		REVISION HISTORY	
DATE	VERSION	DESCRIPTION	AUTHOR

		APPR	OVAL	
DATE	VERSION	NAME	TITLE	SIGNATURE

	CIRCULA	TION LIST	
RECIPIENT NAME	ORGANIZATION	RECIPIENT NAME	ORGANIZATION

- 1. Introduction
 - 1.1 Purpose
 - 1.2 Documentation and Communication Practices
- 2. Overview
 - 2.1 Summary Statement
 - 2.2 Reporting Requirements
 - 2.3 Estimate Degree Requirements
- 3. Spending Limit Authorization Levels
- 4. Cost Variance Action Plan
- 5. Approach Defined
 - 5.1 Procedures
 - 5.2 Policies
 - 5.3 Documentation
- 6. Cost Estimation Process Defined
- 7. Cost Baseline
 - 7.1 WBS of Work Sections and / or Individual Tasks
 - 7.2 Estimate Method
 - 7.3 Funding
 - 7.4 Contingency / Reserve
- 8. Cost Control and Metrics
- 9. Reporting Process Defined
- 10. Change Control Process
- 11. Project Budget

1. Intro	oduction
1.1	Purpose
1.2	Documentation and Communication Practices
2. Ove	erview
2.1	Summary Statement

2.2	keporting kequirements
23	Estimate Degree Requirements
2.3	Estimate Degree Requirements

3. Spending Limit Authorization Levels

	SPENDING LIMIT	AUTHORIZATION LEVELS	
COST LIMIT	NAME / TITLE	EMAIL	PHONE

4. Cost Variance Action Plan

	COST VARIANCE ACTION PLAN	
% OF VARIANCE	REQUIRED ACTION DESCRIPTION	PARTY RESPONSIBLE
5. Approd	ich Defined	
5.1 Pro	ocedures	
5.1 Pro		

5.3 Documentation
6. Cost Estimation Process Defined
7. Cost Baseline7.1 WBS of Work Sections and / or Individual Tasks
7.1 Wb3 of Work Sections and 7 of marviadal rasks
7.2 Estimate Method
7.2 Estimate Memod
7.3 Funding

7.4 Contingency / Reserve
8. Cost Control and Metrics
9. Reporting Process Defined
10. Change Control Process
11. Project Budget

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.