



# Cost Estimating Checklist

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< Project Name > Insync Supply Chain Management

<b>Project Name:</b>
Prepared by:
Date:
Be certain that all possible needed resources are taken into account, including but not limited to:
Project Management (figure at 10% of total)
Labor
Materials
Supplies/ Equipment
Travel
Fees for consultants and other outside professional services
Information Technology
Contingency planning



Inflation allowance
Be as specific as possible, using as many means as you can to quantify the resources the project will require. Document the basis of how cost was developed.
All assumptions made should be documented.
If there are any known restraints, add that to this document.
When computing potential costs, indicate the possible range of value.
Allow for realistic quantities and frequencies of cost items, such as number of days for equipment rentals, number of workers needed for each stage of the project, and so forth.
Indicate what the level of confidence is attained in the final estimate.