**DURATION ESTIMATING WORKSHEET**

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| **Project Title:** |  | **Date Prepared:** |  |
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| **Parametric Estimates** |
| [WBS ID](#WBS_ID" \o "Unique  identifier.) | [Effort Hours](#Effort_Hours" \o "Enter amount of labor it will take to accomplish the work; usually shown in hours, but may also be shown in days. Example: 150 hours) | [Resource Quantity](#Resource_Quantity" \o "Document the number of resources available. Example: 2 people) | [% Available](#Available" \o "Enter amount of time the resources are available; usually shown as the per-cent of time available per day or per week.  Example: 75% of the time) | [Performance Factor](#Performance_Factor" \o "Estimate a performance factor if appropriate. Generally effort hours are estimated based on the amount of effort it would take the average resource to complete the work. This can be modified if you have a highly skilled re-source or someone who has.......) | [Duration Estimate](#Duration_Estimate" \o "Divide the effort hours by the resource quantity times the percent available times the performance factor to determine the length of time it will take to accomplish the work. The equation is: Effort/(Quantity x % Available x performance factor)......) |
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| **Analogous Estimates** |
| WBS ID | [Previous Activity](#Previous_Activity" \o "Enter a description of the previous activity. Example: Build a 160 square foot deck.) | [Previous Duration](#Previous_Duration" \o "Document the duration of the previous activity. Example: 10 days) | [Current Activity](#Current_Activity" \o "Describe how the current activity is different. Example: Build a 200 square foot deck.) | [Multiplier](#Multiplier" \o "Divide the current activity by the previous activity to get a multiplier. Example: 200/160 = 1.25) | [Duration Estimate](#Duration_Estimate) |
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| **Three Point Estimates** |
| WBS ID | [Optimistic Duration](#Optimistic_Duration" \o "Determine an optimistic duration estimate. Optimistic estimates assume everything will go well and there won’t be any delays in material and that all resources are available and will perform as expected. Example: 20 days) | [Most Likely Duration](#Most_Likely_Duration" \o "Determine a most likely duration estimate. Most likely estimates assume that there will be some delays but nothing out of the ordinary. Example: 25 days) | [Pessimistic Duration](#Pessimistic_Duration" \o "Determine a pessimistic duration estimate. Pessimistic estimates assume there are significant risks that will materialize and cause delays. Example: 36 days) | [Weighting Equation](#Weighting_Equation" \o "Weight the three estimates and divide. The most common method of weighting is the Beta Distribution: tE= (tO + 4 tM + tP)/6 Example= (20+4(25) +36)/6) | [Expected Duration Estimate](#Expected_Duration_Estimate" \o "Enter the expected duration based on the Beta Distribution calculation. Example: 26 days) |
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