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| DI-CP013 0465 Load Baseline |
| **Process Description: Before loading baseline, the P6 Labor and Material budget total must be validated against the Contract Budget file. After the baseline load, the Cobra labor and material BAC is validated against the P6 labor and material BAC using a reconciliation spreadsheet** |

| **Load Baseline Processing Steps** | | **Comments** |
| --- | --- | --- |
|  | 1. Validate P6 to the Contract Budget file  * Open the submitted baseline file in P6 * Click on “Layout” at the top left under the word “Activities” * Open the layout **COBRA Labor Hours Validation** * Compare the P6 value for **Budgeted Labor Units Total** to the **Current Budget Total Project Hours** total in the Contract Budget File. Investigate any differences. * Open the layout **COBRA Material Validation** * Compare the P6 value for **Budgeted Material Cost Total** to the **Current Budget Material total** in the Contract Budget File. Investigate any differences. |  |
|  | 1. In P6, Manual Map Labor and Material  * Open the **“Cobra Mapping”** Layout * Click on the Filter symbol on the top ribbon and click **“Customize”** * Navigate to and check “**001 Zero Budget Activity Check – Labor”** under **“Global”** section. Click **“OK”** * Go to “**Cobra\_Manual\_Map”** column and insert a **“Y”** in every row that does not currently have one. **DO NOT** put a **“Y”** in Activities that start with “SVT” or “LMCO” * Click on the Filter symbol on the top ribbon and click **“Customize”** * Uncheck “**001 Zero Budget Activity Check – Labor”** and navigate to and check **“002 Zero Budget Activity Check – Material”** under the **“Global”** section. Click **“OK”** * Go to “**Cobra\_Manual\_Map”** column and insert a **“Y”** in every row that does not currently have one. |  |
|  | 1. In P6, Run the global changes to prepare the P6 baseline file  * Open the layout **COBRA Mapping** * Remove any filters that may be on * Click **<Tools>, <Global Changes>** (Must be in user “Candi” or “Candi1”) * Scroll the list to ***“Cobra 04xx-01 – Map Data”***. (LCS-5 & 7 use “0465” mappings, LCS-9 and FWD use “0469” mappings * Run all steps for your respective hull numbered ***“Cobra 04xx-01-Cobra 04xx-xx”***. Skip the steps that contain “Labor or Material Only”**.**   + Select the step, click **<Apply Change>**   + You will be prompted, click **“YES”**   + When the log file displays, click **<Commit Changes>**   + Click **<No>** when asked to save the log file   + Select the next step and repeat the steps above   + Continue this until all required changes are completed |  |
|  | 1. Load the baseline from P6  * In Cobra click **<File>, <Integration>, <Integration Wizard>** * Select the radio button for ***Project Data.*** Click **<Next>** * Select the radio button to ***Open an existing configuration*** * Click the ellipsis to navigate and select the correct baseline configuration file. Click **<Next>** * The connection name should be pre-populated with PMDB82. Click **<Next>** * On the ***Action Selection*** screen, in the ***Project Data*** section, select ***Control Account and Work Package*** and ***Resource Assignments.*** Click **<Next>.** * On the ***Project Selection*** screen, click the ellipsis for ***Schedule Project***, navigate to and select the correct IMS file. Click the ellipsis for ***Cobra Project,*** navigate to and select the project you are loading data into. Click **<Next>.** * On the ***Date Select*** screen, ***Load budget resource assignments*** should be checked. In the ***Schedule Date Fields*** section, ***Baseline Dates:*** should be populated with ***Baseline Dates.*** Click **<Next>** * On the ***Schedule Mapping*** screen, in the ***Project Keys*** section, the ***Schedule Fields:*** should be populated as follows: * ***WBS: TASK.COBRA\_CA*** * ***OBS: TASK.COBRA\_OBS*** * ***WP: TASK.COBRA\_WP*** * ***CAM: MMC CAM*** * ***Control Account Codes and Work Package Codes*** are not loaded at this time. Click **<Next>** * On the ***Earned Value*** screen, select the radio button to ***Load EVT from Schedule,*** click the ellipsis, navigate to and select ***TASK.COBRA\_PMT***, and ***Blank EVT use:*** should be ***% Complete.*** Click **<Next>** * On the ***Resource Assignments*** screen, in the ***Budget*** section, the ***Default budget class:***  ***P6Budget*** and select the radio button to ***Load all budget into default class***. In the bottom left of the screen, for ***Retrieve labor from:*** click the dropdown and select ***Budgeted Quantity.*** Check the box to ***Load daily time-phased data.*** Click **<Next>.** * On the ***Change Control*** screen, the following boxes should be checked: * ***(LCS-5 & 7 only) Apply Historical changes as an adjusting entry in the current status period*** * ***(All Hulls)Update existing Work Package baseline dates to match the schedule*** * ***(All Hulls) Update Control Account dates to span Work Package dates exactly*** * ***(All Hulls) Update the description for existing Control Accounts and Work Packages*** * ***(LCS-9 & FWD) Delete items from Cobra that are no longer in the schedule*** * ***(LCS-9 & FWD) Delete Control Accounts and Work Packages no longer in the schedule*** * ***(LCS-9 & FWD) Delete resource assignments no longer in the schedule*** * ***(LCS-9 & FWD) Delete only resources with the default or selected class*** * ***(LCS-9 & FWD) List delete items in the process log*** * Click **<Next>.** * If you’re loading the entire baseline: * On the ***Filter*** screen in the ***Criteria*** field, click the dropdown and select ***Control Account.*** In the ***Selection*** field, click the ellipsis and select ***<Name>,*** Uncheck the Box for ***<ALL>.*** Check the box to ***Delete only items that satisfy the selection criteria.*** * If you’re loading specific work packages: * On the ***Filter*** screen in the ***Criteria*** field, click the dropdown and select ***Work Package.*** In the ***Selection*** field, click the ellipsis and select the work package(s) you want loaded. * (LCS-9 & FWD) Check the box to ***Delete only items that satisfy the selection criteria.*** * Click **<Next>** * On the ***Save and Load*** screen, check the box to ***Load data now?.*** If you want to save this configuration file, check the box to ***Save your configuration.*** You can either give the configuration a new name or overwrite this one. Click ***<Finish>.*** * When the log comment screen pops up, enter ***Full Baseline Load, mmm yyyy***in the Comment and ***Full Baseline Load*** in the Change Number. * Save any significant baseline load warnings |  |
|  | 1. Reclass Budget to P6Budget  * 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 **“P6Budget”** * *Action* should be **“Replace existing”** Click **<Next>** * Select the radio button to *Reclass by a specific date range*. Click the dropdown for **From:** and select the first period of the calendar. Click the dropdown for **To:** and select the month prior to the current processing month. Click **<Next>.** * Click **<Finish>** |  |
|  | 1. Reconcile Cobra Labor baseline to P6  * Run a Project Cost Set to retrieve the Cobra BAC Hours   + In Cobra, Under Cobra Explorer, Click **<All Reports>**   + Navigate to and double-click on **“Project Cost Set”**   + On the ***Report*** screen, click the ellipsis for ***File,*** navigate to and select the program. Click ***<Next>.***   + In the ***Filter/Sort*** screen, Click ***<Next>.***   + On the ***Sub-Totals*** screen, select ***Results –*** do not show total. Select **WP*,*** - DO show total. Click ***<Next>.***   + On the ***Results*** screen, select ***HOURS.*** Check the box to ***Include only non-zero results.*** Click ***<Next>.***   + On the ***Cost Sets*** screen, select **P6Budget*.*** Click ***<Next>.***   + On the ***Style*** screen, click ***<Next>.*** If the Scale Factor is **1,000,** that is Ok. Hours are whole numbers. Click ***<Next>.***   + On the ***Save and Run*** screen, check the box to ***Run Report.*** Do not check the box to save the report. Click ***<Finish>.*** * Retrieve data from P6 to compare to Cobra   + Open the submitted baseline in P6   + Open the **COBRA Labor Baseline Compare** layout   + Select all activities and copy them to the paste buffer   + Paste the data into a blank worksheet in the Project Cost Set you just ran.   + Run a Vlookup to compare the budget from each and calculate a difference. * If any differences exist, investigate the reason. If the mistake is in P6, after they fix it, repull the activities and re-reconcile. |  |
|  | 1. Reconcile Cobra Material baseline to P6  * Run a Project Cost Set to retrieve the Cobra BAC Hours   + In Cobra, Under Cobra Explorer, Click **<All Reports>**   + Navigate to and double-click on **“Project Cost Set”**   + On the ***Report*** screen, click the ellipsis for ***File,*** navigate to and select the program. Click ***<Next>.***   + In the ***Filter/Sort*** screen, click the ellipsis for Filter, navigate to and select **Material and ODC.** Click ***<Next>.***   + On the ***Sub-Totals*** screen, select ***Results –*** do not show total. Select **WP*,*** - DO show total. Click ***<Next>.***   + On the ***Results*** screen, select ***DOLLARS.*** Check the box to ***Include only non-zero results.*** Click ***<Next>.***   + On the ***Cost Sets*** screen, select **P6Budget*.*** Click ***<Next>.***   + On the ***Style*** screen, click ***<Next>.*** Set the Scale Factor to **1**. Click ***<Next>.***   + On the ***Save and Run*** screen, check the box to ***Run Report.*** Do not check the box to save the report. Click ***<Finish>.*** * Retrieve data from P6 to compare to Cobra   + Open the submitted baseline in P6   + Open the **COBRA Material Baseline Compare** layout   + Select all activities and copy them to the paste buffer   + Paste the data into a blank worksheet in the Project Cost Set you just ran.   + Run a Vlookup to compare the budget from each and calculate a difference. * If any differences exist, investigate the reason. If the mistake is in P6, after they fix it, repull the activities and re-reconcile. |  |
|  | 1. Reclass P6Budget to Budget  * 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 **“P6Budget”** * *Action* should be **“Copy”** * On the *Target Class screen c*lick the ellipsis for *Class.* Navigate to and select **“Budget”** * *Action* should be **“Replace existing”** Click **<Next>** * Select the radio button to *Reclass by a specific date range*. Click the dropdown for **From:** and select the current period. The **From** selection should be the last period of the calendar. Click **<Next>.** * Click **<Finish>** |  |
|  | 1. Update the monthly reconciliations spreadsheet - Labor    * Open the submitted baseline in P6    * Open the **COBRA** **Labor Hours Validation** layout    * Click anywhere on the **“CWBS Group 100: Structure”** line    * **<SHIFT click>** anywhere on the **“CWBS Group 900: Production Support”** line    * **<CTRL click> on “Integrated Logistics Support”** and **“Program management”** so now all of the light blue colored rows are selected.    * Click **<CTRL C”**    * Navigate to the monthly Reconciliations spreadsheet. In the “P6” worksheet paste the data under “Baseline – Labor Hours” section.    * A vlookup will populate this data into the reconciliation spreadsheet  * Run CPR 1 for Labor to retrieve the Cobra BAC Hours   + In Cobra, Under Cobra Explorer, Click **<All Reports>**   + Navigate to and double-click on **“02-01H CPR 1 Hours”**   + On the ***Report*** screen, click the ellipsis for ***File,*** navigate to and select the program. Click ***<Next>.***   + In the ***Filter/Sort*** screen, Click ***<Next>.***   + On the ***Sub-Totals*** screen, select ***Results –*** do not show total. Select ***WBS, Level 4,*** - DO show total. Click ***<Next>.***   + On the ***Results*** screen, select ***HOURS.*** Check the box to ***Include only non-zero results.*** Click ***<Next>.***   + On the ***Style*** screen, click ***<Next>.*** If the Scale Factor is **1,000,** that is Ok. Hours are whole numbers. Click ***<Next>.***   + On the ***Save and Run*** screen, check the box to ***Run Report.*** Do not check the box to save the report. Click ***<Finish>.*** * Update the monthly reconciliation spreadsheet with Baseline Labor totals from the CPR 1   + Copy from “**8. PERFORMANCE DATA**” down to “**b. TOTAL CONTRACT VARIANCE**” and over to end of data.   + Paste the copied data into the **Cobra Labor** tabon the reconciliation spreadsheet, under the “Baseline” section.   + A vlookup will populate this information in the reconciliation spreadsheet. |  |
|  | 1. Update the monthly reconciliation spreadsheet - Material    * Open the submitted baseline in P6    * Open the **COBRA** **Material Validation** layout    * Click anywhere on the **“CWBS Group 100: Structure”** line    * **<SHIFT click>** anywhere on the **“CWBS Group 900: Production Support”** line    * **<CTRL click> on “Integrated Logistics Support”** and **“Program management”** so now all of the light blue colored rows are selected.    * Click **<CTRL C”**    * Navigate to the monthly Reconciliations spreadsheet. In the “P6” worksheet paste the data under “Baseline – Material Dollars” section.    * A vlookup will populate this data into the reconciliation spreadsheet  * Run CPR 1 for Material to retrieve the Cobra BAC Dollars   + Click **<All Reports>**   + Navigate to and double-click on **“02-01M CPR 1 Material”**   + On the ***Report*** screen, click the ellipsis for ***File,*** navigate to and select the program. Click ***<Next>.***   + In the ***Filter/Sort*** screen, under the Filter section click on the ellipsis and navigate to and select “Material and ODC”, Click ***<Next>.***   + On the ***Sub-Totals*** screen, select **Results, level 0**, DO NOT click show totals, select ***WBS, Level 4,*** - check the box to show total. Click ***<Next>.***   + On the **Results** screen select ***“DOLLARS”***   + On the ***Style*** screen, ***Scale Factor*** should be ***1.*** Click ***<Next>.***   + On the ***Save and Run*** screen, check the box to ***Run Report.*** Do not check the box to save the report. Click ***<Finish>.*** * Update the monthly reconciliation spreadsheet with Baseline Material totals from the CPR 1   + Copy from “**8. PERFORMANCE DATA**” down to “**b. TOTAL CONTRACT VARIANCE**” and over to end of data.   + Paste the copied data into the **Cobra Material** tabon the reconciliation spreadsheet, under the “Baseline” section. * A vlookup will populate this information in the reconciliation spreadsheet. |  |
|  | 1. Reclass Budget to P6Budget  * 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 **“P6Budget”** * *Action* should be **“Replace existing”** Click **<Next>** * Select the radio button to *Reclass all periods in your project*. Click **<Next>.** * Click **<Finish>** |  |
|  | 1. Backup the Cobra Project ***“04xx-xx after baseline load”*** |  |
|  | 1. Make a copy of the Project. **File>Save As.** Name it **”0465 after BL load”** |  |