pmodocs

Excel Templates Guides, Description, Download and installation.

SME Project Financials Register

Cost Estimator

PROJECT FINANCIAL SUMMARY

PROJECT TITLE   [Project Name:]
PROJECT MANAGER [Project Manager:]

Friday, 22 October 2021

COMPANY NAME: [Project Name:]
DATE: [Date:]

Project Name	Resouce Name	Budgeted Hrs	Sell Rate	Budget	Actual Hrs	Estimate to Complete Hrs	Estimate at Completion Hrs	Budget Vs EAC Hrs	Budget Vs Actuals Hrs	Total Hrs Worked	Actual Hrs	Estimate to Complete	Estimate at Completion	Budget Vs EAC	Budget Vs Actuals	Project Total
ABD Company	SDM	15.00	$265.00	$3,975.00	12.00	3.00	15.00	0.00	3.00	12.00	$3,180.00	$795.00	$3,975.00	$0.00	$795.00	$3,975.00
	Senior Engineer	15.00	$215.00	$3,225.00	11.00	4.00	15.00	0.00	4.00	11.00	$2,365.00	$860.00	$3,225.00	$0.00	$860.00	$3,225.00
	Senior Developer	15.00	$410.00	$6,150.00	10.00	5.00	15.00	0.00	5.00	10.00	$4,100.00	$2,050.00	$6,150.00	$0.00	$2,050.00	$6,150.00
	Developer	15.00	$410.00	$6,150.00	8.00	7.00	15.00	0.00	7.00	8.00	$3,280.00	$2,870.00	$6,150.00	$0.00	$2,870.00	$6,150.00
	UX Designer	15.00	$414.85	$6,222.75	11.00	4.00	15.00	0.00	4.00	11.00	$4,563.35	$1,659.40	$6,222.75	$0.00	$1,659.40	$6,222.75
	Project Manager	15.00	$130.00	$1,950.00	9.00	6.00	15.00	0.00	6.00	9.00	$1,170.00	$780.00	$1,950.00	$0.00	$780.00	$1,950.00
	ADE	15.00	$501.81	$7,527.15	13.00	2.00	15.00	0.00	2.00	13.00	$6,523.53	$1,003.62	$7,527.15	$0.00	$1,003.62	$7,527.15
	Developer	15.00	$410.00	$6,150.00	12.00	3.00	15.00	0.00	3.00	12.00	$4,920.00	$1,230.00	$6,150.00	$0.00	$1,230.00	$6,150.00
	Add Resource		$0.00			0.00	0.00	0.00	0.00	0.00	00.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Add Resource		$0.00			0.00	0.00	0.00	0.00	0.00	00.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Add Resource		$0.00			0.00	0.00	0.00	0.00	0.00	00.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Add Resource		$0.00			0.00	0.00	0.00	0.00	0.00	00.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Add Resource		$0.00			0.00	0.00	0.00	0.00	0.00	00.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Add Resource		$0.00			0.00	0.00	0.00	0.00	0.00	00.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Add Resource		$0.00			0.00	0.00	0.00	0.00	0.00	00.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Add Resource		$0.00			0.00	0.00	0.00	0.00	0.00	00.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total		**120.00**		**$ 41,349.90**	**86.00**	**34.00**	**120.00**	**0.00**	**34.00**	**86.00**	**$30,101.88**	**$11,248.02**	**$41,349.90**	**$0.00**	**$11,248.02**	**$41,349.90**

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 Name

Enter the name of the Project here, this is a manual entry

Resource Name

Select the relevant resource for the drop-down list.

Budgeted Hrs

This is a manual entry, add the hours from your SOW, Proposal or Cost Estimate sheet here.

Sell Rate

This is an automated entry; you do not make manual entries here. You can note that by the colour of the column, light grey column are automated entries or calculations. The blue columns are when you make your manual entries.

Budget

This is an automated entry.

Actual Hrs

This is a manual entry, you can get this from your time entry system (ERP) or from manual time entry forms your resources submit to you each week.

Estimate to Complete

This is an automated entry. This is the estimate to complete the resources assigned tasks. Budgeted Hrs Actual Hrs

Estimate at Completion

This is an automated entry. This is the estimate of the project at completion. It is Actual Hrs + Estimated Hr to Complete.

Budget Vs EAC

This is an automated entry. If this column is showing 0.00 then you are on target. A positive number tells you how far over budget you are, a negative number shows if you are under budget.

Budget Vs Actuals

This is an automated entry. If this column is showing a positive number, then you have hrs remaining to use on the project. If you have a negative number, then that resource has gone over their allocated Hrs for the project.

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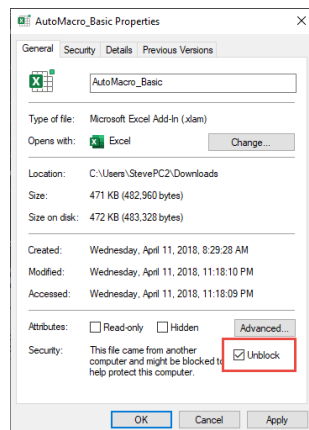
3. **This step in optional as the issue has been resolved in recent updates.**

    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

    d.

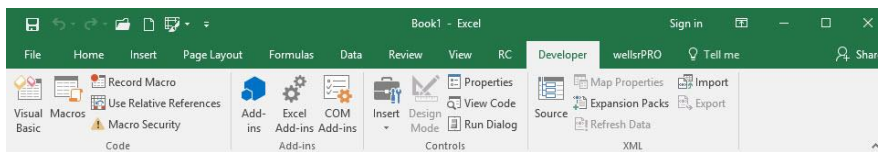   e. **Trust Center > Trust Center Settings**
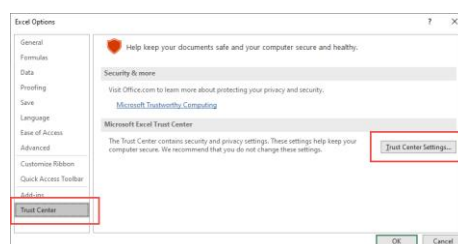
    f.

g. Trusted Locations > Add New Location
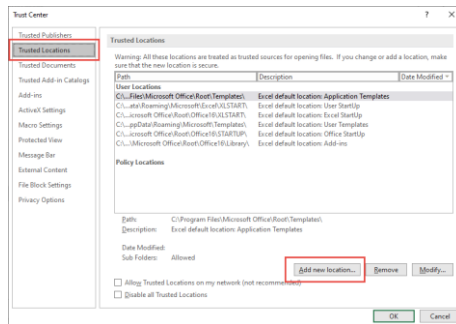
h.

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)
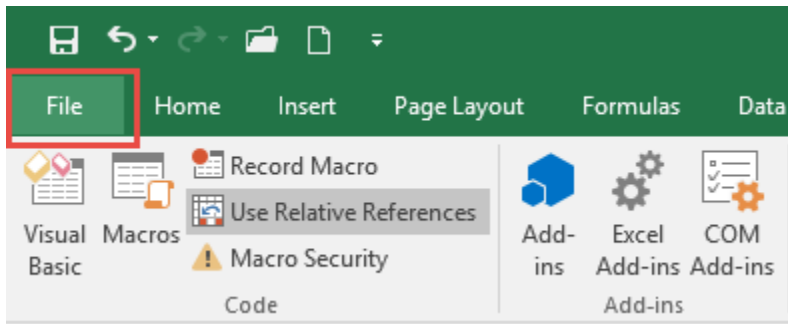
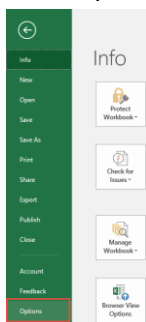4. Make Sure the Developer Tab is Visible

5.

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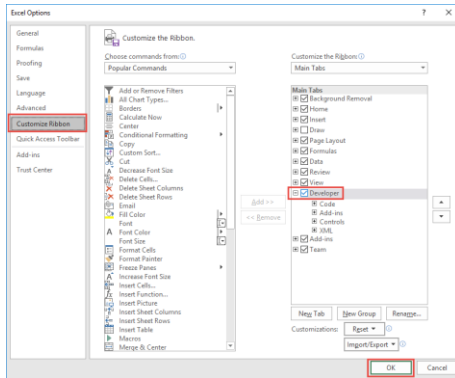
6. Click File as shown below

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.
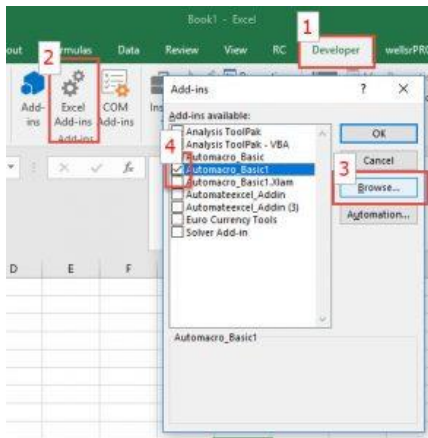
15.

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.