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| WI-CP027 Prepare Program Reports and CPRs for PM Review |
| **Process Description:** |

| EAC Recommendations, COBRA Contract Budget Information, & CPRs | | **Comments, Warnings and Errors, and Screen Captures** | **Links** |
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|  | 1. Generate Preliminary CPRs  * In Cobra select **<Batch Reports>** on the Navigation Pane * Navigate to and select the **“04xx CPRS”** by checking the box. This automatically selects all of the reports in the batch * Right-click and select **Run Selected Reports** * The reports are placed in the CPR folder in the CAM Notebooks |  |  |
|  | 1. Update EAC Recommendations Spreadsheet  * Make sure EAC UB matches UB in the Cobra Project Information Budget Tab * Open CPR 1 Dollars in the CPRs Folder * Open your EAC Recommendations Spreadsheet * Enter BCWS from CPR 1 Dollars (Cell H58) to EAC Spreadsheet (Cell A4) * Enter BCWP from CPR 1 Dollars (Cell I58) to EAC Spreadsheet (Cell B4) * Enter ACWP from CPR 1 Dollars (Cell J58) to EAC Spreadsheet (Cell C4) * Enter EAC from CPR 1 Dollars (Cell S61) into the ETC formula in EAC Spreadsheet (Cell D4), so it is as follows: “=XXXXXX-C4” * Enter BAC from CPR 1 Dollars (Cell R61) to EAC Spreadsheet (Cell E4) * Enter MR from CPR 1 Dollars (Cell R57) to EAC Spreadsheet (Cell K4) * Get Factored Risk, Unfactored Risk, and Factored Opportunity from Program Manager and enter them into the spreadsheet in their correct spots * Make sure the negotiated cost in cell L14 is correct, if not update from PCW Spreadsheet * The rest of the spreadsheet is formula driven |  |  |
|  | 1. Update PCW Spreadsheet with Most Likely EAC  * Open the PCW Spreadsheet from LM, it should be saved in the Reconciliations Folder * Enter Most Likely EAC from the EAC Recommendation Spreadsheet into the designated cells at the bottom of the PCW Spreadsheet (It should inputted in 2 places) |  |  |
|  | 1. Update Cobra Contract Budget Information  * In Cobra select **<Projects>** on the Navigation Pane, highlight your project * At the top of the page click on **<Project>,** then **<Project Information>**, go to the “Budget” Tab * Estimate at Complete Management Reserve should be 0 * Estimate at Complete Undistributed Budget should be entered in as equal to the grayed out Undistributed Budget directly to the left of it * Enter the Fee Amount from the PCW Spreadsheet (Target Profit in beige colored section, before AUW is added in), enter that number into Cobra * Enter the Contract Ceiling and Estimate at Complete Contract Ceiling from the bottom of the PCW Spreadsheet * Original Negotiated Cost should not be change * Enter the Best Case, Worst Case, and Most Likely EACs from the EAC Recommendations Spreadsheet from column L * Click **<Apply>** and **<OK>** |  |  |
|  | 1. Generate CPRs with Updated Information  * In Cobra select **<Batch Reports>** on the Navigation Pane * Navigate to and select the **“04xx CPRS”** by checking the box. This automatically selects all of the reports in the batch * Right-click and select **Run Selected Reports** |  |  |
|  | 1. Manually Update CPRs  * **CPR 1 Dollars:**   + Enter Estimated Price from the bottom of the PCW Spreadsheet into cell I15   + Make sure dates at the top are correct   + Make sure Undistributed Budget in Row 55 is formulating correctly in 1000’s * **CPR 1 Hours:**   + Enter Estimated Price from the bottom of the PCW Spreadsheet into cell I15   + Make sure COM, G&A, and Undistributed Budget in Rows 41-43 are 0. * **CPR 2 Dollars:** No updates needed * **CPR 2 Hours:** No updates needed * **CPR 3:**   + Delete rows 30 down until just above row containing “Performance Measurement Baseline”   + Enter “Baseline Changes for Period” into cell A29   + Enter a difference formula into cell T29 (=T31-T27)   + Enter “TC” into row 24 where it currently says “ATCOMPLETE”   + Make sure Undistributed Budget in Column R is formulating correctly in 1000’s * **CPR 4 BAC:**   + Enter “TC” into row 18 where it currently says “ATCOMPLETE” * **CPR 4 EAC:**   + Enter “TC” into row 18 where it currently says “ATCOMPLETE” |  |  |