

PROCESS ACTIVITY - DETERMINE ESTIMATE COMMUNICATION APPROACH

Activity	Determine Estimate Communication Approach
Description	Cost estimate information is communicated to both internal and external constituencies. The communication approach covers what estimate information should be communicated, who should receive this information, how should the information be communicated and when should it be communicated. Conveying cost estimate information should be included when the Communication Plan is developed as part of the Project Management Process.
Inputs	Total project cost Project Management Process online Guide (Develop Communication Plan)
Technique and Tools	Communication Plan Template
Steps	<ol style="list-style-type: none"> 1. Determine Stakeholder Information Needs This step considers what cost estimate information should be made available to external and internal project participants and who should convey this information from the project team. 2. Develop Appropriate Communication Methods This step relates to how to communicate cost estimates and related information such as project scope, estimate uncertainties and risks, and estimate basis and assumptions. 3. Release Cost Estimate Information This step focuses on the released of cost estimate information to Region and HQ Management for final review prior to releasing cost estimates to external and internal stakeholders.
Products	Release total project cost estimate Communication plan for releasing project cost estimate
Guidance	<ul style="list-style-type: none"> • Use the Communication Plan Template to determine the what, who, how and when in relation to cost estimate information. • Use the “One Pager” developed from a CRA and CEVP[®] to communicate to external stakeholders. • Round estimates to appropriate order of magnitude.