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| WI-CP016 Load Labor Status/Forecast |
| **Process Description:** |

| **Load Status/Forecast Processing Steps** | | **Comments** |
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|  | 1. Ensure that Planning has run and checked the progress on the status file and attached the baseline file |  |
|  | 1. In P6, run the global changes on the labor status only  * Open the current month status file in P6 * Open the layout **Cobra Mapping** * Click **<Tools>, <Global Changes>**   + Scroll the list to ***“Cobra 04xx-01 – Map Data”***. The steps are numbered ***“Cobra 04xx-01-Cobra 04xx-14”***. Do the first few **“Labor only”** then do the rest   + Select the step, click **<Apply Change>**   + 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. Run the integration wizard to load the preliminary status  * In Cobra click **<File>, <Integration>, <Integration Wizard>** * Select the radio button for ***Project data.*** * Select the radio button to **“Open an existing configuration”.** Click the ellipsis, navigate to and select the status configuration file. Click Next> * On the Connection Selection screen navigate to and select PMDB82Test. Click Next>. * On the Action Select screen, select the checkboxes in Project Data for **Control Account and Work Package, Resource Assignments, and Status.**  Click Next>. * On the Project Selection screen, click the ellipsis for **Schedule Project**. Navigate to and select your Primavera schedule. * Click the ellipsis for **Cobra Project.** Navigate to and select your Cobra project. No other boxes should be checked on this screen. Click Next>. * On the Date Selection screen, check the box to **Load forecast resource assignments.**  Click the dropdown for **Baseline Dates** and select **Do Not Load.** * Click the dropdown for **Forecast Dates** and select **Early Dates.** Click Next>. * On the Schedule Mapping screen, on the **Project Keys tab,** the WBS should display **TASK\_COBRA\_CA.** The OBS should display **TASK\_COBRA\_OBS.**  The WP should display **TASK\_COBRA\_WP.** The CAM should display **MMC CAM.**  If any of these are incorrect, click the ellipsis and select the correct one. Click Next>. * On the Earned Value screen, select the radio button to **Load EVT from Schedule.** * Click the dropdown for **Blank EVT use:** and select **% Complete.** Click Next>. * On the Resource Assignments screen, in the **Forecast** section, click the ellipsis for **Default forecast class:** and select **Forecast.** * Select the radio button to **Load all forecast into default class.** * Select the radio button to **Replace existing forecast.** * Click the dropdown for **Retrieve labor from:** and select **Budgeted Quantity.** * Check the box to **Load daily time-phased data.** Click Next>. * On the Change Control screen, no boxes should be checked. Click Next>. * On the Status screen, click the dropdown for **Update Status using** and select **Early Dates.** * Check the boxes to **Allow percent complete reduction, Change Cobra actual dates to match the schedule, and Update early and late dates.** All other fields on this screen should be blank. Click Next>. * On the Filter screen, click the dropdown for **Criteria:** and select **Control Account.** * Click the dropdown for **Selection.** When the **Schedule Fields** screen displays, check the box for **Name** to select all Control Accounts. Click **Select.** All other boxes on the **Filter** screen should be unchecked. Click Next>. * On the **Save and Load** screen, check the box to **Load data now?** If you want to save your configuration, check that box and either give it a new name or click Next>. * On the **Confirmation** screen click **Finish.** * Save any load warnings/errors |  |
|  | 1. Calculate EV  * In Cobra, click **<Project>**, <**Calculate Earned Value>** * Click the ellipsis, navigate to and select the your project. * Click **<Finish>** |  |
|  | 1. Update the reconciliation spreadsheet for material    * Open the material status in P6    * Open the **Material Validation** layout    * With the cursor click anywhere on the **“Group 100: Structure”** line    * **<CTRL click>** anywhere on the **“Integrated Logistic Support”** line    * Click **<CTRL C”**    * Navigate to the monthly Reconciliations spreadsheet. In a blank worksheet paste the P6 data. Label the worksheet ***P6 Data***    * From the **P6 Data**, copy *Actual Material Cost* to the **P6 ACWP column** on the reconciliation spreadsheet    * From the **P6 Data**, copy *Planned Material Cost* to the **P6 BCWS column** on the reconciliation spreadsheet    * From the **P6 Data**, copy *Earned Value Cost* to the **P6 BCWP column** on the reconciliation spreadsheet    * From the **P6 Data**, copy *Remaining Material Cost* to the **P6 ETC column** on the reconciliation spreadsheet  * Run CPR 1 for Material to retrieve the Cobra BAC Dollars   + In Cobra Click **All Reports** on the Navigation Pane.   + Navigate to and double-click on **“02-01D”** which is the CPR 1 Dollars.   + 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 the ***Material only*** filter. Click ***<Next>.***   + On the ***Sub-Totals*** screen, select ***Results*** – Do not show total. Select ***WBS, Level 4,*** - check the box to show total. Click ***<Next>.***   + On the ***Results*** screen, select ***DIRECT.*** Click ***<Next>.*** Check the box to ***Include only non-zero results***   + 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>.*** * When the report displays, select the report data, click **<Ctrl-C>** to copy the data and paste it into a blank worksheet in the reconciliations spreadsheet * Label the worksheet ***Cobra Mat Status*** * Update the monthly reconciliation spreadsheet with Cobra totals from the CPR 1   + From the **Cobra Mat Status** worksheet, copy *Cum Actual Cost of Work Performed* to the **Cobra ACWP column** on the reconciliation spreadsheet   + From the **Cobra Mat Status** worksheet, copy *Cum Budgeted Cost of Work Scheduled* to the **Cobra BCWS column** on the reconciliation spreadsheet   + From the **Cobra Mat Status** worksheet, copy the *Cum Budget Cost of Work Performed* to the **Cobra BCWP column** on the reconciliation spreadsheet   + In the **Cobra Mat Status** worksheet, in the first blank cell next to *Variance,* calculate *ETC* by subtracting *Cum ACWP from Estimate at Completion*   + Copy the formula down the column to include all WBS groups   + Copy and paste (values) the calculated ETC column into the **Cobra ETC** column on the reconciliation spreadsheet |  |
|  | 1. Update the reconciliation spreadsheet for labor    * Open the status in P6    * Open the **Labor Hours Validation** filter    * With the cursor click anywhere on the **“Group 100: Structure”** line    * **<CTRL click>** anywhere on the **“Integrated Logistic Support”** line    * Click **<CTRL C”**    * Navigate to the monthly Reconciliations spreadsheet. In a blank worksheet paste the P6 data. Label the worksheet ***P6 Data***    * From the **P6 Data**, copy *Actual Labor Units* to the **P6 ACWP column** on the reconciliation spreadsheet    * From the **P6 Data**, copy *Planned Value Labor Units* to the **P6 BCWS column** on the reconciliation spreadsheet    * From the **P6 Data**, copy *Earned Value Labor Units* to the **P6 BCWP column** on the reconciliation spreadsheet    * From the **P6 Data**, copy *Remaining Labor Units* to the **P6 ETC column** on the reconciliation spreadsheet  * Run CPR 1 for Labor to retrieve the Cobra BAC Hours   + Click **<All Reports>**   + Navigate to and double-click on **“02-01H”**   + 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>.*** * When the report displays, select the report data, click **<Ctrl-C>** to copy the data and paste it into a blank worksheet in the reconciliations spreadsheet * Label the worksheet ***Cobra Labor Status*** * Update the monthly reconciliation spreadsheet with Cobra totals from the CPR 1   + From the **Cobra Labor Status** worksheet, copy *Cum Actual Cost of Work Performed* to the **Cobra ACWP column** on the reconciliation spreadsheet   + From the **Cobra Labor Status** worksheet, copy *Cum Budgeted Cost of Work Scheduled* to the **Cobra BCWS column** on the reconciliation spreadsheet   + From the **Cobra Labor Status** worksheet, copy the *Cum Budget Cost of Work Performed* to the **Cobra BCWP column** on the reconciliation spreadsheet   + In the **Cobra Labor Status** worksheet, in the first blank cell next to *Variance,* calculate *ETC* by subtracting *Cum ACWP from Estimate at Completion*   + Copy the formula down the column to include all WBS groups   + Copy and paste (values) the calculated ETC column into the **Cobra ETC** column on the reconciliation spreadsheet |  |
|  | 1. If there are ETC discrepancies on WPs that are closed in Cobra but have been re-opened in P6  * Re-open WPs in Cobra * Reload Status from P6 * Recalculate EV * Revalidate Cobra to P6 |  |
|  | 1. Backup the Cobra Project ***“04xx-xx after preliminary status load”*** |  |