



Project Cost Estimating Control Checklist (PCECC)

Control objective: To ensure the processes outlined in the Department of Transport and Main Roads Project Cost Estimating Manual are being followed before project cost estimate sign-off and approval by Regional/District Director.

Prepared by¹

Checked by²

Date

 / /

Project name

Project number

Estimate type: Strategic Proposal Business case Preliminary design Detailed design Tender

| A. Estimating business rule: project scoping | Y/N ³ | Comments |
|--|------------------|----------|
| 1. Is the estimate based on appropriate scoping for the stage of development? PCEM Ref CI 4.1.1 (project objectives, performance requirements, project definition, scope) | | |
| 2. Have factors influencing the estimate been considered during the project scoping process? PCEM Ref CI 5.1 (complete item omission, incorrect item/quantity, inappropriate item, unapproved variation, government and approval requirements) | | |
| 3. Has the 'customer' agreed with the preferred solution? PCEM Ref CI 4.1.1, 4.1.12 and 4.2. | | |
| 4. Has a site visit been undertaken and Site Visit Risk Checklist completed? PCEM Ref CI 4.1.3 and Annexure A. | | |
| 5. Has consultation been undertaken with key internal and external stakeholders, as to potential impacts of the project scope? PCEM Ref CI 4.2.1 and 7.4 (customer, planning, community, industry, emergency services, service authorities) | | |
| B. Estimating business rule: estimate preparation and presentation | Y/N ³ | Comments |
| 1. Has the estimate development been based on the current version of PCEM? | | |
| 2. Has the appropriate estimating method been used for the project type/stage and approved by the Project Manager? PCEM Ref CI 9.2 (unit rate, first principles, global estimate, Types 1, 2 and 3) | | |
| 3. Is the estimate presentation compatible with OnQ/WMS documentation? PCEM Ref Chapter 7 (construction/non-construction WBS, WBS level 3 and 4, project management/work management) | | |
| 4. Is the estimate broken into appropriate project estimate structure components? PCEM Ref Fig 3.2 (DJC, IJC, contractor overheads and profit, departmental costs, inflation) | | |
| C. Estimating business rule: pricing | Y/N ³ | Comments |
| 1. Has the estimate been benchmarked against district benchmarking data? PCEM Ref Chapter 8 (global rates, key item rates, construction production rates) | | |
| 2. Have work method studies been considered during the estimate development? PCEM Ref CI 5.1 (constructability, traffic management, haul quantities and distances, borrow and spoil requirements, construction methodology, site conditions) | | |
| 3. How have the principal's costs been calculated? PCEM Ref CI 3.3 (as a percentage of the construction cost or from first principles) | | |
| 4. Do the principal's costs include all the components? PCEM Ref CI 3.3 (project management, principal's obligations, resumptions, PUP, principal supplied materials, service levies, environmental offset costs, etc.) | | |
| 5. Have historic rates been used to prepare the estimate? If so have rates used been adjusted prior to use as per the conditions set out in PCEM? PCEM Ref CI 9.1.2 (inflation, site/market conditions, location, scale, overheads, etc.) | | |
| D. Estimating business rule: risk | Y/N ³ | Comments |
| 1. Has the appropriate risk assessment approach been used to produce P90 estimate? (quantitative for Type 1 or qualitative for Type 2) PCEM Ref CI 3.4 and 10.3 (Type 1: risk register, benchmark information, strategic estimating matrix, @Risk package) (Type 2: past experience, common sense review) | | |

¹ To be completed by the estimator

² To be checked by the Project Manager/Program Manager

³ If yes, documentary evidence must be made available to the Region/District Director

Project Cost Estimating Control Checklist (PCECC) continued... page 2 of 2

| | | |
|--|------------------------|-----------------|
| 2. Has an appropriate risk assessment technique been used? PCEM Ref CI 10.3 (risk workshop, review past documents, talk to wise old man) | | |
| 3. Has the risk management process followed the Risk Management Process chart? PCEM Ref Fig 10.1 | | |
| E. Estimating business rule: contingency | Y/N⁴ | Comments |
| 1. Have the financial allowances made against risks and their treatment been used to determine the appropriate contingency allowance? PCEM Ref Chapter 10 | | |
| 2. Is the project contingency allowance within contingency range for this stage? PCEM Ref Table 3.6 | | |
| 3. For Type 1 projects, have appropriate contingency allowances been made against individual cost change categories? PCEM Ref CI 3.4 and Chapter 10 | | |
| 4. Does the estimate allow for unmeasured, unidentified items? PCEM Ref CI 10.8.9 | | |
| F. Estimating business rule: escalation | Y/N⁴ | Comments |
| 1. Has the escalation been calculated in accordance with QTRIP development guidelines? What percent was used? PCEM Ref CI 3.5 | | |
| 2. Has the escalation calculator been used to value the escalation amount? PCEM Ref Annex H | | |
| 3. Have all the escalation components been taken into account while determining escalation for Type 1 projects? PCEM Ref CI 3.5 and CI 4.1.9 (inflation, market conditions, supply constraints, project complexity) | | |
| G. Estimating business rules: review and approvals | Y/N⁴ | Comments |
| 1. Has an estimate reality check been performed by the project manager prior to peer review? PCEM Ref CI 4.1.6 | | |
| 2. Has a peer review been undertaken? Is there written evidence of the reviewer's feedback? Has that feedback been actioned to the reviewer's satisfaction? PCEM Ref CI 4.1.11.1 | | |
| 3. Large and complex projects: where applicable, has an independent concurrence review been undertaken? Is there written evidence of the reviewer's feedback? Has that feedback been actioned to the reviewer's satisfaction? PCEM Ref CI 4.11.1.2 (state funded and cost >\$20m or federally funded and cost >\$10m or considered high risk or very complex) | | |
| 4. Has the estimator/reviewer(s) signed off the Project Cost Estimate (Summary) and (Approval) forms? PCEM Ref CI 4.1.12 and Annexure L | | |
| H. Estimating business rules: programming and cost planning | Y/N⁴ | Comments |
| 1. Has the Project Cost Management Process been completed and peer reviewed for this project phase? Has cost control been regularly undertaken to inform project plan variances (if required)? PCEM Ref CI 4.1.11 | | |

- Satisfactory (expected process controls are in place and used satisfactorily)
- Unsatisfactory (attach details of any controls that in your opinion are not in place and/or are not used satisfactorily)
- Approved Not approved

Signature

Date

⁴ If yes, documentary evidence must be made available to the Region/District Director