



- 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. Introduction

Project Cost Management plan overview

## 1.1 Purpose

Identify the desired outcome and how the plan will be beneficial.

## 1.2 Documentation and Communication Practices

Discuss how progress and changes will be documented and how information will be communicated with team members and stakeholders.

# 2. Overview

Briefly elaborate on how Cost Management process will enhance the project.

## 2.1 Summary Statement

Briefly elaborate on how Cost Management process will impact / enhance the project.

## 2.2 Reporting Requirements

Define the methods, process, and regularity of status reporting.

## 2.3 Estimate Degree Requirements

Indicate the percentage of variance required throughout planning stages, i.e. Conception, Charter, etc.



## **5. Approach Defined**

How overall plan will be created, revised, monitored, and controlled.

### **5.1 Procedures**

Define set procedures.

### **5.2 Policies**

List all policies that must be adhered to.

### **5.3 Documentation**

Detail the documentation process throughout life of project.

## **6. Cost Estimation Process Defined**

Detail how estimates should be reached and classified including thresholds, risks, performance rules, confidence ratings of estimate accuracy, etc.

## **7. Cost Baseline**

### **7.1 WBS of Work Sections and/or Individual Tasks**

Break out each section, task, or group of tasks.

### **7.2 Estimate Method**

Parametric, Analogous, Three Point, Bottom Up, etc.

### **7.3 Funding**

Method of financing.

### **7.4 Contingency / Reserve**

Detail all funds held.

## **8. Cost Control and Metrics**

Detail metrics used in conjunction with set thresholds.

## **9. Reporting Process Defined**

Detail how management plan will be reported, define any processes.

## **10. Change Control Process**

Describe procedure for requesting and implementing changes to the plan, including how changes are approved / rejected, and how they will be reported to circulation list.

## **11. Project Budget**

List final figures reached for Contingency / Reserve, Fixed, Material, and Contractor Costs, a Project Total.