

## **Including Project Risks/Unknowns in Long Range Estimate (LRE)**

Attached documents:

1. Complete Guide to Including Project Risks/Unknowns in Long Range Estimate (LRE)

2. Risk\_Register\_Template.xlsx

*Note that macros must be enabled. Also, the drop down selections for "Activity Impacted, Cost/Schedule Impact Indicator, and Critical Path Impact" have been intentionally disabled.*

### **Purpose**

This guide provides guidance on the necessary requirements to include a Project Unknown / Contingency in an LRE. Detailed instructions on how to identify risks, and calculate amounts is provided in the Risk modeling training offered by the Department. This training should be completed by anyone including this factor in an LRE.

### **Executive Summary**

In order to include a project unknown or contingency amount in any LRE, the project's risk must be determined and evaluated by the Project Manager. Including project risks will quantitatively justify project unknown amounts in the LRE.

A free spreadsheet created by HDR for use by FDOT employees, calculates a dollar amount based on risks entered by the project manager. This dollar amount is included in the LRE as an EX-Item labeled "Project Risks/Unknowns." Only project managers wishing to include a project unknown/contingency in their LRE are required to identify their project's costs risks.