

**Interview Findings Form
EVMS Compliance Review
[Contractor] – [City], [State]
[Month] XX-XX, 20XX**

Controlled By: DCMA Controlled By: EVMS Center (PIX[Insert Hub]) CUI Category: PROCURE, PROPIN Distribution/Dissemination Control: FEDCON POC: [Interview Team Lead Name], (XXX) XXX-XXXX, [Interview Team Lead Email]
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INTERVIEW INFORMATION:

Interview #: [Interview number from the agenda]
Interview Date: [Date the interview will occur or occurred]
Date Submitted: [Date this revision of the IFF was submitted]
Revision #: [Initial is 0, each resubmission to the review assistant or deputy increases by 1]
Program Name: [Name or N/A]
CAM Name: [Insert Control Account Manager Name]
Title/Position: [Insert CAM Title or Position (e.g., Master Scheduler)]
Area of Responsibility: [Short Description of CAM Responsibility]
Interview Team Lead: [First and Last Name of the lead]
Team Attendees: [First and Last Name of the government team attendees]
Contractor Attendees: [First and Last Name of the contractor attendees]

INTERVIEW DEBRIEF & RESULTS:

CAM's Total Budget: [Provide from data call and/or interview introduction]

Number of Control Accounts: [Provide from data call and/or interview introduction]

Document Requests: [Numbered list of document requests with descriptions resulting from Interview]
1.

Potential Deficiency Reports: [Numbered list of potential deficiency reports with guidelines and descriptions identified from Interviews]
1.

Issues for the Daily Debrief (optional): [Issues during the interview for possible elevation to the daily debrief with the contractor (e.g., late start, couldn't open IMS, CAM was not given an opportunity to answer)]
1.

Kudos for the Daily Debrief (optional): [Kudos during the interview to provide to the contractor during the daily debrief (e.g., CAM was very knowledgeable, screensharing worked great, all documentation was readily available)]
1.

INTERVIEWEE INTRODUCTION:

- Please provide a brief introduction describing your background and responsibilities.

[Take notes here]

ORGANIZATION

GUIDELINE 1 – DEFINE THE AUTHORIZED WORK ELEMENTS:

- **[Use this to create a question that does not relate to a DECM for this guideline.
Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **01A101b – Is there a single product-oriented WBS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **01A201a – Are contract work scope (SOW) requirements included in the WBS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 2 – DEFINE PROGRAM ORGANIZATIONAL STRUCTURE:

- **[Use this to create a question that does not relate to a DECM for this guideline.
Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **02A101a – Is there a single OBS used on the contract?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **02A102a – Are all major subcontractors/suppliers and intra-organizational work with an EVMS DFARS clause flow down requirement included in the OBS reporting requirements in Format 2 or CPD?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 3 – INTEGRATE SUBSIDIARY MANAGEMENT PROCESSES:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **03A101a – Is control account data traceable between system artifacts including schedule, cost data, and work authorization documents? Do baseline dates align between the work authorization documentation (WAD) and IMS? (count)**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **03A101c – Is control account data traceable between system artifacts including schedule, cost data, and work authorization documents? Does BAC (hours or dollars) within the EV Cost Tool reconcile to the work authorization documentation (WAD)? (count)**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **03A101e – Is control account data traceable between system artifacts including schedule, cost data, and work authorization documents? Does discrete WP EV percent complete align between the IMS and EV Cost Tool?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **03A101f – Is control account data traceable between system artifacts including schedule, cost data, and work authorization documents? Do the baseline dates in the IMS align with the dates in the EV Cost Tool?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **03A101g – Is control account data traceable between system artifacts including schedule, cost data, and work authorization documents? Do the CA baseline dates align between the WAD and the EV Cost Tool?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **03A101h – Is control account data traceable between the system artifacts including schedule, cost data, and work authorization documents? Does the OBS align between the IMS and EV Cost Tool?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **03A101i – Is control account data traceable between system artifacts including schedule, cost data, and work authorization documents? Does the WBS align between the IMS and EV Cost Tool?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **03A102a – Is subcontractor/supplier data aligned with and traceable through the prime system? Do the subcontractor/supplier EVM data elements reconcile to the prime EV Cost Tool?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **03A103a – Do the forecast start and finish dates in the subcontractor/supplier IMS reconcile to the prime IMS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **03A103b – Do the baseline start and finish dates in the subcontractor/supplier IMS reconcile to the prime IMS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 4 – IDENTIFY OVERHEAD MANAGEMENT:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **04A101a – Has an organizational authority been established for indirect cost management?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 5 – INTEGRATE WBS/ORGANIZATIONAL STRUCTURE TO CREATE CONTROL ACCOUNTS:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **05A101a – Does each control account have exactly one responsible organizational element assigned?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **05A102a – Is each control account assigned to a single Control Account Manager (CAM)?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **05A103a – Does each control account have exactly one WBS element assigned?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

PLANNING, SCHEDULING, AND BUDGETING

GUIDELINE 6 – SCHEDULING WORK:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A101a – Does each discrete WP, PP, SLPP have task(s) represented in the IMS and EV Cost Tool?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A102a – Are authorized risk mitigation activities incorporated into the IMS as required by the process instructions?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A204b – Are there open starts or finishes (“dangling logic”) in the schedule?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A205a – Are lags used in the schedule?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A208a – Do summary tasks/activities in the schedule have logic applied?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A209a – Are schedule network constraints limited?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A210a – Do LOE tasks/activities have discrete successors?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A211a – Is high total float rationale/justification acceptable?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A212a – Are there out of sequence tasks/activities & milestones?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A301a – Are lower level baseline and forecast dates traceable to the corresponding higher level dates in the IMS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A301b – Does the IMS baseline finish date align with contractual/CLIN finish (POP) date?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A401a – Does the schedule tool produce a critical path that represents the longest total duration with the least amount of total float?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A401b – Are key contractual milestones and events identified in the IMS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A501a – In the IMS, do all of the tasks/activities & milestones have baseline start and baseline finish dates?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A504a – Are actual start dates changed after first reported?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A504b – Are actual finish dates changed after first reported?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A505a – Do all in progress tasks/activities & milestones have actual start dates?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A505b – Do all complete tasks/activities & milestones have actual finish dates?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A506a – Are actual start and actual finish dates valid for all tasks/activities & milestones in the IMS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A506b – Are forecast start and finish dates valid for all tasks/activities & milestones in the IMS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06A506c – Are forecast start/finish dates riding the status date of the IMS for two consecutive months?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06I101b – Do schedule margin tasks/activities represent risk impact to subsequent significant events/milestones?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **06I201a – Are Schedule Visibility Tasks (SVTs) identified and controlled in the IMS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 7 – IDENTIFY PRODUCTS AND MILESTONES FOR PROGRESS ASSESSMENT:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **07A102b – Is the IMP traceable to the IMS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 8 – ESTABLISH THE PERFORMANCE MEASUREMENT BASELINE:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **08A101a – Is the time-phased PMB in alignment with the IMS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **08A201a – Was customer authorization received before reporting an OTB in the Integrated Program Management Report (IPMR)/Contract Performance Report (CPR)/ Integrated Program Management Data and Analysis Report (IPMDAR)?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **08I101a – Do all SLPPs have duration?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **08I102a – Have SLPPs incurred actual costs?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **08I103a – Have SLPPs earned performance?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 9 – AUTHORIZE AND BUDGET BY COST ELEMENTS:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **09A101a – Is authorization date prior to budgeted baseline start?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **09A102a – Is work authorization date prior to the incurrence of actual costs?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **09A103a – Are elements of cost defined/identified for each control account?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 10 – DETERMINE DISCRETE WORK AND OBJECTIVE MEASURES:

- **[Use this to create a question that does not relate to a DECM for this guideline.
Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **10A102a – Is each Work Package assigned a single EVT?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **10A103a – Are 0-100 EVTs applied to incomplete WPs with one accounting period of budget?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

CUI

- **10A104a – Are %Start-%Finish EVT's applied to incomplete WPs with two accounting periods of budget?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **10A105a – Is BCWP claimed consistent with the WP EVT?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **10A109b – Does each WP/PP/SLPPs have an assigned budget?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **10A201a – Are EVT's for material consistent with the manner in which material is planned and performance claimed?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **10A302a – Have PPs incurred actual costs?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **10A302b – Have PPs earned performance?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **10A303a – Do all PPs have duration?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 11 – SUM WP/PP BUDGETS TO CONTROL ACCOUNT:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **11A101a – For all CAs, does the BAC for the CA equal the sum of the WP and PP budgets within the CA?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 12 – LEVEL OF EFFORT PLANNING AND CONTROL:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **12A101a – Are the contractor's Level of Effort (LOE) WPs supportive in nature and/or do not produce technical content leading to an end item or product?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **12A201a – Are LOE WPs separately evaluated from non-LOE WPs within the same control account?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **12A301a – Does the time-phasing of LOE WP budgets properly reflect when the work will be accomplished?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **12A401a – Does the contractor proactively manage Level of Effort (LOE) CAs/WPs to avoid inaccurate performance measurement?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **12I101a – Do LOE WPs have schedule variances?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 13 – ESTABLISH OVERHEAD BUDGETS:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **13A101a – Are published indirect rates consistent with those budgeted in the EV Cost Tool?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 14 – IDENTIFY MR AND UB:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **14A101a – Is MR excluded from the PMB?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **14A201a – Is UB included in the PMB?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **14A202a – Does UB have defined scope and is traceable to contractual actions?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **14I101a – Is MR traceable from the subcontractor/supplier to the prime EVMS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 15 – RECONCILE TO TARGET COSTS:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **15A101a – Does Total Allocated Budget (TAB) reconcile to the sum of budgets?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

ACCOUNTING CONSIDERATIONS

GUIDELINE 16 – RECORD DIRECT COSTS:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **16A101a – Does ACWPCUM in the EVMS reconcile to actual costs in the accounting system?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **16A301a – Are estimated actuals properly used to account for the cost of work accomplished that has not yet been recorded in the accounting system?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **16A501a – Is Non-Material ACWP being recorded without BCWP?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **16A501b – Is Non-Material BCWP being recorded without ACWP?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **16A501c – Is Non-Material ACWP being recorded without BCWP?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **16A501d – Is Non-Material BCWP being recorded without ACWP?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **16A502a – Are actual costs excluding material being incurred on completed work?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 17 – SUMMARIZE DIRECT COSTS BY WBS ELEMENTS:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **17A101a – Does ACWP_{CUR} summarize from the lowest defined level where actual costs are collected through the WBS hierarchy without allocation to two or more higher-level WBS elements?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 18 – SUMMARIZE DIRECT COST BY ORGANIZATIONAL STRUCTURE ELEMENTS:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **18A101a – Does ACWPCUR summarize from the lowest defined level where actual costs are collected through the OBS hierarchy without allocation to two or more higher-level OBS elements?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 19 – RECORD/ALLOCATE INDIRECT COSTS:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **19A101a – Are published indirect rates consistent with those applied in the EV Cost Tool for actual costs?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **19A101b – Are the bases and rates for allocating costs from each indirect pool consistently applied?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **19A401a – Does ACWPCUM in the EVMS reconcile to actual costs in the accounting system?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 20 – IDENTIFY UNIT AND LOT COSTS:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **20A101a – If required, is the contractor’s system capable of reporting in unit or lot costs in a production or manufacturing environment?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **20A201a – If required, are the cost accumulation structures established identifying recurring/non-recurring costs?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 21 – TRACK AND REPORT MATERIAL COST/QUANTITIES:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **21A301a – Are actual material costs being incurred on completed work?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **21A302a – Is material ACWP being recorded without BCWP?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **21A302b – Is material BCWP being recorded without ACWP?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **21A302c – Is material ACWP being recorded without BCWP?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **21A302d – Is material BCWP being recorded without ACWP?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **21A401a – Are material EVTs implemented per the contractor's procedures?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **21A601a – Does the contractor have the ability to account for all material purchased (e.g., material issued to control accounts, return of unused material, scrap quantity and disposition, and residual inventory)?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **21I101a – Are material transfers and loans processed to ensure appropriate collection of direct costs and performance measurement?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

ANALYSIS AND MANAGEMENT REPORTING

GUIDELINE 22 – CALCULATE SCHEDULE VARIANCE AND COST VARIANCE:

- **[Use this to create a question that does not relate to a DECM for this guideline.
Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **22A101a – Are there cost and schedule variance calculations at the control account level (at a minimum)?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **22I102a – Is performance greater than budget (BAC)?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 23 – ANALYZE SIGNIFICANT VARIANCES:

- **[Use this to create a question that does not relate to a DECM for this guideline.
Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **23A101a – Are required VARs being generated for control accounts and SLPPs that exceed established internal thresholds?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

CUI

- **23A201a – Are Rate & Volume (Labor) and Price & Usage (Material) Variance formulas correctly applied at the control account level?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **23A301a – Does the Schedule Variance (SV) analysis include documented impact to future tasks/activities & milestones on the critical path, near-critical paths, or driving paths?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **23A401a – Do the root cause analysis, impact and corrective action address the variance/issue?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 24 – ANALYZE INDIRECT COST VARIANCES:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **24A101a – Does indirect variance analysis address root cause, impact, and corrective action?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 25 – SUMMARIZE PERFORMANCE DATA AND VARIANCES FOR MANAGEMENT REPORTING:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **25A101a – Do BCWS, BCWP, ACWP, BAC and EAC summarize through the WBS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **25A102a – Do BCWS, BCWP, ACWP, BAC and EAC summarize through the OBS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 26 – IMPLEMENT CORRECTIVE ACTIONS:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **26A201a – Are corrective actions properly tracked?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **26A202a – Are corrective actions being monitored to the point of resolution and closure?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 27 – MAINTAIN ESTIMATES AT COMPLETION:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **27A101a – Are comprehensive EACs completed at least annually?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **27A101b – Are comprehensive EACs performed according to the standards described in the EVM system description?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **27A102a – Are time-phased estimates to complete aligned with the remaining tasks in the integrated master schedule?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **27A102b – Are time-phased estimates to complete aligned with the remaining tasks in the integrated master schedule?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **27A103a – Do EACs exist at the control account level?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **27A104b – Are ETCs generated for completed WPs?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **27A105a – Is ACWPCUM greater than EAC?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **27A106a – Do EACs consider performance to date?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **27A203a – Is the latest information related to direct/indirect rates used for development of ETCs?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **27A401a – Is the program EAC substantiated from the risk and opportunity management process and/or the Program Manager's assessment?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **27I101a – Are ETCs generated for WPs/PPs/SLPPs?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **27I201a – Are EACs reviewed and updated as needed for UB and SLPPs?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

REVISIONS AND DATA MAINTENANCE

GUIDELINE 28 – INCORPORATE CHANGES IN A TIMELY MANNER:

- **[Use this to create a question that does not relate to a DECM for this guideline.
Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **28A101a – Are authorized work scope/budget changes incorporated into the PMB as soon as practicable?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **28A201a – Is UB distributed in a timely manner?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 29 – MAINTAIN BASELINE AND RECONCILE BUDGETS:

- **[Use this to create a question that does not relate to a DECM for this guideline.
Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29A101a – Do current budgets reconcile to prior budgets through the documented changes?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29A201a – Do MR values in customer reports and budget logs match?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29A201b – Do UB values in customer reports and budget logs match?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29A202a – Are all MR transactions processed for purposes authorized by the system description?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29A203a – Are all UB transactions processed for purposes authorized by the system description?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29A204a – Are MR transactions accurately tracked?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29A205a – Are UB transactions accurately tracked?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29A401a – Are there changes to open WPs?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29A501a – Are PMB changes being controlled in the freeze period per the system description?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29A501c – Are changes being controlled in the freeze period?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29A601a – Is all effort detailed planned within the current rolling wave/freeze period?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29I401a – Are baseline dates being updated to mask legitimate variances?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29I402a – Are budgets for LOE effort based on a sound basis of estimate and time-phased to properly reflect when the work will be accomplished?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29I402b – Are budgets for LOE effort based on a sound basis of estimate and time-phased to properly reflect when the work will be accomplished?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29I402c – Are budgets for LOE effort based on a sound basis of estimate and time-phased to properly reflect when the work will be accomplished?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **29I402d – Are budgets for LOE effort based on a sound basis of estimate and time-phased to properly reflect when the work will be accomplished?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 30 – CONTROL RETROACTIVE CHANGES:

- **[Use this to create a question that does not relate to a DECM for this guideline. Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **30A101d – Are retroactive changes being made to cumulative BCWS?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **30A101e – Are retroactive changes being made to cumulative BCWP?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **30A101f – Are retroactive changes being made to cumulative ACWP?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 31 – PREVENT UNAUTHORIZED REVISIONS:

- **[Use this to create a question that does not relate to a DECM for this guideline.
Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **31A101a – Do all CBB or TAB changes in the baseline control log have approved contractual documentation prior to incorporation?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

GUIDELINE 32 – DOCUMENT PMB CHANGES:

- **[Use this to create a question that does not relate to a DECM for this guideline.
Copy and paste to make as many as you like.]**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **32A101a – Do the authorized budget changes in the baseline change log trace to the IPMR/CPR/IPMDAR?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

CUI

Deficiency Report required? [Yes/No]

- **32A101b – Do the authorized budget changes in the change logs trace to the baseline change documentation?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **32A102a – Does the IMS incorporate the latest authorized changes?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

- **32A104a – Does the baseline change documentation provide substantiation for the change?**

[Insert specific questions, samples, screenshots, and etc. here]

[Take notes here]

Document Request required? [Yes/No]

Deficiency Report required? [Yes/No]

CUI