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[SMB Cost Estimate Register](#)

# Cost Estimator

Project Cost Estimate Register							Created by				pma docs
Date: 5/12/2020		Cost Estimate Complete by: Presales Consultant		Date Approved by Client:			11/12/2020				
Client: <Auto filled from Cover>		Cost Estimate Reviewed by: Senior Solutions Consultant									
Project Name: <Auto filled from Cover>		Date Approved for Release: 5/12/2020									
Phase	Task	Resource Type	Resources Req	Hours	Total Hrs	Sell Rate	Cost Rate	Cost Total	Sell Total	Margin	
<b>Plan</b>											
1.01	Kick off meeting	Technical Engineer	2.00	5.00	10.00	170.00	120.00	\$1,200.00	\$1,700.00	\$500.00	
1.02	Kick off meeting	Senior Engineer - H	2.00	2.00	4.00	195.00	120.00	\$480.00	\$780.00	\$300.00	
1.03	Confirm uses to migrate	Senior Engineer - H	2.00	2.00	4.00	195.00	120.00	\$480.00	\$780.00	\$300.00	
1.04	Requirements to re create O365 groups	Senior Engineer - H	1.00	3.00	3.00	195.00	120.00	\$360.00	\$585.00	\$225.00	
1.05	Confirm requirements to create policies	Senior Engineer - H	1.00	2.00	2.00	195.00	120.00	\$240.00	\$390.00	\$150.00	
1.06	Review existing O365 Tenant	Senior Engineer - H	1.00	1.00	1.00	195.00	120.00	\$120.00	\$195.00	\$75.00	
1.07	Review and confirm migration schedule	Project Manager	2.00	3.00	6.00	190.00	120.00	\$720.00	\$1,140.00	\$420.00	
1.08					0.00						
1.09					0.00						
1.10					0.00						
<b>Design</b>											
2.01	Conduct workshop to review migration plan	Senior Engineer - H	1.00	5.00	5.00	195.00	120.00	\$600.00	\$975.00	\$375.00	
2.02	Develop O365 Migration Plan	Senior Engineer - H	1.00	6.00	6.00	195.00	120.00	\$720.00	\$1,170.00	\$450.00	
2.03	High level migration strategy	Technical Engineer	1.00	7.00	7.00	170.00	120.00	\$840.00	\$1,190.00	\$350.00	
2.04	Confirm migration phases	Senior Engineer - H	1.00	8.00	8.00	195.00	120.00	\$960.00	\$1,560.00	\$600.00	
2.05	Confirm Scheduling	Senior Engineer - H	1.00	9.00	9.00	190.00	120.00	\$1,080.00	\$1,710.00	\$630.00	
2.06	End user notifications	Project Manager	1.00	10.00	10.00	190.00	120.00	\$1,200.00	\$1,900.00	\$700.00	
2.07					0.00						
2.08					0.00						
2.09					0.00						
2.10					0.00						
2.11					0.00						
2.12					0.00						
2.13					0.00						
2.14					0.00						
2.15					0.00						
<b>Build</b>											
3.01	O365 tenant configuration Changes	Technical Engineer	1.00	5.00	5.00	170.00	120.00	\$600.00	\$850.00	\$250.00	
3.02	O365 directory synchronisation	Technical Engineer	1.00	5.00	5.00	170.00	120.00	\$600.00	\$850.00	\$250.00	
3.03	External DNS records	Technical Engineer	1.00	5.00	5.00	170.00	120.00	\$600.00	\$850.00	\$250.00	
3.04	Migration tool permissions	Technical Engineer	1.00	5.00	5.00	170.00	120.00	\$600.00	\$850.00	\$250.00	
3.05	PowerShell provisioning script	Technical Engineer	1.00	5.00	5.00	170.00	120.00	\$600.00	\$850.00	\$250.00	
3.06	Update Active Directory UPN	Technical Engineer	1.00	5.00	5.00	170.00	120.00	\$600.00	\$850.00	\$250.00	
3.07	RAID: Risk Actions Issues and Decisions update	Project Manager	1.00	5.00	5.00	190.00	120.00	\$600.00	\$950.00	\$350.00	
3.08					0.00						
3.09					0.00						
3.10					0.00						
3.11					0.00						
3.12					0.00						
3.13					0.00						
3.14					0.00						
3.15					0.00						
<b>Implement</b>											
4.01	Mailbox data older than 30 days not to be migrated	Senior Engineer - L	1.00	5.00	5.00	180.00	120.00	\$600.00	\$900.00	\$300.00	
4.02	Re Create Outlook Profile	Senior Engineer - L	1.00	5.00	5.00	180.00	120.00	\$600.00	\$900.00	\$300.00	
4.03	Mobile devices recreate profiles	Senior Engineer - L	1.00	5.00	5.00	180.00	120.00	\$600.00	\$900.00	\$300.00	
4.04	Provide requirements to update external DNS records	Senior Engineer - L	1.00	5.00	5.00	180.00	120.00	\$600.00	\$900.00	\$300.00	
4.05	Perform target tenant configuration	Senior Engineer - L	1.00	5.00	5.00	180.00	120.00	\$600.00	\$900.00	\$300.00	
4.06	Configuration of migration wizard	Senior Engineer - L	1.00	5.00	5.00	180.00	120.00	\$600.00	\$900.00	\$300.00	
4.07					0.00						
4.08					0.00						
4.09					0.00						
4.10					0.00						
4.11					0.00						
4.12					0.00						
4.13					0.00						
4.14					0.00						
4.15					0.00						
4.16					0.00						
4.17					0.00						
4.18					0.00						
4.19					0.00						
4.20					0.00						
<b>Handover</b>											
5.01	4 hour next day support	Senior Engineer - L	2.00	4.00	8.00	180.00	120.00	\$960.00	\$1,440.00	\$480.00	
5.02	4 user training	Senior Engineer - L	2.00	4.00	8.00	180.00	120.00	\$960.00	\$1,440.00	\$480.00	
5.03	Operational handover	Senior Engineer - L	2.00	8.00	16.00	180.00	120.00	\$1,920.00	\$2,880.00	\$960.00	
5.04	4 hour next day support	Client			0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	
5.05	4 user training	Client			0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	
5.06					0.00						
5.07					0.00						
5.08					0.00						
5.09					0.00						
5.10					0.00						
<b>Total</b>					<b>172.00</b>			<b>\$ 20,640.00</b>	<b>\$ 31,288.00</b>	<b>\$10,648.00</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.

### 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

### Resource Type

Select the required resource to complete the task.

### Resource Req

The required number of resources to complete the task.

### Hours

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

### Total Hours

This is the amount of time that the task will take multiplied by the number of resources required.

### Sell 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.

### Cost Rate

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

### Cost Total

This is the total cost of the line item. The total cost also adds up at the bottom of the sheet.

### Sell 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.

### Margin

This is the difference between the Sell Total and the Cost Total. Margin or profit margin.

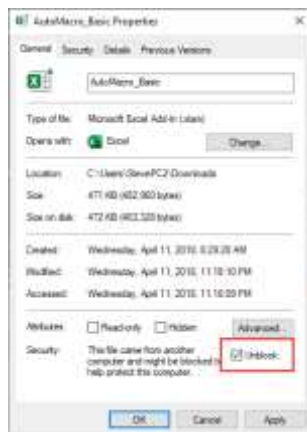
## How to install the Excel .xlam file (Add-in)

### 1. Save Add-in to Computer

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

### 2. Unblock the File

- After saving the file, locate the file in the Windows Explorer.
- Right-click the file and select Properties.
- 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.

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



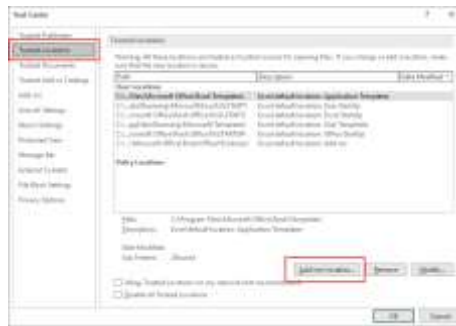
d.

### 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)

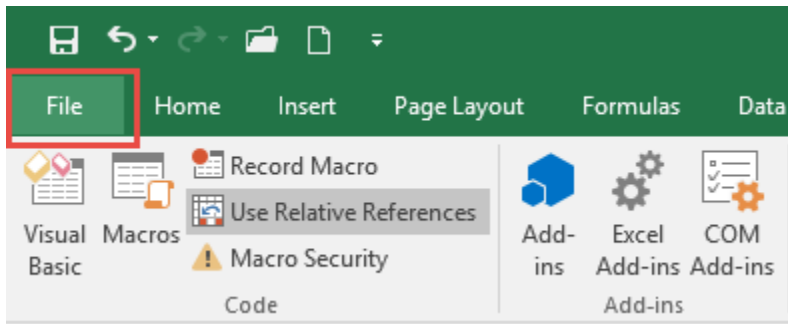
4. Make Sure the Developer Tab is Visible



5.

- a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.

6. Click File as shown below



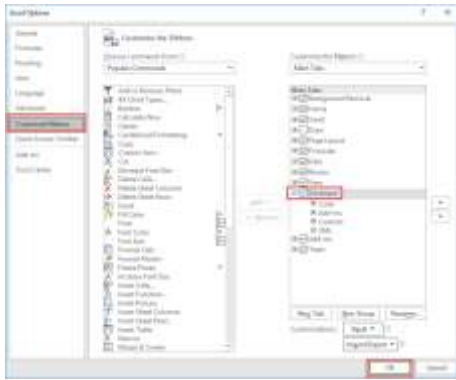
7.

8. Click Options

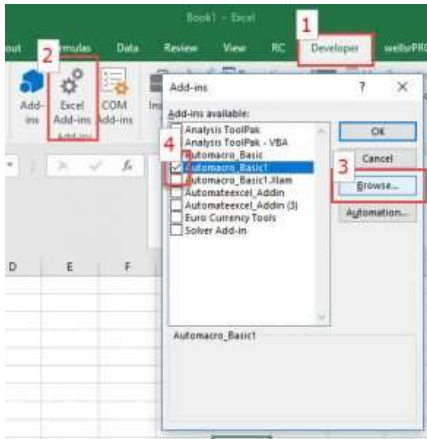


9.

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.

