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| DI-CP013 FY14 AF Load Labor Baseline |
| **Process Description: After the baseline load, the Cobra labor BAC is validated against the P6 labor BAC using a reconciliation spreadsheet** |

| **Load Baseline Processing Steps** | | **Comments** |
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|  | 1. In P6, Manual Map Labor  * Open the baseline project in P6 * 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” | **THIS STEP WILL NOT BE DONE EARLY IN THE PROJECT. HOPEFULLY, NOT AT ALL DURING THE PROJECT. THIS STEP IS FOR ACTIVITIES RETAINED FOR HISTORY.** |
|  | 1. In P6, Run the global changes to prepare the P6 baseline file  * Open the baseline project in P6 * 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 0477-01 – Map Data”***.   + Run all steps for your respective hull.   + 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:*** is ***Budget,*** 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: * ***Update existing Work Package baseline dates to match the schedule*** * ***Update Control Account dates to span Work Package dates exactly*** * ***Update the description for existing Control Accounts and Work Packages*** * ***Delete items from Cobra that are no longer in the schedule*** * ***Delete Control Accounts and Work Packages no longer in longer in the schedule*** * ***Delete resource assignments no longer in the schedule*** * ***List deleted items in the process logs*** * Click **<Next>.** * If you’re loading the entire baseline: * On the ***Filter*** screen in the ***Criteria*** field, click the dropdown and select ***Total Project.*** * 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. Reconcile Cobra Labor baseline to P6  * Update the monthly reconciliations spreadsheet with WBS totals from P6   + 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. To investigate and resolve budget differences export P6 work packages and budget information, run a ***Project Cost Set*** report in Cobra and use vlookups to compare the two:  * Use a new Excel workbook and title it ***“04xx mmm yyyy Labor Baseline Compare”*** * Any value greater than **“5”** or less than **“-5”** is considered not a result of rounding and should be investigated * If necessary, repeat the load or load only those activities that were affected. Re-reconcile. |  |
|  | 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”** |  |