**PFA-PM Format 5 Review Agenda**

The Program Manager and Program Financial Analyst will cover the below topics on a monthly basis prior to CPR Format 5 submittal:

* Discuss SPI & CPI drivers
  + Identify Control Accounts driving the performance via the Format 5 Top Variances identifier spreadsheet
* Contract Value Changes for reporting period
  + Identify Contract Modification changes via the PCW Spreadsheet
* Program Milestone Changes (as applicable) for reporting period
  + Identify milestones from the IMS Baseline and/or Status files which have changed
* EAC Changes for reporting period
  + Identify Labor, Material, and ODC EAC changes via the BAC-EAC Spreadsheet Change Summary tab
* Summarize top variances by:
  + Current Period Schedule Variance
  + Current Period Cost Variance
  + Cumulative Schedule Variance
  + Cumulative Cost Variance
  + Variance at Completion
* Discuss questionable variance explanations and corrective actions
  + When summarizing variances explanations and corrective actions, review what the CAM has provided and reach out for additional dialog and/or detail to make the explanation more robust.
* Review new variances from previous month
  + New variances which had not tripped a threshold from the previous month are to be reviewed on what the CAM has provided; reach out for additional dialog and/or detail to make the explanation more robust as necessary.
* Discuss reportable data anomalies (as necessary) at the control account level
  + Negative BCWS
  + Negative BCWP
  + Negative ACWP
  + ACWP without BCWP
  + BCWP without ACWP
* Discuss rate change impacts (as necessary)
  + Forecast rate changes
  + Actual Rate True-Ups
* PFA-PM sign Format 5
  + Program Financial Analyst sign Format 5 Cover Sheet
  + Program Manager sign Format 5 Cover Sheet