Ops 4: Fixed■Fee Estimating + Automatic Change Orders

Estimate Hours with Less Risk

Three■Point (PERT) per task: Expected Hours = (Optimistic + 4×Most Likely + Pessimistic) ÷ 6
Risk Buffer: Low 10% · Med 20% · High 30% (on hours).

Fixed Fee Pricing

Fixed Fee = (Estimated Hours × (L ÷ U)) ÷ (1 − GM) + Pass■throughs

Change Order Triggers

Trigger when any occurs: requirements change; new stakeholder; unforeseen condition; **Hours Spent ≥ 70%** while **% Complete < 70%**.

PM Automation (Asana/ClickUp + Harvest/Clockify)

When trigger fires → auto■create task "Prepare CO Options", notify owner + client, insert email template.

> **■ How J&B; LLC can help**
>
> • Build your estimating template (PERT + buffer)
> • Wire rules that flag overrun and draft CO emails
> • Train PMs to enforce scope without drama

Key Takeaway: Estimating + automation protects margin and avoids awkward surprises.

Try It Yourself

Pick your next project and rough in the estimate & triggers.

Task	Opt (O)	Most (M)	Pes (P)	Expected ((O+4M+P)/6)	Risk %	Budget Hours
_____	____	____	____	____	____	____
_____	____	____	____	____	____	____
_____	____	____	____	____	____	____

Reflection

• Where do we under■estimate most often? _____

• What change■order trigger will save us first? _____

■ **Action Step:** Add a 70% hours / <70% complete trigger in your PM tool today.