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
<ul><li>7. Cost Baseline</li><li>7.1 WBS of Work Sections and / or Individual Tasks</li></ul>
7.1 Wb3 of Work Sections and 7 of marviadal rasks
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