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# When is a new or Updated Estimate Needed

Project and Program Delivery Manual  
Chapter 5.1  
Estimating Overview  
Originally Issued: 11-07-24  
Revised: 09-03-25

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This chapter is to discuss the timing of estimate and budget estimate updates in Masterworks.

## Estimate Update Timing

Estimate updates are required:

1. Anytime a significant design change is made
2. Within one month of the following task dates:
  - a. Concept
  - b. Field Exam
  - c. Right of Way Submittal
  - d. Final Plan Turn in
3. Prior to December 1: (A report will be distributed)
  - a. The 10 most expensive projects
  - b. Any phase over \$10m that will be in the first year of the next program and the estimate has not been updated in the current calendar year

For Bullet 2, these are major events that may have additional quantities or changes reflected. Other events are less likely to have a substantial impact on the cost but should be considered for update if they will noticeably impact project costs.



**Note:** Project Managers are responsible for assuring the estimates and budget revisions are completed in accordance with the guidance above for their assigned projects.

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## Chronology of Changes to Manual Section:

### 5.1.3 When is a New or Updated Estimate Needed

11/07/2024	NEW
09/03/2025	Removed Header on pages. Checked Accessibility.