Annexure J
Estimate Report Format

Following is the recommended format for estimators to submit cost estimates for QTRIP projects:

1   Introduction

    1.1   Project Background

    1.2   Works to Date

    1.3   Purpose of This Report

2   Methodology

    2.1   Source of information

    2.2   Site Visit Checklist

3   Scope

    3.1   Project Scope

    3.2   Estimate Scope

4   Assumptions

    4.1   Key Assumptions

    4.2   Exclusions

    4.3   Limitations

5   Construction Contractor's Cost Estimate

    5.1   Direct Job Cost Estimate

    5.2   Indirect Job Cost Estimate

    5.3   Overheads / Margins

6   Principal's Cost Estimate

    6.1   Cost to date

    6.2   Concept / Development / Implementation / Finalisation Stage Costs

    6.3   Principal's Works / Obligation

7   Risks & Opportunity costs

    7.1   Planned Risks and Opportunities

    7.2   Unplanned Risk and Opportunities

    7.3   Risk Register

    7.4   Statistical Analysis of Risks (Monte Carlo Simulation)

8   Escalation

    8.1   Staging Plan

    8.2   Cashflow

9   Project Cost Estimate Approvals

    9.1   Project Cost Estimate Approval Form

10   Review Reports

    10.1 Peer Review Report

    10.2 Concurrence Review Report

    10.3 Project Cost Estimating Control Checklist