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| **ESTIMATE GUIDE**  [Company Name] |  |

**[Project Name]**

**[Technical Estimate]**

Author: [your name], [your title]

[your company]

Date: [today’s date]

Write the description below

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Known Constraints

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Estimating Approach

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Risk Assessment

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| **Risk 1: Risk title goes here** |
| Likelihood: Low | Moderate | High |
| Severity: Low | Moderate | Severe |
| Risk description goes here |
| Potential impact   * Impact 1 * Impact 2 * Impact 3 * Impact 4 * Impact 5 |
| Recommendations  To avoid the risk:   1. Recommendation 1 2. Recommendation 2 3. Recommendation 3 4. Recommendation 4 5. Recommendation 5 6. Recommendation 6 7. Recommendation 7 8. Recommendation 8 |

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| **Risk 2: Risk title goes here** |
| Likelihood: Low | Moderate | High |
| Severity: Low | Moderate | Severe |
| Risk description goes here |
| Potential impact   * Impact 1 * Impact 2 * Impact 3 |
| Recommendations   1. Recommendation 1 2. Recommendation 2 3. Recommendation 3 |

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| **Risk X: Risk title goes here** |
| Likelihood: Low | Moderate | High |
| Severity: Low | Moderate | Severe |
| Risk description goes here |
| Potential impact   * Impact 1 * Impact 2 |
| Recommendations   1. Recommendation 1 2. Recommendation 2 |

Estimated Totals / Costs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item / Name** | **Description** | **Hours** | **Rate / Hours** | **Sub Cost** |
| 1 | Task 1 | 15 | 40 | 600.00 |
| 2 | Task 2 | 10 | 50 | 500.00 |
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|  |  |  |  |  |
| Total Hours | |  | Total Cost | 1100.00 |

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| Signature: |  |  | Date: |  |