

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: _____

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