

# Open Government Costing Tool: **User Guide**

**QUICK START GUIDE.** While we highly recommend that all users of the Open Government Costing Tool review this brief User Guide for detailed information regarding tool operation, we have included instructions in each information tab of the tool to allow users who choose to skip the review of this guide and to begin working with the tool immediately.

## Objective of the Tool

The Open Government Costing Tool is a Microsoft Excel-based application designed to support the collection and calculation of the cost of open government programs. This tool, developed by Results for Development with support from the World Bank, was created as a companion to the Open Government Costing Framework and Methods, which details an approach to estimating the cost of open government programs. This tool is a template in which users can directly enter data collected on input units and unit costs of an open government program and automatically generate an estimate for the cost of the program. Specifically, this tool:

- **Outlines the key cost elements** included in an open government program;
- **Presents the results in a variety of ways**, including (1) highly detailed, micro-level information and (2) a summary of the macro-level information; and
- **Provides a user-friendly interface** that allows the user to input key program elements and easily adapt the tool for similar costing purposes.

This User Guide is intended to serve as a manual that can be followed to use the Open Government Costing Tool. In this Guide, we have included (1) definition for the costing elements included in each tab of the costing tool and (2) descriptions of how to use the costing tool. This User Guide is intended to give the reader the information necessary to navigate the Costing Tool confidently and to modify the tool to best fit his/her needs.

## User Guide

### Overview of the Open Government Costing Tool

The Open Government Costing Tool follows the *ingredients approach* to costing, which calculates total costs by multiplying cost per unit by the number of units. For example, the total cost of procuring notebooks is calculated by multiplying the cost of one notebook by number of notebooks procured. Further description of the tool can be found in the *Tool Navigation* section of this manual.

This Costing Tool utilizes an economic costing methodology, meaning that it includes economic or indirect costs such as opportunity costs and volunteer labor. However, the tool can be easily adapted to calculate fiscal and financial cost by changing the definition of the cost categories as described in the Open Government Costing Framework and Methods.

The tool is structured with two major tab types: (1) **Output Tabs** and (2) **Input Tabs**. A definition and explanation of each of the tab categories is provided in more detail below. The overall structure of the tabs in the excel file is:

#### **Output Tabs** (information tab)

- *Cost Summary*

**Input Tabs** (information tab)

- *Setup Tabs* (information tab)
  - Planning
  - Development of Systems
  - Advocacy
- *Installation and Implementation* (information tab)
  - Legislation
  - Promotion
  - Initial Training
- *Operation* (information tab)
  - Project Management
  - Equipment Maintenance
  - Monitoring and Evaluation
  - Utilization
  - Recurrent Training

Each of the tabs labeled above as an “information tab” includes instructions for how to complete subsequent tabs in the Costing Tool; however, no data should be entered in these tabs. The *Cost Summary* tab will automatically generate costing estimates based on data entered in the Input tabs tabs. All of these tabs are described in greater detail below.

**Output Tabs**

The Output Tabs present the results of the costing analysis within the tool. The Output Tab in this tool is the *Cost Summary* tab. The *Cost Summary* tab contains five tables and four graphs and provides a summary of the total expected costs of the open government program by summing the total costs from each of the input tabs. Each table includes an option to sum line items by cost

category or as a lump sum. A detailed description of each table can be found below. This tab also contains four graphs that automatically visualize data presented in the last four tables, described in further detail in Table 1 below.

**Input Tabs**

The Input Tabs are the main drivers of the Costing Tool. These tabs require the user to input unit costs and unit amounts for each cost category and each phase into tables, data which is then automatically included into the calculation of the actual cost of the program (populated in *Cost Summary* tab, described above). Within each of these tabs, the *ingredient costing* methodology is employed; all tabs contain columns on unit amounts and unit costs, which are multiplied to calculate total costs. Each of the line items within the costing tabs also contains a yellow column to distinguish multiple funders, which links to ‘Total Cost per Funder’ table in the Output Tab (described in more detail below, as well as within the Tool).

There are three main categories of input tabs delineated by the Open Government Costing Framework and Methods: (1) Setup; (2) Installation and Implementation; and (3) Operation. Within each phase, the input tabs are separated by activity. The activities include:

- **Setup Phase:** (1) planning, (2) development of systems, and (3) advocacy;
- **Installation and Implementation Phase:** (1) legislation, (2) promotion, and (3) initial training; and,
- **Operation Phase:** (1) program management, (2) equipment maintenance, (3) monitoring and evaluation, (4) utilization, and (5) recurrent training.

**TABLE 1: Description of Output Tables and Graphs**

Table	Description
<b>Total Cost of Program</b>	Summarizes total cost of the program as calculated through line items and lump sums. Note that there is no graph for this item.
<b>Total Cost per Activity</b>	Summarizes costs for each of the major activates of the program as defined by the Open Governance Costing Methodology though line item inputs and lump sum inputs. The last column summarizes the costs by percentages. This table links automatically to Graph 1: Total Cost per Activity.
<b>Total Cost per Cost Category</b>	Summarizes costs for each of the major cost categories of the program as defined by the Open Governance Costing Methodology though line item inputs and lump sum inputs. The last column summarizes the costs by percentages. This table links automatically to Graph 2: Total Cost per Cost Category.
<b>Total Cost per Phase</b>	Summarizes cost per each phase of the program as defined by the Open Governance Costing Methodology though line item inputs and lump sum inputs. This table links automatically to Graph 3: Total Cost per Phase.
<b>Total Cost per Funder</b>	Summarizes a feature within the tool that allows the user to identify the amount financed by each funder. This table links automatically to Graph 4: Total Cost per Activity by Funder.

TABLE 2: List of Cost Categories

Line Item	Units	Number of Units
<b>Salaried Labor</b>	Estimate of salary and benefits	Percent of time spent on program activity or average number of hours per activity
<b>Consultants</b>	Estimate of salary and benefits	Number of consultants and number of days worked per consultant
<b>Contract</b>	Cost of services	Number of services procured
<b>Volunteer Labor</b>	Economic value of volunteer labor	Percent of time spent on program activity or average number of hours per activity
<b>Rent</b>	Venue rental per day	Number of rental days
<b>Transport</b>	Cost of transport (costs of bus fare, plane travel, and the cost of fuel for program related transport)	Number of times transport used Number of trips or share of program vehicle allocated to open governance program
<b>Per Diem</b>	Cost of allowances and honorariums per day	Number of days
<b>Materials</b>	Cost of any materials used in the program such as training materials, manuals, etc	Number of materials used
<b>Overhead</b>	Total overhead costs of building maintenance, utilities, telephone, internet connections	Percent of time spent on the program
<b>Equipment</b>	Value of depreciation for equipment, such as computers, printers, furniture	Quantity, type, brand, useful life years of equipment

Each of these activities is defined in more detail in the Open Government Costing Methodology.

Within each of the activities, there are 10 cost categories. These cost categories are listed and defined in Table 2. Not all cost categories may be relevant to each activity. Each of these categories is defined in more detail in the Open Government Costing Methodology.

## Tool Navigation

To use the tool, the user enters data for each relevant line item into each relevant input tab. Each individual line item is entered into the white rows, which sum to the cost per

category in the grey rows in each of the input tabs. Each row includes seven columns (shown in Figure 1):

**Units.** Here the user would enter the number of units for the relevant line items. For example, for salaried labor, this would be number of staff hours. Staff that have the same unit cost can be entered into a single row; however, staff with have different salaries would need to be entered into different rows which would correspond to their relevant unit costs.

**Unit Cost.** This is the defined cost for each individual unit, which the user will also need to input for each relevant line. To continue the example of salaried labor, this would be the hourly rate of each staff member.

FIGURE 1: Columns for Input Tabs

	Units	Unit Cost	Total	Unit Type	Financing	Note and Instructions
<b>Salaried Labor</b>		0	0		A	
			0		A	
<b>Consultants</b>		0	0		A	
			0		A	

**FIGURE 2: Total Rows for Input Tabs**

Rent		0	0		A
			0		A

Total (from calculations of line items)

Total (if want lump sum to be entered)

**Total.** This is the total cost per phase of a particular cost category. Note that this is automatically calculated in the tool, multiplying the units by the unit cost, and as such the user should not input any data into this column.

**Unit Type.** This is a description of the units used for the calculation. In this example, the unit type would be "staff hours". Table 2 provides guidance on what units might be entered for each activity.

**Financing.** This column was included to allow for costing analysis that is disaggregated by funder. While it is not necessary to fill this column out, the user may want to include funder information if he/she wants to differentiate costs incurred between funder. To include this in the calculation, the user would input the relevant funder in the yellow column next to each corresponding line item. In order for this information to generate automatically, the user **must** input the name of the funder in both the yellow columns in the INPUT tabs as well as in the column titles of the Cost Summary Tab.

**Notes and instructions.** While this column is not required for costing estimates, this is very important in this Costing Tool. Additional description of the line item, such as "Number of hours worked per week (8\*5) multiplied by number of staff members; Staff wages per hour \$8," as well as the source of information should be listed here for future reference.

Additional white input rows can be added as needed under each cost category grey row. When rows are added, it is important to ensure they sum to the total in the corresponding grey row.

Each of these grey rows sum to the teal row "Total (from calculation of line items)," illustrated in Figure 2. This total depicts the full cost of the input tab in question. When individual costs per line item are not known, the user can also input the total cost as a lump sum in the teal row labeled "Total (if want lump sum to be entered)".

The totals in the teal rows in each input tab automatically tie to the Cost Summary tab to calculate Total Cost per Activity. The totals in the grey rows of each input tab sum to the Total Cost per Cost Category table in the cost summary tab. It is important to note that when the lump sum cost is entered, line item costs are not entered in the Cost Summary tab. The inputs of the funder into the yellow column for each corresponding line item automatically sum to the Total Cost per Funder table in the Cost Summary tab.

While this tool automatically populates total costs, it is also necessary for the user to double-check each of the costing tabs to ensure that each line item is included and not counted twice. The total costs for each of the tables in the Cost Summary tab should all add to the same number. Double-checking this sum will ensure that all costs are included in all tables of the Cost Summary tab.