

Excel Templates Guides, Description, Download and installation.

SME Cost Estimate Register

# Cost Estimator

#### PROJECT COST ESTIMATE REGISTER

| OJECT        | r cost e           | STIMATE REGISTER                             | Created by           |                |           |           |           |           |              |                 |          |  |
|--------------|--------------------|--|----------------------|----------------|-----------|-----------|-----------|-----------|--------------|-----------------|----------|--|
| CT TITLE     | [Project Title:]   |  |                      |                |           |           |           |           | COMPANY NAME | [Company Name:] |          |  |
|              | E [Project Manager | 1  | -                    | Friday, 22 Oct | ober 2021 |           |           |           | DATE         | [Date]          |          |  |
| D            | Phase              | Task   | Resource Type        | Resources Req  | Hours     | Total Hrs | Sell Rate | Cost Rate | Sell Total   | Cost 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       | \$ 150.0 |  |
| 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.  |  |
| CE03         | O1 Plan            |  | Cloud Engineer - H   | 1.00           | 4.00      | 4.00      | \$ 190.00 | \$ 120.00 | \$ 760.00    | \$ 480.00       | \$ 280   |  |
| CE04         | 02 Design          |  | Cloud Engineer - H   | 1.00           | 5.00      | 5.00      | \$ 190.00 | \$ 120.00 | \$ 950.00    | \$ 600.00       | \$ 350   |  |
| CE05         | 02 Design          |  | Cloud Engineer - H   | 1.00           | 2.00      | 2.00      | \$ 190.00 | \$ 120.00 | \$ 380.00    | \$ 240.00       | \$ 140   |  |
| CE06         | 02 Design          |  | Cloud Engineer - H   | 2.00           | 3.00      | 6.00      | \$ 190.00 | \$ 120.00 | \$ 1,140.00  | \$ 720.00       | \$ 420   |  |
| CE07         | 03 Build           |  | Technical Engineer   | 1.00           | 1.00      | 1.00      | \$ 170.00 | \$ 120.00 | \$ 170.00    | \$ 120.00       | \$ 50    |  |
| CE08         | 03 Build           |  | Project Manager      | 1.00           | 4.00      | 4.00      | \$ 190.00 | \$ 120.00 | \$ 760.00    |                 | \$ 280   |  |
| CE09         | 04 Implement       |  | Senior Engineer - H  | 1.00           | 2.00      | 2.00      | \$ 195.00 | \$ 120.00 | \$ 390.00    | \$ 240.00       | \$ 150   |  |
| CE10         | 04 Implement       |  | Senior Engineer - H  | 1.00           | 1.00      | 1.00      | \$ 195.00 | \$ 120.00 | \$ 195.00    | \$ 120.00       | \$ 75    |  |
| CE11         | 04 Implement       |  | Senior Engineer - H  | 1.00           | 2.00      | 2.00      | \$ 195.00 | \$ 120.00 | \$ 390.00    | \$ 240.00       | \$ 150   |  |
| CE12         | 04 Implement       |  | Desktop Engineer - L | 1.00           | 2.00      | 2.00      | \$ 140.00 | \$ 120.00 | \$ 280.00    | \$ 240.00       | \$ 40    |  |
| CE13         | 05 Handover        |  | Desktop Engineer - L | 1.00           | 3.00      | 3.00      | \$ 140.00 | \$ 120.00 | \$ 420.00    | \$ 360.00       | \$ 60    |  |
| CE14         | 05 Handover        |  | Desktop Engineer - H | 1.00           | 2.00      | 2.00      | \$ 150.00 | \$ 120.00 | \$ 300.00    |                 | \$ 60    |  |
| CE15         |                    |  | Project Manager      | 1.00           | 2.00      | 2.00      | \$ 190.00 | \$ 120.00 | \$ 380.00    | \$ 240.00       | \$ 140   |  |
| CE16         |                    |  |                      |                |           | 0.00      |           |           | s -          | \$ -            | \$       |  |
| CE17         |                    |  |                      |                |           | 0.00      |           |           | \$ -         | +               | \$       |  |
| CE18         |                    |  |                      |                |           | 0.00      |           |           | \$ -         | *               | \$       |  |
| CE19         |                    |  |                      |                |           | 0.00      |           |           | \$ ·         | *               | \$       |  |
| CE20         |                    |  |                      |                |           | 0.00      |           |           | s -          |                 | \$       |  |
| CE21         |                    |  |                      |                |           | 0.00      |           |           | \$ -         |                 | \$       |  |
| CE22         |                    |  |                      |                |           | 0.00      |           |           | s -          | \$ -            | \$       |  |
| CE23         |                    |  |                      |                |           | 0.00      |           |           | \$ -         | +               | \$       |  |
| CE24         |                    |  |                      |                |           | 0.00      |           |           | s -          | -               | \$       |  |
| CE25         |                    |  |                      |                |           | 0.00      |           |           | \$ -         | -               | \$       |  |
| CE26         |                    |  |                      |                |           | 0.00      |           |           | \$ .         | \$ -            | \$       |  |
| CE27         |                    |  |                      |                |           | 0.00      |           |           | \$ -         | -               | \$       |  |
| CE28         |                    |  |                      |                |           | 0.00      |           |           | \$ -         | -               | \$       |  |
| CE29         |                    |  |                      |                |           | 0.00      |           |           | \$ -         | \$ ·            | \$       |  |
| CE30         |                    |  |                      |                |           | 0.00      |           |           | \$ -         |                 | \$       |  |
| CE31         |                    |  |                      |                |           | 0.00      |           |           | s -          | s -             | s        |  |
| CE32         | +                  |  |                      |                |           | 0.00      |           |           | s -          |                 | \$       |  |
| CE33         | +                  |  |                      |                |           | 0.00      |           |           | s -          | <b>T</b>        | \$       |  |
| CE34<br>CE35 |                    |  |                      |                |           | 0.00      |           |           | s -          |                 | \$       |  |
|              |                    |  |                      |                |           | 0.00      |           |           | s -          | \$ -            | \$       |  |
| CE36         |                    |  |                      |                |           | 0.00      |           |           | s -          | -               | \$       |  |
| CE37<br>CE38 |                    |  |                      |                |           | 0.00      |           |           | \$ -<br>\$ - | \$.             | \$       |  |
|              | +                  |  |                      |                |           | 0.00      |           |           | *            | ş -             | \$       |  |
| CE39         |                    |  |                      |                |           | 0.00      |           |           | s -          | -               | *        |  |
| CE40         |                    |  |                      |                |           | 0.00      |           |           | s -          | ş -             | \$       |  |
| CE41         | +                  |  |                      |                |           | 0.00      |           |           | \$ -         |                 | \$       |  |
| CE42         |                    |  | l                    |                |           | 0.00      |           |           | s -          | \$ -            | \$       |  |
| CE43<br>CE44 |                    |  |                      |                |           | 0.00      |           |           | \$ -         | \$ -            | \$       |  |
|              |                    |  |                      |                |           | 0.00      |           |           | s -          | s -             | \$       |  |

### 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

d.

- 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.

| ieneral Secu  | urity Details Previous Versions  |    |
|---------------|--|----|
| X             | AutoMacro_Basic  |    |
| Type of file: | Microsoft Excel Add-In (xlam)  |    |
| Opens with:   | Excel Change   |    |
| Location:     | C:\Users\StevePC2\Downloads  |    |
| Size:         | 471 KB (482,960 bytes)   |    |
| Size on disk: | 472 KB (483.328 bytes)   |    |
| Created:      | Wednesday, April 11, 2018, 8:29:28 AM  |    |
| Modified:     | Wednesday, April 11, 2018, 11:18:10 PM   |    |
| Accessed:     | Wednesday, April 11, 2018, 11:18:09 PM   |    |
| Attributes:   | Read-only Hidden Advance   | ed |
| Security:     | This file came from another<br>computer and might be blocked to Unblo<br>help protect this computer. | ck |

#### 3. This step in 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

| $\odot$   |                     |
|-----------|---------------------|
| info      | Open                |
| New       |                     |
| Open      | L Recent Workbooks  |
| Save      | CneDrive - Personal |
| Save As   |                     |
| Print     | Computer            |
| Share     | di su s             |
| Export    | Add a Place         |
| Close     |                     |
|           |                     |
| Account   |                     |
| Options   |                     |
| Add-Ins * |                     |

#### e. Trust Center > Trust Center Settings

| incel Options                            |  |              | ?       | ×          |
|--|--|--------------|---------|------------|
| General<br>Formulas                      | Help keep your documents safe and your computer secure and healthy.  |              |         |            |
| Data                                     | Security & more  |              |         |            |
| Proofing                                 | Visit Office.com to learn more about protecting your privacy and security.   |              |         |            |
| Save                                     | Microsoft Trustworthy Computing  |              |         |            |
| Language<br>Ease of Access<br>Advanced   | Microsoft Excel Trust Center<br>The Tost Center contains security and privacy settings. These settings help keep your<br>computer secure. We recommend that you do not charase these settings. | Irust Center | Setting | <b>3</b> 5 |
| Customice Ribbon<br>Quick Access Toolbar |  |              |         | _          |
| Add-int                                  |  |              |         |            |
| Trust Center                             |  |              |         |            |
| -  |  |              |         |            |
|  |  | OK           | Ca      | ncel       |

f.

d.

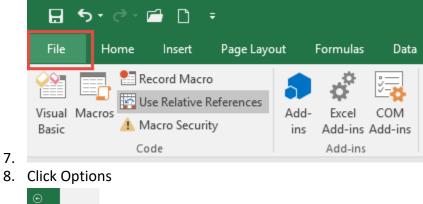
g. Trusted Locations > Add New Location

| Trust Center       | ?  |      |
|--------------------|--|------|
| Trusted Publishers | Trusted Locations  |      |
| Trusted Locations  |  |      |
| Trusted Documents  | Warning: All these locations are treated as trusted sources for opening files. If you change or add a location,<br>sure that the new location is secure. | naki |
|                    | Path Description Date Mod  | fied |
| Add-in Catalogs    | Description point most   | iteo |
| ins                | C/Files\Microsoft Office\Root\Templates\ Excel default location: Application Templates   |      |
|                    | C:\ata\Roaming\Microsoft\Excel\XLSTART\ Excel default location: User StartUp   |      |
| veX Settings       | C:\icrosoft Office\Root\Office16\XLSTART\ Excel default location: Excel StartUp  |      |
| cro Settings       | C:\ppData\Roaming\Microsoft\Templates\ Excel default location: User Templates  |      |
| ected View         | CI\icrosoft Office\Root\Office16\STARTUP\ Excel default location: Office StartUp   |      |
|                    | C:\\Microsoft Office\Root\Office16\Library\ Excel default location: Add-ins  |      |
| isage Bar          |  |      |
| Content            | Policy Locations   |      |
| Block Settings     |  |      |
| e brock settings   |  |      |
| acy Options        |  |      |
|                    | Paths C//Program Files/Microsoft Office/Root/Templates/  |      |
|                    | Description: Excel default location: Application Templates   |      |
|                    | Data MediFash  |      |
|                    | Sub Folders Allowed  |      |
|                    | Add new location   | iiły |
|                    | Allow Trusted Locations on my network (not recommended)  |      |
|                    | Disable all Trusted Locations  |      |
|                    |  |      |
|                    | OK   | and  |
|                    |  |      |

- 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

| 🖶 🗇 🔄 🚔 🗅 🐺 🔹   |    |         |  |           | Book1 - Excel |                  |                |        |                |                             |                                | Sign in 🛛 🗖 |      |   |       |      |   |        |
|-----------------|----|---------|--|-----------|---------------|------------------|----------------|--------|----------------|-----------------------------|--------------------------------|-------------|------|---|-------|------|---|--------|
|                 | Ho | me      | Insert                                 | Page Lay  | out           | Formulas         | Data           | Re     | view           | View                        |                                | Develo      | oper | wellsrPRO   | 🛛 Tel | l me | ۶ | 2 Shar |
| Visual<br>Basic |    | Use Use | ord Macro<br>Relative R<br>cro Securit | eferences | Add-<br>ins   | Excel<br>Add-ins | COM<br>Add-ins | Insert | Design<br>Mode | Pro<br>Vie<br>Run<br>ntrols | operties<br>w Code<br>n Dialog | Source      | 📳 Ex | lap Properties<br>pansion Packs<br>efresh Data<br>XML |       |      |   | ,      |

- a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.
- 6. Click File as shown below

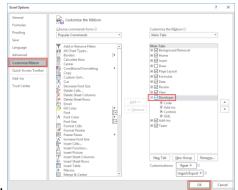


8. Click Options

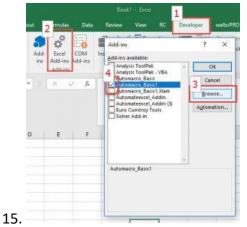


9.

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.
  - 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.



- 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.

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|---|------------------|----------------|---------------|----------------|------|---|---|---|---|---|---|--|
| File Home PMOdocs SME   | Insert Page Layo | ut Formulas Da | a Review View | Developer Help | Team |   |   |   |   |   |   |  |
| Project<br>Estimate<br>Finance  |                  |                |               |                |      |   |   |   |   |   |   |  |
| J14 $\checkmark$ : $\times \checkmark f_x$  |                  |                |               |                |      |   |   |   |   |   |   |  |
| A B C   | D E              | F G            | H I           | J K            | L    | М | Ν | 0 | Р | Q | R |  |