

# COST MANAGER'S CHECKLIST



*What you need to set up your project's cost management.*

*Organizations are always under pressure to closely monitor their expenses, and this is especially true today as companies look to lower costs. That means the role of the **cost manager** is very important.*

*Whether you are new to cost management or trying to bring experience into a new project or company, this checklist provides a list of questions in order to :*

- *Help you understand the project environment and its processes in cost management.*
- *Guide you in thinking about and implementing good cost management practices.*

*Let's get started!*



# IDENTIFY YOUR CONTACTS



Identify and list the names and emails of your key cost management stakeholders.

## COST CONTROLLER

The Cost Controller has an important role in finance. They prepare the budget forecast (based on the data provided on the project). They also participate in high-level budgetary decision-making committees. They are in charge of financial reporting to monitor project expenses.

## PROJECT CONTRIBUTORS

Project contributors can come from different departments (engineering, production, testing, support, training, logistics, etc.). They are the project stakeholders and report to the project team for resources and expenses (as in the bottom-up budget estimation).

## PURCHASING CONTACTS

Some projects require frequent interactions with purchasing for ordering and vendor selection. The purchasing team is the key to all ordering processes and supplier choices.

## ORDERING CONTACTS

Depending on what product a purchase order is for (equipment, service provision, etc.), those who submit purchase orders may change. It is important to identify who is responsible for each type of purchase order (supply chain, purchasing, secretary, etc.).

NAME	ROLE	EMAIL

# DETERMINE YOUR TOOLS

Identify and list all the tools and documents to support your cost management efforts, as well as each of their locations.

## □ COST MANAGEMENT TOOLS

*It's a good practice to use existing tools as much as possible. They usually contain historical data and are already understood by the project team. They are also more easily adopted than a new file unknown to the project stakeholders. Then, if there is a need for a new tool, the cost manager will understand where the gaps exist.*

TOOL	LOCATION	EXISTING OR NEEDED?

## □ COST MANAGEMENT DOCUMENTATION

*The cost manager and project team should work from the same documents to maintain consistency and shared understanding of cost status and procedures. This includes baseline documents, the cost management plan, project cost reports, etc.*

DOCUMENT	LOCATION	DOCUMENT OWNER

# ALIGN WITH YOUR ORGANIZATION



Align with the scope level and cost management processes of your organization.

## ORGANIZATIONAL BUDGET

Depending on the type of project, the budget can range from a few months to a few years. It is important to have this global view to organize yourself in the management of your project. The cost management process and how often the budget is reported on differ slightly on a short project (2-3 months) compared to a long project (more than 2 years).

PROJECT DURATION	

BUDGET REPORTING FREQUENCY	

## SCOPE LEVEL

Identify the level of scope (project, program, portfolio.) to know what level of the organization to interact with.

SCOPE LEVEL	

## PROCESSES DOCUMENTATION

It is important to follow cost management practices from the organizational level. List all documentation defining internal processes related to cost management from the organization.

DOCUMENT	LOCATION	DOCUMENT OWNER

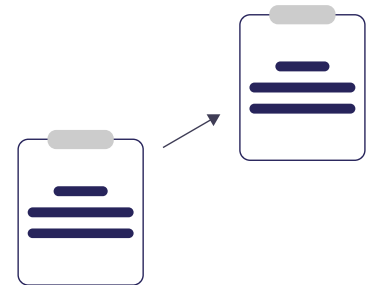


# A COST MANAGER'S STANDARD CHECKLIST



## IDENTIFY YOUR CONTACTS

- COST CONTROLLER
- PROJECT CONTRIBUTORS
- ACCOUNTING CONTACTS
- DECISION MAKERS



## DETERMINE YOUR TOOLS

- COST MANAGEMENT TOOLS
- COST MANAGEMENT DOCUMENTATION



## ALIGN WITH YOUR ORGANIZATION

- ORGANIZATIONAL BUDGET
- SCOPE LEVEL
- PROCESSES DOCUMENTATION