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