

## Rough Estimating Worksheet – Examples of Considerations for a Hypothetical Project

<b>Products or outputs desired, and in what forms</b>	<b>Number, length, or size of product anticipated</b> <small>(e.g., 3 manuals, 300 pages each; 5 tutorials of 20 pages each; 20 short demo movies)</small>	<b>Priority or proportion of total effort</b> <small>(e.g., high priority, large proportion)</small>	<b>Action(s) required</b> <small>(e.g., update existing version, redesign existing information, create or compile all new material)</small>	<b>Sources of information *</b> <small>(e.g., existing docs; SMEs; outside info sources; derived or summarized from logs or data; etc.)</small>	<b>Refinement of information to be provided</b> <small>(e.g., raw data, notes, outlines, or complete polished segments)</small>	<b>Number of review passes expected</b>	<b>Number of reviewers expected to give input</b>
<b>User Manuals</b> • PDF output	2 user manuals, 300 pages (max) each	Highest priority, largest proportion	Create all new material; format using 7x9" layout	Adapt portions of existing docs, obtain SME input	Need to create a proposed outline to fully estimate	4	6
<b>Help System</b> • RoboHelp Flash	2 main segments (to complement each user manual)	High priority	Design all new Help system and output in Flash	Adapt portions of existing docs, obtain SME input	Need to create a proposed outline to fully estimate	4	6
<b>FAQs</b> • On Web site • In Help system	50 Question & Answer segments; 1-page average length	High priority	Update existing and create new FAQs	Adapt portions of existing docs; research support call logs	Notes; polished chunks; support call records	4	5
<b>Quick Start Guide</b> • PDF output	1 guide, 20 pages in length	High priority	Revise existing Quick Start Guide	Current Guide; obtain SME input	Notes; outlines; polished chunks	4	5
<b>Tutorials - printed</b> • In Help system • In User Manual	5 total, 25 pages each (on average)	High priority	Create all new material	SME input; obtain parameters and values for each tutorial sequence	Notes; outlines; parameters and values	4	3
<b>Tutorials - animated</b>	5 total, 50 frames each (on average)	Medium priority	Create all new material	Replicate print tutorials	Completed print tutorials	3	3

**\*Sources of information might include:**

- 1) **Existing documentation**, to be used for reference purposes or for re-deploying specific sections
- 2) **Subject matter experts (SMEs)** within the organization
- 3) **Outside information sources** (industry reports, Internet, etc.)
- 4) **Derived or summarized** from support logs, problem reports, calculations, survey data, parameters and values, etc.

**Initial assumptions:**

- 1) Translation to other languages will not be required (the target language will be English).
- 2) Each variable in the matrix (number, length, size of products; priority; actions required; sources of information; refinement of inputs; number of review passes; number of reviewers whose inputs will need to be reconciled; and so forth) can significantly affect the scope of the estimate.