

To SM014 Manual Users
Cc Senior Manager Procurement
From SM014 Steering Group
Date August 2021
Subject Cost Estimation Manual (SM014) Second Edition – Summary of amendments August 2021

Purpose

To present a summary of amendments made in the August 2021 Second Edition of the *Cost Estimation Manual (SM014)*. Manual users should always visit the link below to ensure the current version published is being accessed, referenced, and used.

<https://www.nzta.govt.nz/resources/cost-estimation-manual/>

Table of Amendments

Note: minor amendments are not always identified

Section no.	Section title	Description of change
All sections	All sections	AMENDED name to Waka Kotahi NZ Transport Agency.
All sections	All sections	AMENDED to reflect current Waka Kotahi NZ Transport Agency branding and document styles.
Document Management Plan	Document Information	Manual Owner change. Manual Sponsor change.
	Amendment and Review Strategy	Summary of amendments location update.
1. Introduction	1.7 Manual Review Process	The process is governed by CAM – Collateral Administration and Management.
	1.10 Feedback	All feedback for all collateral is addressed to procurement@nzta.govt.nz .
2. Terminology and Abbreviations	2.1 Terminology	Multiple description updates as listed following; Base Estimate, Escalation, Estimate Types, Waka Kotahi Managed Costs, Out-turn cost, Project, Single-Stage Business Case.
	2.2 Abbreviations	Multiple abbreviation updates as listed following; MBCM, NZUP, SSBC.
3. Project Phase and Estimate Types	3.1 3.1 Business cases and estimate terminology	Multiple process and activity update.
4. Roles and Responsibilities	All sections	Multiple role and responsibility updates and additions.
5. Purpose of Cost Estimates	All sections	Multiple updates.

6. Estimating Procedures	6.1 General	New process map implemented.
	All other sections	Multiple updates.
7. Escalation	All sections	Multiple updates.
8. Land and Property	All sections	Substantive additions. Complete rewrite from previous editions.
9. Risk and Contingency Calculation	All sections	Multiple updates.
10. Reporting Estimates	All sections	Multiple updates.
11. Estimate Audit Trail	All sections	Multiple updates.
12. Peer Review and Parallel Estimates	All sections	Multiple updates.
13. Scope and Cost Control Process	All sections	Multiple updates.
14. Estimating Guidelines	All sections	Multiple updates.
Appendix	All templates, forms and guidelines	Multiple amendments to the templates

Queries/feedback

Any queries/feedback on this issue should be sent to procurement@nzta.govt.nz.