Introduction

Staff Hours Estimation provides the Department and Consultant Project Managers (PMs) with a detailed description of the work efforts based on the Scope of Services. This provides consistent project scoping and a basis for staff hours required to complete every project task.

The staff hour process begins with estimation. The staff hour guidelines and forms are used as a tool to provide the PMs with an accurate estimate of the project work effort. This estimation effort is then used to negotiate the staff hours required to complete the project.

Staff Hour Guidelines

The Staff Hour Guidelines can be found on the Scope and Staff Hours Estimation website. They are in a Microsoft Excel format and include multiple worksheets that are used to estimate and negotiate a project. Each worksheet includes detailed information for each task or activity listed throughout the Scope of Services. A range of staff hours are recommended in the guidelines for each task based on typical work effort.

Staff Hour Forms

The Staff Hour Forms can be found on the Scope and Staff Hours Estimation website. They are in a Microsoft Excel format and are used as a standard form to calculate the staff hours for the entire project.

Staff Hour Negotiations

Once the Department and Consultant have completed an independent staff hour estimate, they will swap estimates and enter into staff hour negotiations. For more information on staff hour negotiations, see PMG 230 Contract Negotiations.