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| Restoring Work Package History |
| **Process Description: When a work package has erroneously been deleted and all historical data ( Actuals, Earned, etc) needs to be restored, this process will enable you to do so.** |

| **Checklist Steps** | | **Comments, Warnings and Errors, and Screen Captures** |
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|  | 1. Create a “Save As” copy of a project with the correct WP information  * This file will have the entire control account removed from it so it will later need to be deleted, therefore naming convention can be of your choice |  |
|  | You will need to copy the entire control account that holds the same WP over to the project with the deleted WP. In order to do so you will need to Re-name the control account to something other than what it currently is. To do this: |  |
|  | 1. Create the new name in the WBS file so Cobra will allow the name to be used  * Open WBS Code File for Project * Locate the parent to the control account * Right click: “Add Child Code” * You should see the exact same code structure as the control account except for the last level. Leave this as a “1” , you have now created a similar, yet different control account code (which we will delete out of this code file later in this instruction) * Make sure to click the save icon on the upper left |  |
|  | 1. Now that Cobra will allow for a different name it is time to apply that name to the control account with the good data in the copied file  * Right click on the control account you want to change * Select Rename * In the “Rename To” area change the WBS number to the newly added number you have recently created * Click “ok” * If prompted for a log comment do not be concerned as this is a copied project that will be deleted at the end of this instruction |  |
|  | 1. Now that you have differentiated the control account name you will be able to copy it over to the damaged project file  * Turn off your Log in your damaged project   + Project: Project Audit – Select radial to Turn Off Log   + Click “Next”   + Enter “Turn Log Off” into the Change Number and Change Comment Fields   + Click “Finish” * Right click the re-named control account in the copied project * Select “Copy To” * In the Copy To section you must change the “Project” to the damaged project number (nothing else needs to be changed) * Select “OK” * If prompted again, Click “OK” |  |
|  | The damaged project file should now have both the renamed control account and the original control account with the missing/damaged WP. (If the WP is damaged you should delete and then do the following) You are now ready to copy down the “good” WP to the original control account |  |
|  | 1. Right click the WP that you want to restore    * Select “Move” |  |
|  | 1. In the “Move To” section type in the damaged control account (the WP name should already be filled in)    * Select “OK”   The WP should now be restored to the control account. Make sure historical data is intact, etc. |  |
|  | Now you must clean up your current project file, WBS Code file and delete the copied projects and then lastly turn on your Audit Log | C:\Users\ld0913\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\VZXYIQL6\MC900318634[1].wmf |
|  | 1. Delete the renamed Control Account in your current project    * Right Click the control account    * Select “delete”    * When prompted if you want to delete, select “Yes”    * Close your current Project |  |
|  | 1. Open your WBS Code file    * Right click the newly named Control Account    * Select “delete”    * When prompted if you want to delete, select “Yes”    * Close the WBS Code file |  |
|  | 1. Delete the copied project    * From the Cobra Explorer screen: Projects    * Right click the copied Project    * Select Delete    * When prompted if you want to delete, select “Yes” |  |
|  | 1. Lastly Turn on your Project Audit Log, enter in what change number that is attributed to this issue. If there is none then use the standard statement utilized for reconciliation errors. |  |