

# Project Cost Memo

To: Terry Adams, Planning and Programming Manager  
From: John Doe, P.E., Project Manager  
CC: Unit Manager  
Date: April 2, 2007  
Re: Project Name: \_\_\_\_\_, Phase: \_\_\_\_\_

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MPMS: \_\_\_\_\_

SR/SEC: \_\_\_\_\_  
\_\_\_\_\_ County

Let Date: \_\_\_\_\_

Approved Costs (000's): \_\_\_\_\_

Current Estimate (000's): \_\_\_\_\_

Cost Increase (000's): \_\_\_\_\_

## **AREAS ABOVE COMPLETED BY PLANNING AND PROGRAMMING UNIT**

A. Reasons for Cost Increase:

1. (no more 3 sentences per bullet, discuss project requirements in some detail)
- 2.
- 3.
- 4.

B. Rightsizing:

(Explain what has been rightsized in the project and give cost estimate in savings. Explain any schedule issues with rightsizing.)

**BOTH AREAS ABOVE; A(REASONS FOR COST INCREASE) AND B(RIGHTSIZING) COMPLETED BY DOT PM. THE DOT PM MAY REQUEST ASSISTANCE FROM CONSULTANT**

C. Planning and Programming

Describe Source of Funds and Impacts:

Forward to Program Center (over \$500,000) : YES \_\_\_\_ NO  
\_\_\_\_\_

Forward to PMC (over \$1 million) : YES \_\_\_\_ NO \_\_\_\_\_

Approvals (Sign and date) :

Planning and Programming Manager: \_\_\_\_\_

ADE Design: \_\_\_\_\_

District Executive: \_\_\_\_\_

**THE AREA ABOVE COMPLETED BY PLANNING AND PROGRAMMING UNIT**