

## **Capital Works Management Framework**

### ***How to use the* Costing Document (Civil Engineering Works) Template**

**CO 2**

How to use the Costing Document (Civil Engineering Works) Template  
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# Using the Costing Document (Civil Engineering Works)

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## Overview

The Costing Document (Civil Engineering Works) is an Excel workbook. There is a separate template for each type of civil engineering project – for example, CO 2.1 is a template for costing *Roads* projects. The workbook contains a number of worksheets:

- Cover Page
  - Executive Summary
  - Cost Summary
  - Cost Breakdown
  - Extra worksheets for recording detailed information on individual cost elements.
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## Using the Templates

The workbook can be used throughout project planning, execution and analysis, although not all of it is relevant at every stage.

In each case, when you have compiled the Costing Document you should:

1. Print out the entire workbook and keep it on file; and
  2. Save the workbook with a suitable name and in a suitable location using **Save As**.
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## Outline Cost Plan

When developing an **Outline Cost Plan**, you will most likely want to collect and record information only at the level of the broad categories of civil engineering elements. You enter this information on the category summary lines in the Cost Breakdown worksheet.

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## Outline Cost Plan (Revised)

When revising the **Outline Cost Plan**, you will want to break down those figures further. You enter this information in the Cost Breakdown worksheet, this time using the detail lines for each category. Some categories contain extra, blank detail lines to enable extra items to be inserted. The subtotals and totals are calculated automatically and carried forward to the Cost Summary and Executive Summary worksheets.

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## Tender Cost Analysis

When carrying out a **Tender Cost Analysis**, you can similarly use the Cost Breakdown worksheet, and, if you wish, you can also use the individual Element category worksheets to present a more detailed breakdown, with descriptions and notes of the cost elements.

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## Analysis of Outturn Costs

When the project is complete, and you are carrying out an **Analysis of Outturn Costs**, you can use the Cost Breakdown worksheet, with the individual Element category worksheets if it is useful to do so.

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## Using the Costing Document (Civil Engineering Works), Continued

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### How to Open a Workbook

Click on CO 2\_1, CO 2\_2 or CO 2\_3 to open excel spreadsheet.

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### How to Fill in the Workbook

Two of the worksheets contain cells that must be completed:

- Executive Summary; and
- Cost Breakdown.

As you fill in the cost cells, all related cells are calculated and completed automatically.

All of the worksheet cells, except those to be completed, are password protected. The cells to be completed in the Executive Summary and Cost Breakdown are shaded in blue. Pressing the tab key will select each editable (blue) cell in turn. In some cases, selecting or editing a cell may cause help information relating to that cell to be displayed.

The additional worksheets for each of the individual categories may be used to keep a record of costs incurred in each category. However, any figures entered here will not be used in any calculations in the Executive Summary, Cost Summary or Cost Breakdown. The cost information entered here is totalled and checked against the figures entered in the Cost Breakdown.

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### Saving and Printing

When you have edited the spreadsheet, you should save it to a suitable location on your hard disk or server.

Print out the workbook in the normal way – you can print an individual worksheet or the entire workbook

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### Further Information

For further information about cost planning and analysis, see *GN 2.2 Planning and Control of Capital Costs*.

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