Estimating Template

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| **Task Name** | **Description** | **Initial Estimate** | **Actual Time** | **Variance** | **Reason for Variance** |
| Create quarterly customer  analysis report | Gather the month end reports for the quarter, extract the data for customers belonging to our region, import it to our customer database, validate the data, and create the reports | 2 hours | 3 hours | -1 | Reports from the first month of the quarter were archived; import to the database took longer than anticipated. |
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