



Excel Templates Guides, Description,
Download and installation.

[SME Cost Estimate Register](#)

Cost Estimator

PROJECT COST ESTIMATE REGISTER

Created by



PROJECT TITLE [Project Title]
PROJECT MANAGE [Project Manager]

Friday, 22 October 2021

COMPANY NAME [Company Name]
DATE [Date]

ID	Phase	Task	Resource Type	Resource Req	Hours	Total Hrs	Sell Rate	Coet Rate	Sell Total	Coet Total	Margin
CE01	01 Plan	Project Initiation Meeting	Senior Engineer - H	1.00	2.00	2.00	\$ 195.00	\$ 120.00	\$ 390.00	\$ 240.00	\$ 150.00
CE02	01 Plan	Project Initiation Meeting minutes and notes	Cloud Engineer - H	1.00	2.00	2.00	\$ 190.00	\$ 120.00	\$ 380.00	\$ 240.00	\$ 140.00
CE03	01 Plan		Cloud Engineer - H	1.00	4.00	4.00	\$ 190.00	\$ 120.00	\$ 760.00	\$ 480.00	\$ 280.00
CE04	02 Design		Cloud Engineer - H	1.00	5.00	5.00	\$ 190.00	\$ 120.00	\$ 950.00	\$ 600.00	\$ 350.00
CE05	02 Design		Cloud Engineer - H	1.00	2.00	2.00	\$ 190.00	\$ 120.00	\$ 380.00	\$ 240.00	\$ 140.00
CE06	02 Design		Cloud Engineer - H	2.00	3.00	6.00	\$ 190.00	\$ 120.00	\$ 1,140.00	\$ 720.00	\$ 420.00
CE07	03 Build		Technical Engineer	1.00	1.00	1.00	\$ 170.00	\$ 120.00	\$ 170.00	\$ 120.00	\$ 50.00
CE08	03 Build		Project Manager	1.00	4.00	4.00	\$ 190.00	\$ 120.00	\$ 760.00	\$ 480.00	\$ 280.00
CE09	04 Implement		Senior Engineer - H	1.00	2.00	2.00	\$ 195.00	\$ 120.00	\$ 390.00	\$ 240.00	\$ 150.00
CE10	04 Implement		Senior Engineer - H	1.00	1.00	1.00	\$ 195.00	\$ 120.00	\$ 195.00	\$ 120.00	\$ 75.00
CE11	04 Implement		Senior Engineer - H	1.00	2.00	2.00	\$ 195.00	\$ 120.00	\$ 390.00	\$ 240.00	\$ 150.00
CE12	04 Implement		Desktop Engineer - L	1.00	2.00	2.00	\$ 140.00	\$ 120.00	\$ 280.00	\$ 240.00	\$ 40.00
CE13	05 Handover		Desktop Engineer - L	1.00	3.00	3.00	\$ 140.00	\$ 120.00	\$ 420.00	\$ 360.00	\$ 60.00
CE14	05 Handover		Desktop Engineer - H	1.00	2.00	2.00	\$ 150.00	\$ 120.00	\$ 300.00	\$ 240.00	\$ 60.00
CE15			Project Manager	1.00	2.00	2.00	\$ 190.00	\$ 120.00	\$ 380.00	\$ 240.00	\$ 140.00
CE16						0.00			\$ -	\$ -	\$ -
CE17						0.00			\$ -	\$ -	\$ -
CE18						0.00			\$ -	\$ -	\$ -
CE19						0.00			\$ -	\$ -	\$ -
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CE43						0.00			\$ -	\$ -	\$ -
CE44						0.00			\$ -	\$ -	\$ -
CE45						0.00			\$ -	\$ -	\$ -

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.

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.

Cost Total

This is the line cost 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.

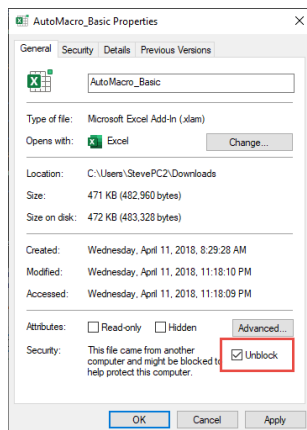
How to install the Excel .xlam file (Add-in)

1. Save Add-in to Computer

- a. 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

- 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.

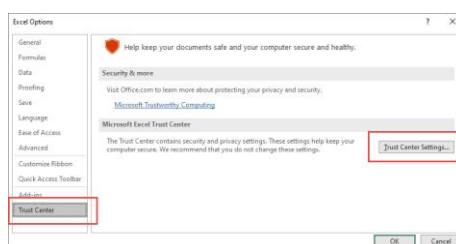
3. This step is optional as the issue has been resolved in recent updates.

- 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 for the add-in to work.
- c. Go to File > Options > Trust Centre > Trust Centre Settings... > Trusted Locations > Add New Location



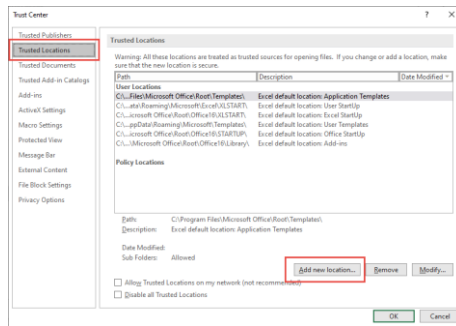
d.

e. Trust Center > Trust Center Settings



f.

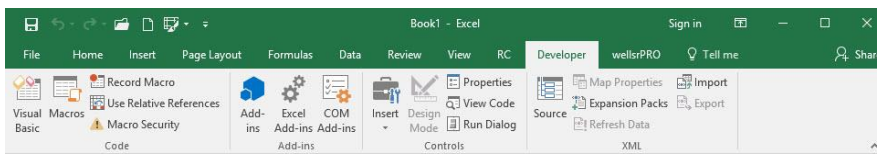
g. Trusted Locations > Add New Location



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)

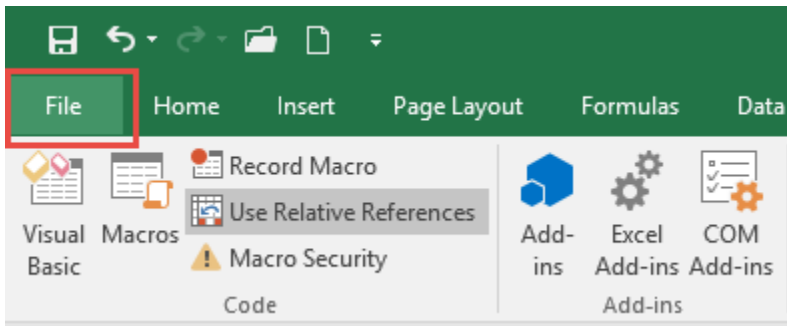
4. Make Sure the Developer Tab is Visible



5.

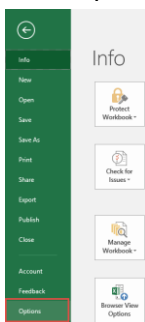
- a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.

6. Click File as shown below



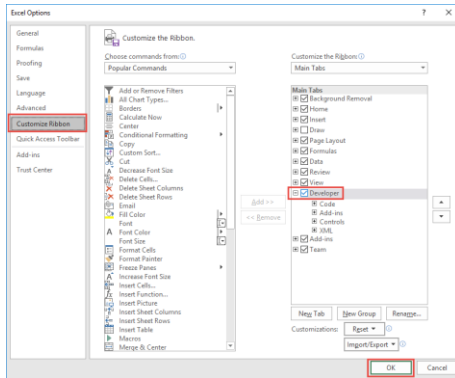
7.

8. Click Options

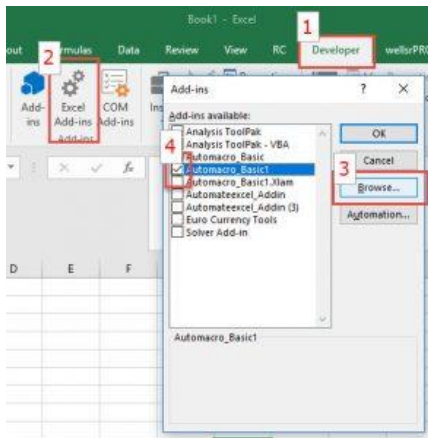


9.

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.

