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| WI-CP042 Set Up CPR Format 5 |
| **Process Description: This process explains the information that should be included in the CPR Format 5 and how that information should be organized throughout the document.** |

| **Set Up CPR Format 5** | | **Comments, Warnings and Errors, and Screen Captures** |
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|  | 1. **Section 1: Contract Summary**   Does the Executive Summary include:   * Significant problems affecting performance? * Indication of corrective actions if required? * Government action if required? * Significant changes since last report? * Discussion of other issues affecting successful attainment of contract cost, schedule, and technical objective? * Discussion of Cumulative SPI and CPI? * Anything else noteworthy * Should be brief, typically one page long |  |
|  | 1. **Section 2: Contractual Status**  * Are the contract values reconcilable to the CPRs? * Any changes in values addressed? * Does reported AUW align with Contractual Authorization to Proceed received? * Is the scope tied to the AUW balance/changes properly discussed? * If applicable, are descope mods properly discussed if not reflected in contract value? |  |
|  | 1. **Section 3: Formal Reprogramming**  * If an OTB exists, does the report adequately bridge the contractual budget value to the adjusted budget value? * Are any changes to budgets that effect cost variances or the budgeted value of future work properly discussed? * If an OTS exists, does the report adequately bridge contractual schedule milestones to authorized/forecasted dates? |  |
|  | 1. **Section 4: Estimate At Completion (EAC) Analysis**  * **Best Case:** If this estimate is different from the Most Likely EAC (Block 6.c.1), the assumptions, conditions, and methodology underlying this estimate shall be explained briefly. * **Worst Case:** If this estimate is different from the Most Likely EAC (Block 6.c.1), the assumptions, conditions, and methodology underlying this estimate shall be explained briefly. * **Most Likely:** This value need not agree with the total of Column (15) (Block 8.e). However, any difference shall be explained in such terms as risk, use of Management Reserve (MR), or higher management knowledge of current or future contract conditions. The assumptions, conditions, and methodology underlying this estimate shall be explained briefly. * Is the Variance between CBB value and Most Likely EAC discussed? * Are any significant changes in EAC appropriately addressed? * If there is a significant delta between cumulative CPI to TCPI, is the validity of the reported EAC addressed? |  |
|  | 1. **Section 5: Undistributed Budget Analysis**  * The reason(s) for UB shall be fully explained (PCW/Outsourcing). * Is the scope tied to the UB balance/changes properly discussed? * Is the delta between BAC and EAC for UB discussed? * Is the UB value negative? * Is there any "aged" scope reported in UB longer than the MMC EV System Description describes? |  |
|  | 1. **Section 6: Management Reserve Analysis**  * Amounts of MR applied to CWBS elements during the reporting period shall be listed and explained. * Has MR distribution details by CWBS been addressed? * Is the value of MR negative? |  |
|  | 1. **Section 7: Cost, Schedule, and At-Completion Variance Analysis**  * Are the Top 5 WBS Lvl (4) who broke the thresholds listed for Current Period Cost, Cumulative Cost, Current Period Schedule, Cumulative Schedule, and Variance at Completion? * Is 80% of each WBS Lvl (4) that broke the thresholds explained in the VARs? * Does each VAR identify variance drivers to a low enough level for corrective action to be taken if needed? * Does each VAR apply the “5-Why Test’ to identify the root cause? * Does the VAR distinguish between in-house and outsourced labor? * **Schedule VARs Only:** Does each VAR explain why the schedule objectives were not met as planned? * **Cost VARs Only:** Does each VAR identify if the variance is driven by rates (different skill levels or outsourcing efforts) or volume (more qty of hours needed to complete the work than planned)? |  |
|  | 1. **Section 8: Format 3 Discussions**   Does the report adequately explain the changes between the beginning and ending PMB values including:   * Are significant shifts in PMB time phasing discussed? * Are the impacts of any current period changes discussed? * Impacts from allocation of MR discussed? * Impacts from internal or formal replanning discussed? |  |
|  | 1. **Section 9: Format 4 Discussions**  * Does this section provide adequate explanation of significant staffing estimate changes > 25% month over month by organizational category (EAC)? * Does this section provide adequate explanation of significant planned staffing changes > 25% month over month by organizational category (BAC)? |  |
|  | 1. **Section 10: Other Analysis and Discussions**  * Are any negative progressing or negative actuals reported properly discussed? * Are any significant staffing changes from previous month profile properly discussed? * Are the major subcontractor integration processes properly described? * Any other important information to disclose? |  |