

Workflow

Division manager will create a new workbook from the template, enter their division ID, and refresh the data.

After recording anticipated changes and comments, workbook will be circulated for review by project management team and further comments.

Finalized workbook will be used to update the Anticipated Changes value in Job Cost.

Finalized copy will be saved as a values-only copy.

Estimate

Time	Design Task
5 min	Parameters (Division ID)
5 min	Driving Query
20 min	Formulas for amount columns
0 min	Apply Auto Filter
2 min	Add report totals
5 min	Add comments column (with value that is retained)
10 min	Add ability to write Anticipated Changes value back to Job Cost
20 min	Formatting & Completion
30 min	Testing & verification of values
97 min	SUBTOTAL
25 min	Unknowns (25%)
122 min	TOTAL ESTIMATE (2 Hours)

Test Plan / Customer Acceptance

Customer has agreed to provide a copy of their accounting data and will manually produce a report that reflects the values that we should get.

Report will be tested to confirm that the expected values are produced.

Customer will accept the completed design upon confirmation that results match.