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| DI-CP002 Advance the Cobra Project Calendar |
| **Process Description:** Each month the Cobra project calendar must be advanced. Prior to advancing the calendar, we need to capture a backup of the project and save the current BCWS, ACWP, ETC, and estimated actuals as separate “previous value” cost classes. |

| **Advance the Cobra Project Calendar Processing Steps** | | **Comments, Warnings and Errors, and Screen Captures** |
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|  | 1. Create a backup of the Cobra project. Place it in the current month processing folder in the folder **Cobra Backups**. Title it “***pgmid-01 before end-of-month processing begins”***  * Click **<File>, <Manage Files>, <Backup Files>** * Place a checkmark by the program **“pgmid”** * Ensure there is a check in the box to Include project ancillary files * Click the **Backup** button * Navigate to the current month **Cobra Backups** folder * *File name* is “***pgmid-01 before end-of-month processing begins”*** * Click **<Save>** |  |
|  | 1. Perform a freeze forecast to copy the F1 forecast to the FF class  * Click **<Project>, <Freeze Forecast>** * Select the correct project * Click **<Next>** * Select “Total Project” for the criteria * Click **<Next>** * Click the ellipses […] for Forecast Cost Set and select “EAC” * Ensure the “Included Forecast Classes” are Actuals, Estimated Actuals, and Forecast * Click the ellipses […] for Copy To and select “FF” * Click <Finish> * Answer <Yes> to the Continue to copy over existing Frozen Forecasts in class FF for the selected data question. |  |
|  | 1. Change the type of class for PF from frozen forecast to manual forecast (Retain ETC)  * Highlight the program * Click **<Project>, <Project Information>** * Click the **<Classes>”** tab * Select the Class **“PF”** * Change *Forecast Method*  to **“Manual Forecast (Retain ETC)”** * Click **<Apply>** |  |
|  | 1. Perform a global reclassification for the whole program to copy the Forecast to the PF class with the replace existing option  * Click **<Project>, < Reclass>** * Select the correct program Click **<Next>** * Check the box to *Allow reclass of completed Control Accounts/Work Packages* Click **<Next>** * *Criteria* should be **“Total Project”** Click **<Next>** * On the *Source Class screen c*lick the ellipsis for *Class.* Navigate to and select **“Forecast”** * *Action* should be **“Copy”** * On the *Target Class screen c*lick the ellipsis for *Class.* Navigate to and select **“PF”** * *Action* should be **“Replace existing”** Click **<Next>** * Select the radio button to *Reclass all periods in your project*. Click **<Next>** * Click **<Finish>** |  |
|  | 1. Change the type of class for PF from manual forecast to frozen forecast  * Highlight the program * Click **<Project>, <Project Information>** * Click the **<Classes>”** tab * Select the Class **“PF”** * Change *Forecast Method*  to **“Frozen Forecast”** * Click **<Apply>** | ` |
|  | 1. Perform a global reclassification for the whole program to copy the Actual Costs to the PA class with the replace existing option  * Click **<Project>, < Reclass>** * Select the correct program Click **<Next>** * Check the box to *Allow reclass of completed Control Accounts/Work Packages* Click **<Next>** * *Criteria* should be **“Total Project”** Click **<Next>** * On the *Source Class screen c*lick the ellipsis for *Class.* Navigate to and select **“Actual”** * *Action* should be **“Copy”** * On the *Target Class screen c*lick the ellipsis for *Class.* Navigate to and select **“PA”** * *Action* should be **“Replace existing”** Click **<Next>** * Select the radio button to *Reclass all periods in your project*. Click **<Next>** * Click **<Finish>** |  |
|  | 1. Perform a global reclassification for the whole program to copy the Current Budget to the PB class with the replace existing option  * Click **<Project>, < Reclass>** * Select the correct program Click **<Next>** * Check the box to *Allow reclass of completed Control Accounts/Work Packages* Click **<Next>** * *Criteria* should be **“Total Project”** Click **<Next>** * On the *Source Class screen c*lick the ellipsis for *Class.* Navigate to and select **“Budget”** * *Action* should be **“Copy”** * On the *Target Class screen c*lick the ellipsis for *Class.* Navigate to and select **“PB”** * *Action* should be **“Replace existing”** Click **<Next>** * Select the radio button to *Reclass all periods in your project*. Click **<Next>** * Click **<Finish>** |  |
|  | 1. Perform a global reclassification for the whole program to copy the RA class to the PB class with the add to existing option  * Click **<Project>, < Reclass>** * Select the correct program Click **<Next>** * Check the box to *Allow reclass of completed Control Accounts/Work Packages* Click **<Next>** * *Criteria* should be **“Total Project”** Click **<Next>** * On the *Source Class screen c*lick the ellipsis for *Class.* Navigate to and select **“RA”** * *Action* should be **“Copy”** * On the *Target Class screen c*lick the ellipsis for *Class.* Navigate to and select **“PB”** * *Action* should be **“Add to Existing”** Click **<Next>** * Select the radio button to *Reclass all periods in your project*. Click **<Next>** * Click **<Finish>** |  |
|  | 1. Perform a global reclassification for the whole program to copy the EA class to the PE class with the replace existing option  * Click **<Project>, < Reclass>** * Select the correct program Click **<Next>** * Check the box to *Allow reclass of completed Control Accounts/Work Packages* Click **<Next>** * *Criteria* should be **“Total Project”** Click **<Next>** * On the *Source Class screen c*lick the ellipsis for *Class.* Navigate to and select **“EA”** * *Action* should be **“Copy”** * On the *Target Class screen c*lick the ellipsis for *Class.* Navigate to and select **“PE”** * *Action* should be **“Replace Existing”** Click **<Next>** * Select the radio button to *Reclass all periods in your project*. Click **<Next>** * Click **<Finish>** |  |
|  | 1. Run the batch report Cost Class Check. This generates two CAP reports (cc1, cc2) at WBS level 1 that will be used to compare previous reporting classes with current reporting classes to ensure they are equal.  * Click **<Batch Reports>** * Scroll through the list and select the report **pgmid Class Check** * Right click and select to edit the batch reports * *Program* should be your program * *Output Type* should be **“Excel Workbook”** * Click the ellipsis in *Output Path* and open the current month working files folder. Make sure you single click on the folder name to select it – it will highlight blue. The batch process will create a folder within the working files folder with the program number as the folder name * Do not select the box to create a sub-folder * Click **<Ok>.** * Place a check in the box next to the batch report name. This automatically selects the reports generated by the batch process * With the batch report highlighted, Right-click and select **Run selected reports** * Click **<Run>** * Navigate to the folder created by the batch report. Open each one and perform the comparisons below |  |
|  | 1. Compare ACWP and PREVACWP (should be the same) |  |
|  | 1. Compare BCWS and PREVBCWS (should be the same) |  |
|  | 1. Compare EAC and PREVEAC (should be the same) |  |
|  | 1. Compare ETC and PREVETC (should be the same) |  |
|  | 1. Compare EA and PREVEA (should be the same) |  |
|  | 1. Backup the program ***“pgmid-xx after cost class updates”***  * Click **<File>, <Manage Files>, <Backup Files>** * Place a checkmark by the program **“pgmid”** * Ensure there is a check in the box to Include project ancillary files * Click the **Backup** button * Navigate to the current month **Cobra Backups** folder * *File name* is “***pgmid-02 after cost class updates”*** * Click **<Save>** |  |
|  | 1. Advance the calendar  * Click **<Project>, <Advance Calendar>** * Select the correct program by placing a check in the box * Verify the *Advance calendar to* is the next reporting period you will be processing * Click **<Next>** * Do not check the box to Automatically change the status of LOE Work Packages * Click **<Finish>** |  |
|  | 1. Update Fiscal Calendar  * In COBRA from the Navigation Pane click Calendars * Double click on the calendar for the project * Select 19 Required Set * Add a month In the first blank label after TODATE and put a \* in the flag field. * Close |  |
|  | 1. Update Required Set Calendar  * In COBRA from the Navigation Pane click Calendars * Double click on the calendar for the project * Select 18 Required Set * Move “PREVIOUS” & “TODATE” down 1 month and make sure there is an \* in the “18 Flag” Column * Close |  |
|  | 1. Update 06 Horizon Calendar  * In COBRA from the Navigation Pane click Calendar * Double click on the calendar for the project * Select 06 Planning Horizon * Move TODATE to the prior processing month * Move THISMONTH to the current processing month * Move PLAN 1, PLAN 2 and PLAN 3 each down a month * Make sure each has an \* in the flag field |  |
|  | 1. Backup the program ***“pgmid-xx after calendar advance”***  * Click **<File>, <Manage Files>, <Backup Files>** * Place a checkmark by the program * Ensure there is a check in the box to Include project ancillary files * Click the **Backup** button * Navigate to the current month **Cobra Backups** folder * *File name* is “***pgmid-03 after calendar advance”*** * Click **<Save>** |  |
|  | 1. Make a copy of the program. **File>Save As.** Name it **“0465 after Calendar Adv”.** |  |