A blue letter on a black background

Description automatically generated

Olympic Blank Template

[Project Description]

[Project ID/Job ID]

[Client Company]

<Client Logo>

Document Approval

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| --- | --- | --- | --- |
| Client NamE & signature | date | olympic name & signature | date |
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Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| DOCUMENT EDITOR | Version Number | Date Modified | Comments |
| Name | 1.0 | DD/MM/YYYY |  |
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Note: Use Revision History to indicate changes to the document. DO NOT create multiple physical copies/versions of a document.

Acronyms, Abbreviations and Jargon Used

|  |  |
| --- | --- |
| acronym | meaning |
|  |  |
|  |  |
|  |  |

Related Documents

|  |  |
| --- | --- |
| document name | author |
| Text | Text |
|  |  |
|  |  |

Please FILL IN or DELETE all areas of the template. Delete unused sections.

Sections below are NOT mandatory, just there to prompt your thought process.

|  |  |
| --- | --- |
| TEST | TEST |
|  |  |

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Once all sections are complete / deleted, highlight index above, press F9 and update entire table.

File name for this document: Prefix the file name with the Job code used to produce this document. Save the document under P002 or under the relevant project. Do not save it under a Prepay project that only exists for billing reasons.

**Delete all green notes before sending to client.**

# Heading One

## Heading Level Two

Normal body text here, for paragraphs. Franklin Gothic Book, size 10. Bold text for emphasis.

### Heading Level Three

You have three levels of headings.

Bullet Points are always good, as clients often won’t read wordy paragraphs. Bullet list paragraph example:

* Bullet list item one
* Bullet list item two
* Second level bullet
* Press tab again to get second, third levels of bullets

You can also make a numbered list:

1. Item one
2. Item two
3. Item three

## Table Example

Table styles are included in the templates. Adjust columns and sizing as necessary.

|  |  |
| --- | --- |
| Table header one | header two |
| Item one | Text here |
| Item two | More text here |
|  |  |
|  |  |

# Estimate Table Example

This is an example of an estimate table. Formulas are included – update the Hours and Rate, then right click in the Cost cell and click Update Field.

The Estimate must be created by using the SE Estimating Template on the SharePoint Home page. It is then summarised in here. The resulting Estimator Excel file must be stored in SP with this document - give it the same name as the job doc - preferably using the job number.

This section is to be completed before the Customer is asked to sign off this Document and BEFORE development is started. The following is a GUIDE ONLY with various areas you should consider during estimation. Delete irrelevant tasks/text below

|  |  |  |  |
| --- | --- | --- | --- |
| task | estimate (hours) | rate / hr ($) | cost ($) |
| Task One here | 2 | $215.00 | $ 430.00 |
| Task Two here | 2 | $215.00 | $ 430.00 |
| Task Three here | 1 | $215.00 | $ 215.00 |

Notes

If estimating in days these must be 8-hour days

1. Confirm rates with Project or Account Manager.
2. Allow time for a handover where the developer is not the person who did the analysis.
3. Rework allowance is mandatory for development jobs.

# Appendix

This section is to be filled in as required – otherwise delete.