech Lead:	<Add Detail Here>

ID	Phase	Task	Effort (Hrs)	Resource	Rate Daily	Rate Hourly	Total
D01	Plan	Project kick-off	2.00	Project Coordinator	1360.00	\$170.00	\$340.00
D02	Plan	Confirm resources	2.00	Project Manager	1800.00	\$225.00	\$450.00
D03	Plan	Project kick-off - technical	4.00	Project Manager	1800.00	\$225.00	\$900.00
D04	Plan	F5 Appliance deployment topology (network)	8.00	Solution Consultant	1960.00	\$245.00	\$1,960.00
D05	Plan	Capture existing application and services	32.00	Solution Consultant	1960.00	\$245.00	\$7,840.00
D06	Plan	Identify operation owners for the captured services	32.00	Solution Consultant	1960.00	\$245.00	\$7,840.00
D07	Plan	Determine operational health of the infrastructure	16.00	Solution Consultant	1960.00	\$245.00	\$3,920.00
D08	Plan	Determine current capacity of the infrastructure	16.00	Solution Consultant	1960.00	\$245.00	\$3,920.00
D09	Plan	Review of existing operational documentation	8.00	Solution Consultant	1960.00	\$245.00	\$1,960.00
D10	Plan	Review Requirements and Objectives (2 days)	16.00	Solution Consultant	1960.00	\$245.00	\$3,920.00
D11	Plan	Develop high level implementation plan	8.00	Solution Consultant	1960.00	\$245.00	\$1,960.00
D12	Plan	Identify recommendations for non-production environment	8.00	Solution Consultant	1960.00	\$245.00	\$1,960.00
D13	Plan	Project Coordination - Discovery	8.00	Project Manager	1800.00	\$225.00	\$1,800.00
D14	Design	Develop High Level Implementation Plan (Software upgrade)	16.00	Solution Consultant	1960.00	\$245.00	\$3,920.00
D15	Design	Document for software and patch management	16.00	Solution Consultant	1960.00	\$245.00	\$3,920.00
D16	Design	Implementation and decommissioning of f5 services	16.00	Solution Consultant	1960.00	\$245.00	\$3,920.00
D17	Design	Document recommendations non-production environment	16.00	Solution Consultant	1960.00	\$245.00	\$3,920.00
D18	Design	Review meeting	3.00	Solution Consultant	1960.00	\$245.00	\$735.00
D19	Design	Project Coordination - Design	16.00	Project Manager	1800.00	\$225.00	\$3,600.00
D20	Build	-Post implementation Review	4.00	Solution Consultant	1960.00	\$245.00	\$980.00
D21	Build	Conduct operational handover sessions	4.00	Solution Consultant	1960.00	\$245.00	\$980.00
D22	Build	Project Coordination - Deploy	8.00	Project Manager	1800.00	\$225.00	\$1,800.00
D23	Handover	Closed out meeting - Project	6.00	Project Coordinator	1360.00	\$170.00	\$1,020.00
D24	Handover	Closed out meeting - Technical	4.00	Solution Consultant	1960.00	\$245.00	\$980.00
D25					0.00	\$0.00	\$0.00
D26					0.00	\$0.00	\$0.00
D27					0.00	\$0.00	\$0.00
D28					0.00	\$0.00	\$0.00
D29					0.00	\$0.00	\$0.00
D30					0.00	\$0.00	\$0.00
D31					0.00	\$0.00	\$0.00
D32					0.00	\$0.00	\$0.00
D33					0.00	\$0.00	\$0.00
D34					0.00	\$0.00	\$0.00
D35					0.00	\$0.00	\$0.00
D36					0.00	\$0.00	\$0.00
D37					0.00	\$0.00	\$0.00
D38					0.00	\$0.00	\$0.00
D39					0.00	\$0.00	\$0.00
D40					0.00	\$0.00	\$0.00
D41					0.00	\$0.00	\$0.00
D42					0.00	\$0.00	\$0.00
D43					0.00	\$0.00	\$0.00
D44					0.00	\$0.00	\$0.00
D45					0.00	\$0.00	\$0.00
<b>Total</b>			<b>269.00</b>				<b>\$64,545.00</b>

Phase	Hours	Total
Plan	160.00	\$38,770.00
Design	83.00	\$20,015.00
Build	16.00	\$3,760.00
Handover	10.00	\$2,000.00
<b>Total</b>	<b>269.00</b>	<b>\$64,545.00</b>

## Description

Cost estimation in project management is the process of forecasting the financial and other resources needed to complete a project within a defined scope. Cost estimation accounts for each element required for the project, from materials to labour and calculates a total amount that determines a project's budget.

## How to Use

### ID

This is the number or ID of the Cost Estimate item.

### Project Phases

Which phase of the project that this time will be used, and resource required

### Task

Is the task that needs to be completed by a resource

### Effort (Hrs)

This is the amount of time that has been estimated to complete the associated task

### Resource

Select the required resource to complete the task.

### Daily Rate

This is the daily sell rate for the associated resource. This updates automatically when you select a resource. Change the resource and the daily rate will update to the selected resource.

### Hourly Rate

This is the hourly sell rate for the associated resource. This updates automatically when you select a resource. Change the resource and the hourly rate will update to the selected resource.

### Total

This is the daily sell rate for the associated resource. This updates automatically when you select a resource. Change the resource and the daily rate will update to the selected resource.

### Total

This is the line total for the task and associated resource. The total for the project also adds up at the bottom of the sheet.

### Phase Summary

Provides a summary of the estimate by phase.

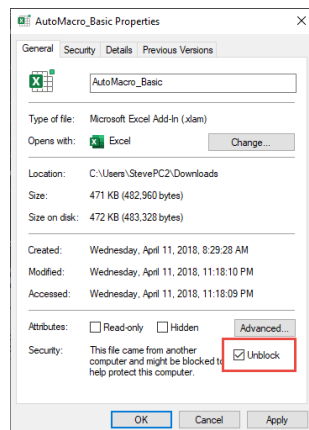
## How to install the Excel .xlam file (Add-in)

### 1. Save Add-in to Computer

- a. Make sure to download and save the add-in (.XLAM file) to your computer.  
Pick a folder that's easy to find (E.g., My Documents\PMOdocs\xlam files)

### 2. Unblock the File

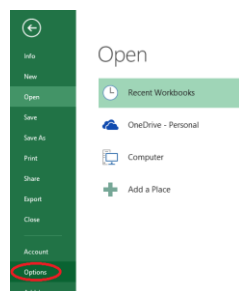
- a. After saving the file, locate the file in the Windows Explorer.
- b. Right-click the file and select Properties.
- c. Make sure the Unblock box is checked near the bottom of General Tab.



d.

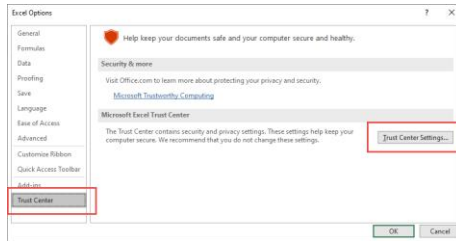
### 3. This step is optional as the issue has been resolved in recent updates.

- a. Trust the File Location
- b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location in order for the add-in to work.
- c. Go to File > Options > Trust Centre > Trust Centre Settings... > Trusted Locations > Add New Location



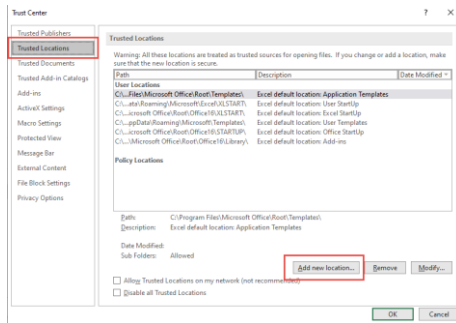
d.

### e. Trust Center > Trust Center Settings



f.

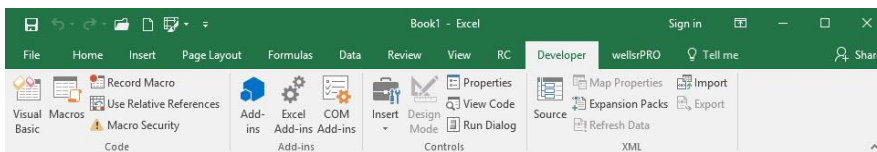
g. Trusted Locations > Add New Location



h.

i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)

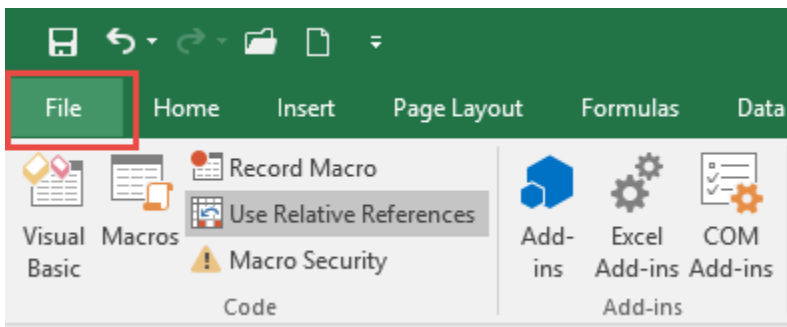
#### 4. Make Sure the Developer Tab is Visible



5.

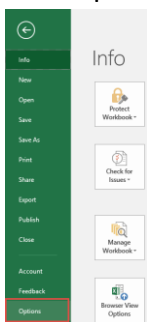
a. If you don't see the Developer tab then follow these instructions: Add Developer Ribbon.

#### 6. Click File as shown below



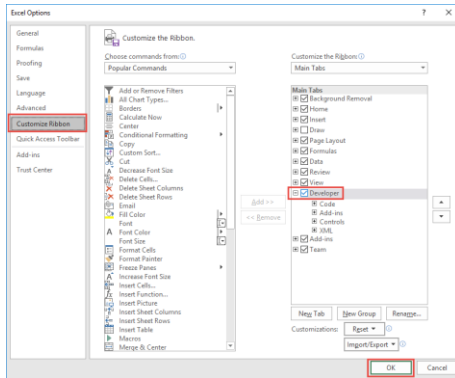
7.

#### 8. Click Options



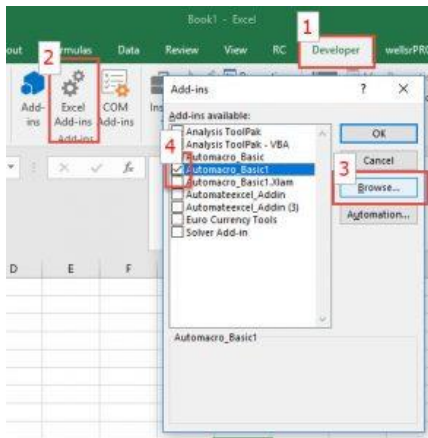
9.

10. In the left-hand pane, click Customise Ribbon.



- 11.
12. Click the developer check box and click ok at the bottom.
13. Once you have the Developer Tab appearing on the ribbon
14. Browse to File.

- a. Go to Developer > Excel Add-ins > Select Browse and navigate to your file (E.g., My Documents\PMOdocs\xlam files)
- b. Once your file appears inside the Add-in Box, ensure you enable the check box per picture below.



- 15.
16. Make sure the add-in has a check mark next to it and click OK.
17. Your add-in is now installed! And the customised tab will now appear on the Ribbon.

