



Following is the recommended format for estimators to submit Estimate Report for QTRIP projects.

1. Introduction
  - 1.1. Project Background
  - 1.2. Works to Date
  - 1.3. Purpose of This Report
2. Methodology
  - 2.1. Source of information
  - 2.2. Site Visit Checklist
3. Scope
  - 3.1. Project Scope
  - 3.2. Estimate Scope
4. Assumptions
  - 4.1. Key Assumptions
  - 4.2. Exclusions
  - 4.3. Limitations
5. Construction Contractor's Cost Estimate
  - 5.1. Direct Job Cost Estimate
  - 5.2. Indirect Job Cost Estimate
  - 5.3. Overheads/Margins
6. Principal's Cost Estimate
  - 6.1. Cost to date
  - 6.2. Concept/Development/Implementation/Finalisation Stage Costs
  - 6.3. Principal's Works/Obligation
7. Risks & Opportunity costs
  - 7.1. Planned Risks and Opportunities
  - 7.2. Unplanned Risk and Opportunities
  - 7.3. Risk Register
  - 7.4. Statistical Analysis of Risks (Monte Carlo Simulation)
8. Escalation
  - 8.1. Staging Plan
  - 8.2. Cashflow
9. Project Cost Estimate Approvals
  - 9.1. Project Cost Estimate Approval Form
10. Review Reports
  - 10.1. Peer Review Report
  - 10.2. Concurrence Review Report
  - 10.3. Project Cost Estimating Control Checklist