

**Tax Information Processing - Planning & Design**

**Service Design**

**<Request Number and Title>**

**High-Level Project Estimates**

**<Draft/Final>**

Original Date: <Date>

Revised Date:

Creator:

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Section** |
|  | Design Lead |  |

# Estimating Assumptions

*List any assumptions that are being made to create the estimates. This could include, but not limited to…*

* *Assumes resources have the skills required*
* *Level of estimating confidence (expressed as a +/- percentage)*
* *Assumed Allocation Percentage is during the Planned Duration in Days.*

# Estimated Durations

*Example:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Phase/Milestone** | **System** | **Resources Needed** | **Assumed Allocation Percentage**  | **Planned Duration in Days** |
| Technical Design | ITAS |  Developer (1) | 100% | 25 |
| Technical Design | OFP | Developer (1) | 100% | 10 |
| Construction | ITAS | Developers (2) | 50% | 60 |
| Construction | OFP | Developer (1) | 50% | 20 |
| Systems Test | ITAS/OFP | Systems Tester (1) | 100% | 13 |
| BT / Training |  |  Trainer (1) | 100% | 5 |
| UAT | ITAS/OFP |  Use Acceptance Tester (1) | 75% | 10 |
| Deployment | ITAS |  Developer (1) | 100% | 3 |
| Deployment | OFP | Developer (1) | 100% | 1 |
| Deployment |  | Production Control (2) | 50% | 2 |

### Include the following in Estimated Durations above:

* *Major project phases and milestones*
* *Required staff resources (system/skills, Resource Needed, Number of Resources) – Do not include specific, individual names.*
* *Estimated resource allocation percentage of each resource.*
* *Planned duration of tasks in days or weeks.*

# Approvals

|  |  |  |
| --- | --- | --- |
|  **Name** | **Role** | **Date** |
|   | Service Design Coordinator |  |
|  | IT Managers |  |

# Revisions

|  |  |  |
| --- | --- | --- |
| **Date** | **Revision Description** | **Tracking ID (ECM, ITSM, Defect ID, Etc.)** |
|       |       |  |

**Revision Approvals**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Date** |
|  | Service Design Coordinator |  |
|  | IT Managers |  |