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| WI-CP029 Update BAC/EAC Spreadsheet |
| **Process Description: The BAC/EAC spreadsheet is used to compare prior month BAC and EAC with current month to identify any significant changes. This spreadsheet is populated with the formatted CPR data.** |

| BAC/EAC Spreadsheet | | **Comments,** |
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|  | 1. Update BAC/EAC Spreadsheet  * Navigate to the current month reconciliations folder ***Y:\Program Management\Cobra Processing\LCS3\04xx yyyy\04xx June yyyy Cobra Processing\04xx mmm yyyy Reconciliations*** * Select and open the ***“04xx mmm yyyy BAC and EAC Comparison Spreadsheet”*** * Navigate to the current month EAC-BAC Comparison Folder **Y:\Program Management\Cobra Processing\LCS5\0465\EAC-BAC Comparison Reports** * Open each of the eight excel files and copy and paste them into their corresponding current period tabs in the BAC and EAC Comparison workbook. \*\*\*Copy and paste only the data in the body of the charts * Open the ***Detail*** worksheet and verify all totals match and that there are no ***“N/As”*** * Open the ***Summary*** worksheet and verify the ***EAC*** data, the ***BAC*** data, and ***ACWP Increment*** match what is on the ***Detail*** worksheet * In the ***CPR Header*** section, enter the figures for ***Negotiated Cost, Target Profit, Target Price, Authorized Unpriced Work, EAC Best Case, EAC Worst Case, EAC Most Likely, and Management Reserve.*** |  |