



CDC UNIFIED PROCESS CHECKLIST



PROJECT ESTIMATING

Purpose

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to **Project Estimating** have been addressed.

Activities Checklist

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template.

Checklist	
	Have project stakeholders agreed upon how estimates will be determined?
	Have project stakeholders agreed upon a common unit of measure for estimating (hours, days, dollars, etc.)?
	Have project stakeholders agreed upon how estimates will be monitored, managed, and communicated?
	Are estimates for schedule activities as well as the project as a whole realistic?
	Have project estimates taken into account interdependencies that may exist between tasks and/or projects?
	Have estimate been obtained from multiple sources and aggregated using an agreed upon estimating technique?
	Do project estimates include schedule, budget, resources, etc?
	Have the specific estimating techniques used for each schedule activity been documented and agreed upon by project stakeholder?
	Have assumptions in the estimating process been documented and communicated to project stakeholders?