



U.S. Department of Energy

Contractor Project Performance (CPP) Upload Requirements for Project Assessment and Reporting System (PARS II)

Version 1.7
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Submitted by:
Energy Enterprise Solutions
20440 Century Blvd. Suite 150
Germantown, MD 20874
Phone 301-916-0050 Fax 301-916-0066
www.eesllc.net



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Prepared by: Steven Ducharme, Energy Enterprise Solutions, LLC
Scott Burns, Energy Enterprise Solutions, LLC

Reviewed by: Mark Landry, Dekker, LTD
Judith Bernsen, Energy Enterprise Solutions, LLC
Dennis Stoner, Energy Enterprise Solutions, LLC

Approval: John Makepeace, DOE OECM MA-50, May 25, 2010

Change Control Page

The change control page is used to record information about the changes (i.e., additions, modifications, deletions) that have been made to this document.

Revision Date	Section & Title	Summary Of Changes	Author
6/12/09	All	This document supersedes the PARS II CPP Data Dictionary.	J. Bernsen S. Ducharme L. Morrison
7/28/2009	All	Updated references to OECM	J. Bernsen
11/10/09	6.4.8	<p>Four new data elements were added to the EV_CPR Header Table, to accommodate the Dekker COTS product:</p> <ol style="list-style-type: none"> 1. Added the data element "Contractor" (Text 40), which is the name of the contractor. 2. Added data element "Constreet" (Text 40), which is the street address of the contractor. 3. Added the data element "StatusDatePrior" (Date), which is the end date of past reporting period. 4. Added the data element "Fee" (Number 15,2), which represents Profit/Fee. 	N. Ayers
11/10/09	6.4.3	<p>Changed data element "Actnam" in the "Schedule_Activity Table:</p> <ol style="list-style-type: none"> 1. Increased the field size of data element " Actnam" from 16 to 50 characters 	N. Ayers
11/10/09	6.4.4	<p>Changed two data elements in the Schedule_Relationship Table:</p> <ol style="list-style-type: none"> 1. Increased the field size of data element "Actnam" from 16 to 50 characters. 2. Increased the field size of data element "ActnamRel" from 16 to 50 characters. 	N. Ayers
11/10/09	6.4.1	Changed data element in the	N. Ayers

Revision Date	Section & Title	Summary Of Changes	Author
		EV_Timephased Table: 1. Increased length of data element "ActNam" from 16 characters to 50 characters.	
11/10/2009	6.4.2	Changed data element in the EV_MR_Log Table: 1. Increased length of data element "ActNam" from 16 characters to 50 characters.	
11/10/09	6.4.2	EV_MR_Log Table: Placed a comment beside two data elements "CCREDIT" and "CDEBIT" Both CCREDIT and CDEBIT are marked as required. Only one of required entry should be allowed per record.	N. Ayers
11/12/2009	1.3	Added new section titled "Overview of Process for Uploading Projects"	N. Ayers
11/10/2009	9.1	In Appendix Section 9-1: 1. Added definition for the term: PARS II Development Collaboration Portal. 2. Added definition for the term: Project Data Template.	N. Ayers
11/6/2009	7	Added new Section 7.0 titled: "Issues to be Resolved"	N. Ayers
11/16/2009	6.2	Business Rules Section: Added two new business rules: 1. Cost and schedule performance metrics by Work Breakdown Structure (WBS) and by Organizational Breakdown Structure (OBS) must be reported to <u>at least</u> the Control Account Level. However, DOE prefers that cost and schedule performance metrics by Work Breakdown Structure (WBS) and by Organizational Breakdown Structure (OBS) is reported for the <u>complete</u> WBS and OBS hierarchies. 2. Dollars in EVdata must be fully	N. Ayers

Revision Date	Section & Title	Summary Of Changes	Author
		burdened.	
3/4/2010	All	Incorporate the Technical Data Requirements into the document (CR-40)	D. Stoner
3/10/2010	All	Incorporate comments from Larry Flanigan	D. Stoner
3/12/2010	3.2.9	Fixed formatting of header	J. Bernsen
3/26/2010	All	Updated from review from Dekker	D.Stoner
3/26/2010	All	Removed all references to the X12 File (CR-56)	D. Stoner
3/29/2010	ALL	Final review – minor changes (dates, table of contents, etc.)	J. Bernsen
3/30/2010	3.2.4	Update Notes to state explicitly that the EV Timephased table needs to contain every reporting period for the project every time it is submitted	J. Bernsen
4/9/2010	3.2.7	Removed the EV_VAR_Analysis_OBS Table per CR # 188	V. DiCamillo
6/17/2010	3.2.9	Modified verbiage for Risk_Log table, per CR# 229	D. Stoner
5/6/2011	3.2.5	Updated verbiage about CDEBIT field should not be negative. Updated bullet and field description in table	S. Ducharme
6/25/2011	3.3	Updated verbiage related to template file download Added standard footer	S. Burns J. Bernsen

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1 INTRODUCTION

1.1 Purpose

This document defines the requirements for the monthly submission of contractor project performance data required by the Department of Energy (DOE) as of the publication date. It provides the necessary information regarding the business rules for generating the data in the required formats. It is intended to be used by DOE contractors and their Project Management and Information Technology (IT) staff to generate and submit the contractor's data. Programmers should refer to Section 5, "Technical Data Requirements for Programmers" to obtain detailed information on the table layouts and data elements and to Section 6.2 for Upload Calculations.

1.2 Background

DOE is implementing a new project management system for tracking and oversight of the Department's major and special interest projects. The Project Assessment and Reporting System (PARS) II is used to produce project-wide performance metrics and project management reports. DOE contractors submit performance data on a monthly basis for all projects in PARS II, unless the requirement has been waived by DOE. This reporting requirement for the Contractor begins after approval of the project's Critical Decision (CD)-2 milestone.

1.3 Privacy

All contract and project data submitted to DOE are official data and are subject to verification through audit. All data submitted by Contractors are handled as sensitive private communications and are not provided to other parties other than official DOE or OMB requestors. Data are maintained on physically firewalled and electronically password protected servers. System access is limited to appropriate personnel involved in project oversight or earned value processing. Every reasonable effort is taken to ensure continuous privacy of all submitted data.

1.4 References

Official documents referenced in this document are listed below.

- United States Department of Energy Order 413.3A, July 28, 2006
- United States Department of Energy Manual 413.3-1, March 31, 2003

2 REQUIREMENTS

2.1 Required Project Performance Data

Contractors must begin submitting monthly project performance data no later than CD-2 for projects having a total project cost greater than or equal to \$20M.

The project performance data required at the time of publication of this document are listed below.

1. ANSI/EIA-748 Earned Value (EV) Data
2. EV Time Phased Incremental Cost and Quantity Data
3. Management Reserve Data
4. Schedule Data
5. Variance Analysis Narrative

Data are reported by Work Breakdown Structure (WBS) and Organizational Breakdown Structure (OBS) to the control account level.

Performance data must be reported against the latest DOE approved Performance Measurement Baseline (PMB).

Unless DOE has granted a temporary exemption, all requested data must be submitted.

2.2 Reporting Period

Contractor performance data are measured and reported as of the contractor's accounting period close. The fiscal year is October 1 to September 30. Only 12 status periods are allowed in a fiscal year.

2.3 Submission of Data

All data must be submitted electronically to DOE via the Project Assessment and Reporting System (PARS) II. Data must be submitted using the required Access file. Data is due into PARS II no later than the last workday of every month, or as otherwise stipulated by DOE, and must be current as of the previous month's accounting period close.

3 TECHNICAL DATA SPECIFICATION

3.1 Global Business Rules

The table below identifies global business rules that must be followed for all tables in the Access template.

Global Business Rules	
Rule	Comments
The MS Access file must contain all of the data for one reporting period. There should only be one Access file submitted per reporting period.	
StatusDate must be the same in every table in the Access template	
Data must be reported against the latest DOE approved baseline for the project	
WBS numbers in the EV_CPR_Format1 table are the “master list”; the WBS numbers in every other table should be found in the EV_CPR_Format1 table	<p>The WBS information in the EV_CPR_Format1 table is used to build the WBS hierarchy. Therefore, to ensure data integrity between the files/tables, WBS numbers in the following Access tables need to be listed in the EV_CPR_Format1 table.</p> <ul style="list-style-type: none"> • EV Time-Phased table • Management Reserve Log table • Activity Schedule table • Activity Relationship table • Variance Analysis by WBS table
The WBS must reflect a hierarchical structure that allows values to be summed at each level of the WBS	
WBS numbers are formatted consistently across all tables; the method of separating the hierarchy levels does not vary from table to table	If 1.0 in the EV_CPR_Format1 table, then it should be 1.0, not 1 or “May091.0” in other tables
There is only one Level 1 WBS number for the project in the Access file	The Level 1 WBS should be specific to one DOE project and not a summarization of multiple projects.
OBS numbers in the EV_CPR_Format2 table are the “master list”; the OBS numbers in every other table should be found in the EV_CPR_Format2 table	<p>The OBS information in the EV_CPR_Format2 table is used to build the OBS hierarchy. Therefore, to ensure data integrity between the files/tables, all OBS numbers in the following Access tables need to be listed in the EV_CPR_Format2 table.</p> <ul style="list-style-type: none"> • EV Time-Phased table • Management Reserve Log table • Activity Schedule table • Activity Relationship table • Variance Analysis by OBS table

Global Business Rules	
Rule	Comments
The OBS must reflect a hierarchical structure that allows values to be summed at each level of the OBS	
OBS numbers are formatted consistently across all tables	
There is only one Level 1 OBS number for the project in the Access file	
All dollars are expressed in dollars and cents (set factor in EV_CPR_Header table to 1)	Five thousand dollars is 5000.05 (not 5 and not 5000)
Dollars for EV data must be fully burdened	
All labor hours (quantities) are expressed in hours and two decimal places	Five thousand is 5000.25 (not 5 and not 5000.00)
Duration and Float are to be reported in whole work days. If the base system stores in Hours, determine how to translate the hours into work days.	40 hours / 8 hours per day = 5 days 40 hours / 10 hours per day = 4 days
The earliest period in the EV_Time-Phased table should not be earlier than the Contract start date in the EV_CPR_Header table	The earliest EV_TimePhased.Period is compared to EV_CPR_Header.ConStrDate. NOTE: Since the period field is the end date of the reporting period, the earliest period will probably be later than the contract start date since the first period of reporting will occur after the contract start date.
The latest period in the EV_Time-Phased table should not be later than the Contract completion date in the EV_CPR_Header table	The latest EV_TimePhased.Period is compared to EV_CPR_Header.ConCmpDate.
BCWS, BCWP, ACWP and Management Reserve are reported at the Control Account level of the WBS and do not include activity or resource.	
OBJECT field attachments	Do not use.
Validity of the data should be checked against the contractor's source system to make sure that the number of records and totals in the Access tables are correct. Failure to perform these checks may result in warning messages during the upload process.	Please see Section 3.2 – Upload Calculations

3.2 File Format for Monthly Submission

The file formats and rules for preparing the data are discussed in this section.

Each table in section 3 consists of five columns. The table below describes the column headings for the tables.

Definition of Table Formats	
Field	Description
Field Name	This is the required "Column Heading" for the data elements that will be collected in each table. The table must contain the exact spelling for each column. The Field Name ensures that the data will be posted to the proper data element in the PARS II.
Field Type	Each column expects a certain data type. The standard data types used in these tables are as follows: VARCHAR - Alpha numeric, DATETIME - Date, INT - Integer, Numeric - Number, Boolean - Logical typically Yes/No, Object - Attachment and Text – Large area for Narrative Inputs.
Length	Number of characters or bytes allowed for the Field depending on the Field Type.
Description	Provides a Brief Description of the Field and its use.
Req.	An "*" in the column means that the data element is required by DOE for PARS II. If the required data element is a numeric value then at a minimum a value of zero (0) must be entered.

3.2.1 EV_CPR_Header Table

The EV_CPR_Header table provides the contract information required (found in section 1 through 7 in the CPR Format 1 report and sections 1 through 4 in the CPR Format 2 report).

Important Notes for Populating the EV_CPR_Header Table

EV_CPR_Header Table Contract and Project CPR Header Information				
Field Name	Field Type	Length	Description	Req.
ProjectName	VARCHAR	50	Project Identification Code or Number. It is recommended but not necessary that the official DOE project number be used	*
StatusDate	DATETIME		End Date of Current Reporting Period. Use the accounting period close date (generally the status reporting periods established in the contract).	*
ProjDsc	VARCHAR	255	Project Description – A narrative description of the project. Recommend using the official DOE Project name.	*

EV_CPR_Header Table				
Contract and Project CPR Header Information				
Field Name	Field Type	Length	Description	Req.
ConNum	VARCHAR	50	Contract Number. The contract number and applicable Contract Line Item Number(s) (CLINS(s)).	*
ConTyp	VARCHAR	4	Contract Types. Examples of Contract Types are listed below. CPAF – Cost Plus Award Fee CPFF – Cost Plus Fixed Fee CPIF – Cost Plus Incentive Fee CPP – Cost Plus Percentage CPE – Cost Plus Expenses FPE – Fixed Price Escalation FPI – Fixed Price Incentive FFP – Firm Fixed Price T&M – Time and Materials	
ProgType	VARCHAR	50	Program Phase. This field is the equivalent of Phase field on the CPR Reports (field 3b). Examples are “Production”, “Deployment”, and “Concept Exploration.”	
Security	VARCHAR	50	Security Classification – Do not populate	
QCON	INT	4	Quantity Contracted (For Production Contracts). No decimal places. The number of principal items to be procured on the contract.	
ShrNum	INT	4	Share Number – This field relates to share-in-savings contracts incentive contracts (CPIF). In other words, the value of any cost under-run would be shared between the government customer and the contract based on the share ratio identified here. ShrNum would be the portion of the saving the government customer would get.	
ShrQut	INT	4	Share Quotient - Same as above, but this number would identify the amount of the under-run the Contractor would receive.	
TrgtPct	NUMERIC	16	Target Fee/Profit. Enter the percentage of profit that shall apply if the negotiated cost of the contract is met. Stored as a whole number without % sign. 7% would be stored as 7.	*
Factor	INT	4	Always populate with “1” as dollars are reported in dollars and cents.	*

EV_CPR_Header Table				
Contract and Project CPR Header Information				
Field Name	Field Type	Length	Description	Req.
CNEGCST	NUMERIC	16	Negotiated Cost. The dollar value (excluding fee or profit) on which contractual agreement has been reached as of the cutoff date of the report.	*
CAUWCST	NUMERIC	16	Authorized Unpriced Work. The amount (excluding fee or profit) estimated for that work for which written authorization has been received, but for which definitized contract prices have not been incorporated in the contract through contract change order or supplemental agreement.	*
CTGTPRC	NUMERIC	16	Target Price. The negotiated contract cost plus profit/fee applicable to the definitized contractor effort.	*
CESTPRC	NUMERIC	16	Estimated Price. Based on the most likely estimate of cost at completion for all authorized contract work and the appropriate profit/fee, incentive, and cost sharing provisions, enter the estimated final contract price (total estimated cost to the Government). The number should be based on the most likely management EAC and normally will change whenever the management estimate or the contract is revised.	*
CCONCEIL	NUMERIC	16	Contract Ceiling. The contract ceiling price applicable to the definitized effort.	*
CESTCEIL	NUMERIC	16	Estimated Contract Ceiling. The estimated ceiling price applicable to all authorized contract effort including both definitized and undefinitized effort.	*
CTGTCST	NUMERIC	16	Original Target Cost. This is the same as the Original Negotiated Cost in Format 3, 5a	*
CNEGCHG	NUMERIC	16	Negotiated Contract Changes. The cumulative cost (excluding fee or profit) applicable to definitized contract changes that have occurred. The difference between Negotiated Contract Cost (CNEGCST field) and Original Target Cost (CTGTCST field).	*
CCONBGT	NUMERIC	16	Contract Budget Base. The total of negotiated cost (CNEGCST) plus estimated cost of authorized, unpriced work (CAUWCST).	*
CTOTBGT	NUMERIC	16	Total Allocated Budget. The sum of all budgets allocated to the performance of the contractual effort. The amount includes all MR and UB.	*

EV_CPR_Header Table				
Contract and Project CPR Header Information				
Field Name	Field Type	Length	Description	Req.
CESTEACBEST	NUMERIC	16	EAC Best Case Estimate. The contractor's best case EAC.	*
CESTEACWRST	NUMERIC	16	EAC Worst Case Estimate. The contractor's worst case EAC.	*
CESTEACLIKE	NUMERIC	16	EAC Most Likely Estimate. The contractor's most likely EAC.	*
ConStrDate	DATETIME		Contract Start Date. The Project Start Date, generally the CD-2 milestone date. It should not be later than either the Estimated Contract Completion Date or the Contract Completion Date.	*
EstCmpDate	DATETIME		Estimated Completion Date. The contractor's latest revised estimated completion date. This date represents the completion of all effort on the project. The cost associated with the schedule from which this date is taken is the "most likely" management EAC. The Estimated Completion Date should not be earlier than the Contract Start Date.	*
ConDefDate	DATETIME		Contract Definitization Date. Enter the date the contract was definitized.	*
LstDelDate	DATETIME		Last Item Delivery Date - This should be aligned with a date from schedule when last item (milestone) will be delivered for the contract. This date appears on CPR Format 3, Section 10.	
ConCmpDate	DATETIME		Contract Completion Date. Enter the project scheduled completion date (generally the CD-4 milestone date) in accordance with the latest contract modification. The cost associated with the schedule from which this date is taken is the Contract Budget Base. The Contract Completion Date should not be earlier than the Contract Start Date.	*
MR	NUMERIC	16	Ending Balance of MR as of the Reporting Period. Enter in dollars and cents as a positive number. (Represents Baseline MR minus MR used-to-date)	*
MRLRE	NUMERIC	16	Current Management Reserve. Do not populate.	
UB	NUMERIC	16	Ending Balance of Undistributed Budget. Original Undistributed Budget. Enter in dollars and cents as a positive number. (Represents UB minus UB used to date)	*

EV_CPR_Header Table				
Contract and Project CPR Header Information				
Field Name	Field Type	Length	Description	Req.
UBLRE	NUMERIC	16	Current Undistributed Budget Do not populate.	*
Contractor	TEXT	40	Contractor Name. Contractor's name and division (if applicable).	*
ConStreet	TEXT	40	Contractor Address. At a minimum, the city and state where the facility is located. If the full address is not too long, populate with the full address.	*
StatusDatePrior	DATETIME		Prior Status Date. The end date of the prior reporting period.	*
Fee	NUMERIC	16	Profit/Fee – This field should contain the dollar amount of the Target Profit/Fee, and should directly relate to the fee percentage.	*

3.2.2 EV_CPR Format1 Table

The EV_CPR Format1 table provides information to measure cost and schedule performance by Work Breakdown Structure (WBS) elements. The data in this table are very similar to what is reported in section 8.a of the Contract Performance Report (CPR), Format 1.

Important Notes for Populating the EV_CPR_Format1 Table

- There must be a row for every WBS element in the contractor's WBS hierarchy to the Control Level.
- The cost and quantity metrics are reported to the control level of the WBS hierarchy.
- Summary WBS elements have no values entered for cost and quantity metrics.
- Cost fields are reported in dollars and cents.
- Quantity fields are reporting in whole hours.
- Cumulative fields are reported back to the project start date

EV_CPR_Format1 Table Cumulative and Incremental Data By WBS				
Field Name	Field Type	Length	Description	Req.
ProjectName	VARCHAR	50	Project Identification Code or number. It is recommended but not necessary that the official DOE project number be used.	*
StatusDate	DATETIME		End Date of Current Reporting Period. Use the accounting period close date (generally the status reporting periods established in the contract).	*
WBSNUM	VARCHAR	35	WBS Element or ID. Include a record for every WBS element in the contractor's WBS hierarchy to the Control Level.	*
WBSDesc	VARCHAR	255	WBS Description or Short Title.	*
WBSParent	VARCHAR	35	Parent WBS Element. Leave Blank for top level WBS. There is only one top level WBS for the project.	*
WBSLevel	INT	4	Level in WBS Structure. Expressed as 1, 2, 3, etc. There is one and only one Level 1 in this table for the project.	*
CINCBCWS	NUMERIC	16	COST – Current Period Incremental BCWS (Planned Value). The BCWS is the value in the latest DOE approved Performance Measurement Baseline (PMB). The Current Period Incremental BCWS (CINCBCWS) cannot be greater than the Cumulative to-date BCWS (CCUMBCWS) for the same WBS number.	*
CINCBCWP	NUMERIC	16	COST - Current Period Incremental BCWP (Earned Value). As reported against the latest DOE approved Performance Measurement Baseline (PMB). The Current Period Incremental BCWP (CINCBCWP) cannot be greater than the Cumulative to-date BCWP (CCUMBCWP) for the same WBS number.	*
CINCACWP	NUMERIC	16	COST - Current Period Incremental ACWP (Actual Cost). As reported against the latest DOE approved Performance Measurement Baseline (PMB). The Current Period Incremental ACWP (CINCACWP) cannot be greater than the Cumulative to-date ACWP (CCUMACWP) for the same WBS number.	*

EV_CPR_Format1 Table Cumulative and Incremental Data By WBS				
Field Name	Field Type	Length	Description	Req.
CCUMBCWS	NUMERIC	16	COST - Cumulative to-date BCWS (Planned Value). The BCWS is the value in the latest DOE approved Performance Measurement Baseline (PMB).	*
CCUMBCWP	NUMERIC	16	COST - Cumulative to-date BCWP (Earned Value). As reported against the latest DOE approved Performance Measurement Baseline (PMB).	*
CCUMACWP	NUMERIC	16	COST - Cumulate to-date ACWP (Actual Cost). As reported against the latest DOE approved Performance Measurement Baseline (PMB).	*
CBAC	NUMERIC	16	COST – Budget At Complete (Total Budgeted Cost).	*
CEAC	NUMERIC	16	COST – Estimate At Complete (Total Estimated Cost).	*
CETC	NUMERIC	16	COST – Estimate To Complete (Estimated Remaining Cost).	*
CRPGVAR	NUMERIC	16	COST – Reprogramming Adjustment To Variance - The adjustment to cost variances when a program has implemented an Over Target Baseline. Enter zero (0) if there is no reprogramming adjustment.	*
CRPGBCWS	NUMERIC	16	COST – Reprogramming Adjustment To Budget - The budget adjustment value when an Over Target Baseline has been implemented. Enter zero (0) if there is no reprogramming adjustment.	*
QINBCWS	NUMERIC	16	QUANTITY – Current Period Incremental BCWS (Planned Hours). The Current Period Incremental BCWS (QINBCWS) cannot be greater than the Cumulative to-date BCWS (QCUMBCWS) for the same WBS number.	*
QINBCWP	NUMERIC	16	QUANTITY – Current Period Incremental BCWP (Earned Hours). The Current Period Incremental BCWP (QINBCWP) cannot be greater than the Cumulative to-date BCWP (QCUMBCWP) for the same WBS number.	*
QINACWP	NUMERIC	16	QUANTITY – Current Period Incremental ACWP (Actual Hours).	*

EV_CPR_Format1 Table Cumulative and Incremental Data By WBS				
Field Name	Field Type	Length	Description	Req.
			The Current Period Incremental ACWP (QINCACWP) cannot be greater than the Cumulative to-date ACWP (QCUMACWP) for the same WBS number.	
QCUMBCWS	NUMERIC	16	QUANTITY – Cumulative to-date BCWS (Planned Hours).	*
QCUMBCWP	NUMERIC	16	QUANTITY – Cumulative to-date BCWP (Earned Hours).	*
QCUMACWP	NUMERIC	16	QUANTITY – Cumulative to-date ACWP (Actual Hours).	*
QBAC	NUMERIC	16	QUANTITY – Budget At Complete (Total Budgeted Hours).	*
QEAC	NUMERIC	16	QUANTITY – Estimate At Complete (Total Estimated Hours).	*
QETC	NUMERIC	16	QUANTITY – Estimate To Complete (Estimated Remaining Hours).	*
QRPVAR	NUMERIC	16	QUANTITY – Reprogramming Adjustment To Variance - The adjustment to quantity variances when a program has implemented an Over Target Baseline (Reprogramming Adjustment to Variance Hours) Enter zero (0) if there is no reprogramming adjustment.	*
QRPBCWS	NUMERIC	16	QUANTITY – Reprogramming Adjustment To Budget - The quantity adjustment value when an Over Target Baseline has been implemented (Reprogramming Adjustment to Budget Hours). Enter zero (0) if there is no reprogramming adjustment.	*

3.2.3 EV_CPR_Format2 Table

The EV_CPR Format2 table provides information to measure cost and schedule performance by the contractor's organizational breakdown structure (OBS). The data in this table are very similar to what is reported in section 5.a of the Contract Performance Report (CPR), Format 2.

Important Notes for Populating the EV_CPR_Format2 Table

- The contractor provides cost and schedule by OBS.
- There must be a row for every OBS element in the contractor's OBS hierarchy to the Control Level.

- The cost and quantity metrics are reported to the Control Level of the contractor's OBS.
- Summary OBS elements have no values entered for cost and quantity metrics.
- Cost fields are reported in dollars and cents.
- Quantity fields are reported in whole hours.
- Cumulative fields are reported back to the project start date.

EV_CPR_Format2 Table Cumulative and Incremental Data By OBS				
Field Name	Field Type	Length	Description	Req.
ProjectName	VARCHAR	50	Project Identification Code or number. It is recommended but not necessary that the official DOE project number be used.	*
StatusDate	DATETIME		End Date of Current Reporting Period. Use the accounting period close date (generally the status reporting periods established in the contract).	*
OBSNUM	VARCHAR	50	OBS Element or ID. Include a record for every OBS element in the contractor's OBS hierarchy to the Control Level.	*
OBSDesc	VARCHAR	255	OBS Description or Short Title.	*
OBSParent	VARCHAR	50	Parent OBS Element. Leave blank for top level OBS. There is only one top level OBS for the project.	*
OBSLevel	INT	4	Level in OBS Structure. Expressed as 1, 2, 3, etc. There is one and only one Level 1 in this table for the project.	*
CINBCWS	NUMERIC	16	COST – Current Period Incremental BCWS (Planned Value). The BCWS is the value in the latest DOE approved Performance Measurement Baseline (PMB). The Current Period Incremental BCWS (CINBCWS) cannot be greater than the Cumulative to-date BCWS (CCUMBCWS) for the same OBS number.	*
CINBCWP	NUMERIC	16	COST - Current Period Incremental BCWP (Earned Value). As reported against the latest DOE approved Performance Measurement Baseline (PMB). The Current Period Incremental BCWP (CINBCWP) cannot be greater than the Cumulative to-date BCWP (CCUMBCWP) for the same OBS number.	*
CINACWP	NUMERIC	16	COST - Current Period Incremental ACWP (Actual Cost). As reported against the latest DOE approved Performance Measurement Baseline (PMB).	*

EV_CPR_Format2 Table Cumulative and Incremental Data By OBS				
Field Name	Field Type	Length	Description	Req.
			The Current Period Incremental ACWP (CINCACWP) cannot be greater than the Cumulative to-date ACWP (CCUMACWP) for the same OBS number.	
CCUMBCWS	NUMERIC	16	COST – Cumulative to-date BCWS (Planned Value). The BCWS is the value in the latest DOE approved Performance Measurement Baseline (PMB).	*
CCUMBCWP	NUMERIC	16	COST – Cumulative to-date BCWP (Earned Value). As reported against the latest DOE approved Performance Measurement Baseline (PMB).	*
CCUMACWP	NUMERIC	16	COST – Cumulative to-date ACWP (Actual Cost). As reported against the latest DOE approved Performance Measurement Baseline (PMB).	*
CBAC	NUMERIC	16	COST – Budget At Complete (Total Budgeted Cost).	*
CEAC	NUMERIC	16	COST – Estimate At Complete (Total Estimated Cost).	*
CETC	NUMERIC	16	COST – Estimate To Complete (Estimated Remaining Cost).	*
CRPGVAR	NUMERIC	16	COST – Reprogramming Adjustment To Variance - The adjustment to cost variances when a program has implemented an Over Target Baseline. Enter zero (0) if there is no reprogramming adjustment.	*
CRPGBCWS	NUMERIC	16	COST - Reprogramming Adjustment To Budget - The budget adjustment value when an Over Target Baseline has been implemented. Enter zero (0) if there is no reprogramming adjustment.	*
QINBCWS	NUMERIC	16	QUANTITY – Current Period Incremental BCWS (Planned Hours). The Current Period Incremental BCWS (QINBCWS) cannot be greater than the Cumulative to-date BCWS (QCUMBCWS) for the same OBS number.	*
QINBCWP	NUMERIC	16	QUANTITY – Current Period Incremental BCWP (Earned Hours). The Current Period Incremental BCWP	*

EV_CPR_Format2 Table Cumulative and Incremental Data By OBS				
Field Name	Field Type	Length	Description	Req.
			(QINCBCWP) cannot be greater than the Cumulative to-date BCWP (QCUMBCWP) for the same OBS number.	
QINCACWP	NUMERIC	16	QUANTITY – Current Period Incremental ACWP (Actual Hours). The Current Period Incremental ACWP (QINCACWP) cannot be greater than the Cumulative to-date ACWP (QCUMACWP) for the same OBS number.	*
QCUMBCWS	NUMERIC	16	QUANTITY – Cumulative to-date BCWS (Planned Hours).	*
QCUMBCWP	NUMERIC	16	QUANTITY – Cumulative to-date BCWP (Earned Hours).	*
QCUMACWP	NUMERIC	16	QUANTITY – Cumulative to-date ACWP (Actual Hours).	*
QBAC	NUMERIC	16	QUANTITY – Budget At Complete (Total Budgeted Hours).	*
QEAC	NUMERIC	16	QUANTITY – Estimate At Complete (Total Estimated Hours).	*
QETC	NUMERIC	16	QUANTITY – Estimate To Complete (Estimated Remaining Hours).	*
QRPVVAR	NUMERIC	16	QUANTITY – Reprogramming Adjustment To Variance - The adjustment to quantity variances when a program has implemented an Over Target Baseline (Hours). Enter zero (0) if there is no reprogramming adjustment.	*
QRPVBCWS	NUMERIC	16	QUANTITY – Reprogramming Adjustment To Budget - The quantity adjustment value when an Over Target Baseline has been implemented (Hours). Enter zero (0) if there is no reprogramming adjustment.	*

3.2.4 EV Time-Phased Table

The EV Time-Phased Table provides the baseline plan and actual performance for cost and schedule by reporting period from the start of the project to the completion of the project. It contains every reporting period for the project.

Important Notes for Populating the EV_Time-Phased Table

- Every WBS number listed in this table must exist in the EV_CPR_Format1 table.
- Include only WBS numbers that report cost and/or labor hours. Do not include summary level WBS numbers.
- Every OBS number listed in this table must exist in the EV_CPR_Format2 table.
- Include only OBS numbers that report cost and/or labor hours. Do not include summary level OBS numbers.
- The cost and quantity metrics are reported to the Control Account Level.
- Time-phased data should not be reported prior to project start date or after project end date.
- Cost fields are reported in dollars and cents.
- Quantity fields are reporting in whole hours.
- NOTE: The EV Time-Phased table contains every reporting period for the project (from the start until the end) in every month's submission.

EV Time-Phased Table				
EV Time-phased Incremental Data For Each Period By WBS and/or OBS				
Field Name	Field Type	Length	Description	Req.
ProjectName	VARCHAR	50	Project Identification Code or number. It is recommended but not necessary that the official DOE project number be used.	*
StatusDate	DATETIME		End Date of Current Reporting Period. Use the accounting period close date (generally the status reporting periods established in the contract). The StatusDate must match a date in the Period field.	*
WBSNUM	VARCHAR	35	WBS Element or ID	*
OBSNUM	VARCHAR	50	OBS Element or ID	*
ActNam	VARCHAR	50	Activity Name Do not populate.	
ResNam	VARCHAR	20	Resource Name Do not populate.	
Period	DATETIME		End date of each reporting period as defined in the current contract terms. There must be a period for each reporting period of the project from the project start date through the project completion date. The earliest period must not be before the Project Start Date (EV_CPR_Header.ConStrDate). The latest period must not be after the Project End Date (EV_CPR_Header.ConCmpDate).	*

EV Time-Phased Table				
EV Time-phased Incremental Data For Each Period By WBS and/or OBS				
Field Name	Field Type	Length	Description	Req.
WBSDesc	VARCHAR	255	WBS Description or Short Title.	
OBSDesc	VARCHAR	255	OBS Description or Short Title.	
CINBCWS	NUMERIC	16	COST – Current Period Incremental BCWS (Planned Value). The BCWS is the value in the latest DOE approved Performance Measurement Baseline (PMB). Reported by period from project start through project completion.	*
CINBCWP	NUMERIC	16	COST - Current Period Incremental BCWP (Earned Value). Reported by period from project start through the current status period.	*
CINACWP	NUMERIC	16	COST - Current Period Incremental ACWP (Actual Cost). Reported by period from project start the current status period.	*
CINCETC	NUMERIC	16	COST - Incremental ETC (Estimated Remaining Cost). Reported by period from the current status period through project completion.	*
QINBCWS	NUMERIC	16	QUANTITY – Current Period Incremental BCWS (Planned Hours). Reported by period from project start through project completion.	*
QINBCWP	NUMERIC	16	QUANTITY – Current Period Incremental BCWP (Earned Hours). Reported by period from project start through the current status period.	*
QINACWP	NUMERIC	16	QUANTITY – Current Period Incremental ACWP (Actual Hours). Reported by period from project start through the current status period.	*
QINCETC	NUMERIC	16	QUANTITY – Incremental ETC (Estimated Remaining Hours). Reported by period from the current status period through project completion.	*

3.2.5 EV_MR_Log Table

The EV_MR_Log Table contains Management Reserves (MR) reported by transaction date from the start of the project through the current status period.

Important Notes for Populating the EV_MR_Log Table

- Management reserves are reported from the start of the project.
- Management reserves must be reported by WBS.
- Every WBS number listed in this table must exist in the EV_CPR_Format1 table.

- Use of management reserves must be reported to the Control Account Level of the WBS to which the MR was applied (below the project top level).
- Initial receipt of management reserves and balances are reported from the beginning of the project through the current reporting period. For subsequent reporting periods, only report MR for the period.
- Use of management reserves reported in the CDEBIT field are considered negative values but should not have a negative sign.
- Cost fields are reported in dollars and cents.
- Initial deposit to MR at the beginning of the project must be the first transaction in the initial log, which would indicate original MR.

EV_MR_Log Table Management Reserve Log				
Field Name	Field Type	Length	Description	Req.
ProjectName	VARCHAR	50	Project Identification Code or number. It is recommended but not necessary that the official DOE project number be used.	*
StatusDate	DATETIME		End Date of Current Reporting Period. Use the accounting period close date (generally the status reporting periods established in the contract).	*
LogDate	DATETIME		Date when MR Change was made (or effective date).	*
WBSNUM	VARCHAR	35	WBS Element or ID. Include only WBSNUMs that have MR transactions during the reporting period.	*
OBSNUM	VARCHAR	50	OBS Element or ID. Include only OBSNUMs that have MR transactions during the reporting period.	
ActNam	VARCHAR	50	Activity Code or ID Do not populate.	
ResNam	VARCHAR	20	Resource Name. Do not populate.	
CCREDIT	NUMERIC	16	Amount of Credit to MR. Report in dollars and cents, as a POSITIVE number. If transaction is reporting a CDEBIT entry, populate this field with "0".	*
CDEBIT	NUMERIC	16	Amount of Debit to MR. Report in dollars and cents is considered a NEGATIVE number. However, a minus sign should be NOT be reported with the value. If transaction is reporting a CCREDIT entry, populate this field with "0".	*
CBALANCE	NUMERIC	16	Balance of MR after change. Running balance of the remaining MR amount available for the	*

EV_MR_Log Table Management Reserve Log				
Field Name	Field Type	Length	Description	Req.
			project. See example below.	
Narrative	MEMO		Text Description of MR change.	*
Document	OBJECT		Document Attachment (optional).	

Example:

MR Example					
Date	WBS	Narrative	CCREDIT	CDEBIT	CBALANCE
1/15/09	1	Initial MR	1000.00	0	1000.00
3/17/09	1.2	Bid increase on 1.2 – need to increase S by \$100.00	0	-100.00	900.00
5/11/09	1.7	Reduced bid on 1.7 – can reduce S by \$50.00	50.00	0	950.00

3.2.6 EV_VAR_Analysis_WBS Table

The EV_VAR_Analysis_WBS table contains variance analyses by WBS.

Important Notes for Populating the EV_VAR_Analysis_WBS Table

- Every WBS number listed in this table must exist in the EV_CPR_Format1 table.
- Variance analyses must be provided when current period, cumulative, or at complete schedule or cost performance indices are < .9 or > 1.1).
- Variance analyses must be provided for WBS elements at the Control Account and above that exceed the threshold.

EV_VAR_Analysis_WBS Table Variance Analysis Data By WBS				
Field Name	Field Type	Length	Description	Req.
ProjectName	VARCHAR	50	Project Identification Code or number. It is recommended but not necessary that the official DOE project number be used.	*
StatusDate	DATETIME		End Date of Current Reporting Period. Use the accounting period close date (generally the status reporting periods established in the contract).	*
WBSNUM	VARCHAR	35	WBS Element or ID. Include only WBSNUMs that require analyses to explain current period, cumulative, and/or At complete variances that exceed the thresholds.	*
CINCSV	NUMERIC	16	Incremental Schedule Variance. Do not populate – Calculated by PARSII.	

EV_VAR_Analysis_WBS Table Variance Analysis Data By WBS				
Field Name	Field Type	Length	Description	Req.
CINCCV	NUMERIC	16	Incremental Cost Variance. Do not populate – Calculated by PARSII.	
CINCSPi	NUMERIC	16	Incremental Schedule Performance Index. Do not populate – Calculated by PARSII.	
CINCCPI	NUMERIC	16	Incremental Cost Performance Index. Do not populate – Calculated by PARSII.	
CCUMSV	NUMERIC	16	Cumulative Schedule Variance. Do not populate – Calculated by PARSII.	
CCUMCV	NUMERIC	16	Cumulative Cost Variance. Do not populate – Calculated by PARSII.	
CCUMSPi	NUMERIC	16	Cumulative Schedule Performance Index. Do not populate – Calculated by PARSII.	
CCUMCPI	NUMERIC	16	Cumulative Cost Performance Index. Do not populate – Calculated by PARSII.	
CVAC	NUMERIC	16	Variance At Complete. Do not populate – Calculated by PARSII.	
CIEAC1	NUMERIC	16	Independent Estimate At Complete 1. Do not populate – Calculated by PARSII.	
IEAC1Meth	VARCHAR	50	Method of Calculation for IEAC 1. Do not populate – Calculated by PARSII.	
CIEAC2	NUMERIC	16	Independent Estimate At Complete 2. Do not populate – Calculated by PARSII.	
IEAC2Meth	VARCHAR	50	Method of Calculation for IEAC 2. Do not populate – Calculated by PARSII.	
CIEAC3	NUMERIC	16	Independent Estimate At Complete 3. Do not populate – Calculated by PARSII.	
IEAC3Meth	VARCHAR	50	Method of Calculation for IEAC 3. Do not populate – Calculated by PARSII.	
CIEAC4	NUMERIC	16	Independent Estimate At Complete 4. Do not populate – Calculated by PARSII.	
IEAC4Meth	VARCHAR	50	Method of Calculation for IEAC 4. Do not populate – Calculated by PARSII.	
CIEAC5	NUMERIC	16	Independent Estimate At Complete 5.	

EV_VAR_Analysis_WBS Table Variance Analysis Data By WBS				
Field Name	Field Type	Length	Description	Req.
			Do not populate – Calculated by PARSII.	
IEAC5Meth	VARCHAR	50	Method of Calculation for IEAC 5. Do not populate – Calculated by PARSII.	
Narrative	MEMO	1 GB in Access 2003	Text of Variance Analysis – Narrative explanation of the current period, cumulative and/or At complete variance. Narratives are required for Level 1 and Level 2 WBS elements that exceed the threshold. Narratives for lower level WBS elements that exceed the threshold are optional.	*
Document	OBJECT		Document Attachment. Do not populate.	

3.2.7 EV_VAR_Analysis_OBS Table

The EV_VAR_Analysis_OBS is not used. Do not populate the EV_VAR_Analysis_OBS Table.

3.2.8 Schedule Data

3.2.8.1 Schedule_Activity Table

The Schedule_Activity table contains the baseline and current schedule activity information.

Important Notes for Populating the Schedule_Activity Table

- Schedule_Activity must be reported to the Control Level.
- Every activity must have a WBS number associated with it.
- Every WBS number listed in this table must exist in the EV_CPR_Format1. Every OBS number listed in this table must exist in the EV_CPR_Format2. Duration is expressed in whole days.
- Float is expressed in whole days.

Schedule_Activity Table Activity Schedule Data -- Schedule_Activity				
Field Name	Field Type	Length	Description	Req.
ProjectName	VARCHAR	50	Project Identification Code or number. It is recommended but not necessary that the official DOE project number be used.	*
StatusDate	DATETIME		End Date of Current Reporting Period. Use the accounting period close date (generally the status reporting periods established in the contract).	*
ActNam	VARCHAR	50	Activity Code or ID.	*

Schedule_Activity Table				
Activity Schedule Data -- Schedule_Activity				
Field Name	Field Type	Length	Description	Req.
ActDesc	VARCHAR	255	Activity Description or Short Title.	*
WBSNUM	VARCHAR	35	WBS Element or ID.	*
OBSNUM	VARCHAR	50	OBS Element or ID.	*
ActType	VARCHAR	1	Activity Type (A =Activity, S = Summary, M = Milestone, H = Hammock) Mappings of Primavera activity types to PARSII: TT_MILE = M TT_FINMILE = M TT_LOE = S TT_TASK = A	*
CUR_StrCon	VARCHAR	3	Current Start Constraint (SNE = Start No Earlier, SNL = Start No Later, SON = Start On, ACS = Actual Start)	*
CUR_StrConDate	DATETIME		Current Start Constraint Date.	*
CUR_FinCon	VARCHAR	3	Current Finish Constraint (FNE = Finish No Earlier, FNL = Finish No Later, FON = Finish On, ACF = Actual Finish)	*
CUR_FinConDate	DATETIME		Current Finish Constraint Date.	*
CUR_ESDate	DATETIME		Current Early Start Date. Current Early Start Date cannot be later than the Current Early Finish Date.	*
CUR_EFDate	DATETIME		Current Early Finish Date. Current Early Finish Date cannot be earlier than the Current Early Start Date.	*
CUR_LSDate	DATETIME		Current Late Start Date. Current Late Start Date cannot be later than the Current Late Finish Date.	*
CUR_LFDate	DATETIME		Current Late Finish Date. Current Late Finish Date cannot be earlier than the Current Late Start Date.	*
CUR_FreeFlt	INT	4	Current Free Float. Report in whole work days.	*
CUR_TtIFlt	INT	4	Current Total Float. Report in whole work days.	*
CUR_Crit	BOOLEAN	1	Current Critical Path. - Field accepts Yes/No values. NULL value will be assumed as No.	*

Schedule_Activity Table				
Activity Schedule Data -- Schedule_Activity				
Field Name	Field Type	Length	Description	Req.
CUR_OrgDur	INT	4	Current Original Duration.	*
CUR_RemDur	INT	4	Current Remaining Duration.	*
CUR_PctCmp	NUMERIC	16	Current Percent Complete - represents % Complete reported on Activity/Milestone in Primavera Current schedule. The field can accept up to 2 decimal places.	*
BAS_StrCon	VARCHAR	3	Baseline Start Constraint (SNE = Start No Earlier, SNL = Start No Later, SON = Start On, ACS = Actual Start)	*
BAS_StrConDate	DATETIME		Baseline Start Constraint Date.	*
BAS_FinCon	VARCHAR	3	Baseline Finish Constraint (FNE = Finish No Earlier, FNL = Finish No Later, FON = Finish On, ACF = Actual Finish)	*
BAS_FinConDate	DATETIME		Baseline Finish Constraint Date.	*
BAS_ESDate	DATETIME		Baseline Early Start Date.	*
BAS_EFDate	DATETIME		Baseline Early Finish Date. Baseline Early Finish Date cannot be earlier than the Baseline Early Start Date.	*
BAS_LSDate	DATETIME		Baseline Late Start Date. Baseline Late Start Date cannot be later than the Baseline Late Finish Date.	*
BAS_LFDate	DATETIME		Baseline Late Finish Date. Baseline Late Finish Date cannot be earlier than the Baseline Late Start Date.	*
BAS_FreeFit	INT	4	Baseline Free Float. Float fields are Long Integer type fields which mean no decimal places will be reported. Report in whole work days.	*
BAS_TtlFlt	INT	4	Baseline Total Float. Float fields are Long Integer type fields which mean no decimal places will be reported. Report in whole work days.	*
BAS_Crit	BOOLEAN	1	Baseline Critical Path. Field accepts Yes/No values. NULL value will be assumed as No.	*
BAS_OrgDur	INT	4	Baseline Original Duration. Duration fields are Long Integer type fields which mean no decimal places will be reported. Report in	*

Schedule_Activity Table				
Activity Schedule Data -- Schedule_Activity				
Field Name	Field Type	Length	Description	Req.
			whole work days.	
BAS_RemDur	INT	4	Baseline Remaining Duration. Float fields are Long Integer type fields which mean no decimal places will be reported. Report in whole work days.	*
BAS_PctCmp	NUMERIC	16	Baseline Percent Complete - represents % Complete reported on Activity/Milestone in Primavera Baseline schedule. The field can accept up to 2 decimal places.	*

3.2.8.2 Schedule_Relationship Table

The Schedule_Relationship table contains the baseline and current relationship information.

Important Notes for Populating the Schedule_Relationship Table

- Activities (ActNam and ActNamRel) listed in this table must exist in the Schedule_Activity table.
- Lag and lead are reported in whole days. Report in whole work days.
- Lag is reported as a positive value; Lead as a negative value.

Schedule_Relationship Table				
Activity Relationship Data				
Field Name	Field Type	Length	Description	Req.
ProjectName	VARCHAR	50	Project Identification Code or number. It is recommended but not necessary that the official DOE project number be used.	*
StatusDate	DATETIME		End Date of Current Reporting Period. Use the accounting period close date (generally the status reporting periods established in the contract).	*
ActNam	VARCHAR	50	Predecessor Activity Name or Code.	*
ActNamRel	VARCHAR	50	Successor Activity Name or Code.	*
CUR_RelType	VARCHAR	2	Current Relationship Type. FS – Finish to Start, SS – Start to Start, FF – Finish to Finish, SF – Start to Finish, HS – Hammock Start, HF – Hammock Finish	*
CUR_Lag	INT	4	Current Lag/Lead. Lag is reported as a positive	*

Schedule Relationship Table Activity Relationship Data				
Field Name	Field Type	Length	Description	Req.
			value; Lead as a negative value. Lag / Lead fields are Long Integer type fields which mean no decimal places will be reported. Report in whole work days.	
BAS_RelType	VARCHAR	2	Baseline Relationship Type. FS – Finish to Start, SS – Start to Start, FF – Finish to Finish, SF – Start to Finish, HS – Hammock Start, HF – Hammock Finish	*
BAS_Lag	INT	4	Baseline Lag/Lead. Lag is reported as a positive value; Lead as a negative value. Lag / Lead fields are Long Integer type fields which mean no decimal places will be reported. Report in whole work days.	*

3.2.9 Risk_Log Table

The Risk_Log is not used. Do not populate the Risk_Log Table.

3.2.10 EV_RAM Table

The Responsibility Assignment Matrix is not used. Do not populate the EV_RAM Table.

3.3 File Naming Convention

After populating the Access file and prior to submission, the Access file must be renamed according the file naming convention below.

SITE_CONTRACTOR_PROJID_PERIOD_RUNDATE.mdb

Where

SITE = Abbreviation for the site

CONTRACTOR = Abbreviation for the contractor

PROJID = Official DOE Project Number for the project

PERIOD = Reporting period for the project, expressed as calendar year (YYYY) and month (MM)

RUNDATE = Date the Access file was populated, expressed as calendar year (YYYY), month (MM) and day (DD)

Example: OR_Isotek_OR0011Z_200909_20091011.mdb

The Contractor submits the data via web-based interface directly to the PARS II server. The system provides detailed error messages if the data fails to transmit and a PARS II Helpdesk is available to provide technical support.

The current version of the Access template can be found at the following url:

http://management.energy.gov/online_resources/pars2.htm

On the right hand menu of the Welcome to PARS II screen is a “CONTRACTOR DOCUMENTS” category. Click on the PARS II CPP Upload Template File link to get a copy of the template mdb.

This file contains an Access database; the current version is named

DPMIS091110 OECM Complete Project Template.mdb

The file can be downloaded from the Internet by the contractor. Additionally, the Federal Project Director can download the file and provide it to the contractor.

4 APPENDIX SECTION

4.1 Acronyms and Terms

Accrued costs - earmarked for the project and for which payment is due, but has not been made.

Actual Cost (AC) – incurred costs charged to the project budget for which payment has been made or accrued for payment. See Earned Value Analysis.

Actual Cost of Work Performed (ACWP)(Spent Costs) – total costs incurred (direct and indirect) in accomplishing work during a given time period. See also *earned value analysis*.

Actual dates - actual dates are entered as the project progresses. These are the dates that activities really started and finished as opposed to planned or projected dates.

Actual direct costs - those costs specifically identified with a contract or project. See also direct costs.

Actual Finish Date (AF) - the point in time that work actually ended on an activity. (Note: in some application areas, the activity is considered "finished" when work is "substantially complete.")

Actual Start Date (AS) - the point in time that work actually started on an activity.

ACWP - Actual Cost of Work Performed

Actual Cost of Work Performed (ACWP) - total costs incurred (direct and indirect) in accomplishing work during a given time period. See also *earned value*.

Actual Finish Date (AF) - the point in time that work actually ended on an activity. (Note: in some application areas, the activity is considered "finished" when work is "substantially complete.")

Actual Start Date (AS) - the point in time that work actually started on an activity.

ART - Automated Reporting Tool

Baseline - The approved time phased plan (for a project, a work breakdown structure component, a work package, or a schedule activity), plus or minus approved project scope, cost, schedule, and technical changes. Generally refers to the current baseline, but may refer to the original or some other baseline. Usually used with a modifier (e.g., cost baseline, schedule baseline, performance measurement baseline, technical baseline.) Source: PMBOK Guide, Third Edition; Section V: Glossary.

Baseline cost - the amount of money an activity was intended to cost when the schedule was baselined.

Baseline schedule - the baseline schedule is a fixed project schedule. It is the standard by which project performance is measured. The current schedule is copied into the baseline schedule which remains frozen until it is reset. Resetting the baseline is done when the scope of the project has been changed significantly, for example after a negotiated change. At that point, the original or current baseline becomes invalid and should not be compared with the current schedule.

BCWP - Budgeted Cost of Work Performed

BCWS - Budgeted Cost of Work Scheduled

Breakdown Structure - A hierarchical structure by which project elements are broken down, or decomposed. See also product breakdown structure (PBS), organizational breakdown structure (OBS), resource breakdown structure (RBS), and work breakdown structure (WBS).

Budget - quantification of resources needed to achieve a task by a set time, within which the task owners are required to work. Note: a budget consists of a financial and/or quantitative statement, prepared and approved prior to a defined period, for the purpose of attaining a given objective for that period. (The planned cost for an activity or project.)

Budget at completion (BAC) - the sum total of the time-phased budgets. The estimated total cost of the project when done.

Budget cost - the cost anticipated at the start of a project.

Budgeted Cost of Work Performed (BCWP) – the sum of the budget for work completed plus apportioned work in progress to be completed during a relevant time period. BCWP can also be calculated by taking the percentage of work completed times the baseline cost of the activity (% Complete x Planned Cost for each activity).

Budgeted Cost of Work Scheduled (BCWS) – the sum of the budgets for work scheduled to be accomplished during a relevant time period. See also *earned value analysis*. The planned cost of work that should have been achieved according to the project baseline dates. Elapsed costs / baseline cost to date.

Capital cost - the carrying cost in a balance sheet of acquiring an asset and bringing it to the condition where it is capable of performing its intended function over a future series of periods.

Contingency Reserve - a separately planned quantity used to allow for future situations which may be planned for only in part (sometimes called "known unknowns"). For example, rework is certain, the amount of rework is not. Contingency reserves may involve cost, schedule, or both. Contingency reserves are intended to reduce the impact of missing cost or schedule objectives.

Contingency reserves are normally included in the project's cost and schedule baselines.

Contract - a contract is a mutually binding agreement which obligates the seller to provide the specified product and obligates the buyer to pay for it

Contractor - a person, company, or firm who holds a contract for carrying out the works and/or the supply of goods or services in connection with the project

Contract target cost - the negotiated costs for the original defined contract and all contractual changes that have been agreed and approved, but excluding the estimated cost of any authorized, unpriced changes. The contract target cost equals the value of the budget at completion plus management or contingency reserve.

CA- Control Account

Cost account manager - a member of a functional organization responsible for cost account performance, and for the management of resources to accomplish such tasks.

Cost Estimating - estimating the cost of the resources needed to complete project activities.

Cost Performance Index (CPI) - the ratio of budgeted costs to actual costs (BCWP/ACWP). CPI is often used to predict the magnitude of a possible cost overrun using the following formula: original cost estimate/CPI = projected cost at completion. See also *earned value*. The cost efficiency ratio of earned value to actual costs. CPI is often used to predict the magnitude of a possible cost overrun. See also *earned value*.

Cost Variance (CV) - (1) Any difference between the estimated cost of an activity and the actual cost of that activity. (2) In *earned value*, BCWP less ACWP.

COTS – Commercial Off The Shelf

CPP - Contractor Project Performance

Current Finish Date - the current estimate of the point in time when an activity will be completed.

Current Start Date - the current estimate of the point in time when an activity will begin.

CV - Cost Variance

Direct costs - are specifically attributable to an activity or group of activities without apportionment. (Direct costs are best contrasted with indirect costs that cannot be identified to a specific project.)

EAC - Estimate At Completion

Earned Value (EV) – A measure of the value of completed work. Earned value uses original estimates and progress-to-date to show whether the actual costs incurred are on budget and whether the tasks are ahead or behind the baseline schedule.

Earned value analysis - analysis of project progress where the actual money, hours (or other measure) budgeted and spent is compared to the value of the work achieved.

Earned value cost control - the quantification of the overall progress of a project in financial terms so as to provide a realistic yardstick against which to compare the actual cost to date.

Estimate at completion (EAC) - a value expressed in either money and/or hours, to represent the projected final costs of work when completed. The EAC is calculated as $ETC + ACWP$.

Estimate to complete (ETC) - the value expressed in either money or hours developed to represent the cost of the work required to complete a task.

ETC - Estimate (or Estimated) To Complete (or Completion)

Exception report - focused report drawing attention to instances where planned and actual results are expected to be, or are already, significantly different. Note: an exception report is usually triggered when actual values are expected to cross a predetermined threshold that is set with reference to the project plan. The actual values may be trending better or worse than plan.

Management Reserve (MR) - a separately planned quantity used to allow for future situations which are impossible to predict (sometimes called "unknown unknowns"). Management reserves may involve cost or schedule. Management reserves are intended to reduce the risk of missing cost or schedule objectives. Use of management reserve requires a change to the project's cost baseline.

OA – Oversight and Assessment

OBS - Organization(al) Breakdown Structure

OECM - Office of Engineering and Construction Management

Organizational Breakdown Structure (OBS) - Hierarchical way in which the organization may be divided into management levels and groups, for planning and control purposes and to relate *work packages* to organizational units.

Other direct costs (ODC) - a group of accounting elements which can be isolated to specific tasks, other than labor and material. Included in ODC are such items as travel, computer time, and services.

PARS II – Project Assessment and Reporting System (second system)

PARS II Development Collaboration Portal – a web page on the Department of Energy’s website that lists the documents that have been used to plan, design, develop and implement the PARS II application. Examples include the Concept of Operations, PARS II High-Level Screen Design, Deployment Plan and Project List. The portal also lists the meeting dates for the PARS II Integrated Project Team. The collaboration portal web page can be found at: http://www.management.energy.gov/online_resources/1627.htm.

Percent Complete (PC) - an estimate, expressed as a percent, of the amount of work which has been completed on an activity or group of activities. May be aggregated to sections of a project or the whole project.

Performance measurement techniques - performance measurement techniques are the methods used to estimate earned value. Different methods are appropriate to different work packages, either due to the nature of the work or to the planned duration of the work package.

Performance Reporting - collecting and disseminating information about project performance to help ensure project progress.

PMIS - Project Management Information Systems

Project Data Template - A template is standardized file type used by computer software as a pre-formatted example on which to base other files, such as documents or tables. In PARS II, the term template is also known as the "Project Data Template" and refers to a blank Microsoft Access Database that holds ten individual tables that define the layout of specific data to be placed in each table. For example, the Microsoft Access Table currently contains the following table names.

1. EV Time Phased Table
2. EV MR Log Table
3. Schedule Activity Table
4. Schedule Relationship Table
5. EV VAR Analysis WBS Table
6. EV VAR Analysis OBS Table
7. Risk Log Table
8. EV CPR Header Table
9. EV CPR Format 1 Table
10. EV CPR Format 2 Table
11. EV RAM Table

Risk analysis - systematic use of available information to determine how often specified events may occur and the magnitude of their likely consequences. (A technique designed to quantify the impact of uncertainty)

Risk Log - formal record of identified risks (a body of information listing all the risks identified)

for the project, explaining the nature of each risk and recording information relevant to its assessment and management).

Risk Management - Systematic application of policies, procedures, methods and practices to the tasks of identifying, analyzing, evaluating, treating and monitoring risk. (The process whereby decisions are made to accept known or assessed risks and /or the implementation of actions to reduce the consequences or probability of occurrence.)

Schedule - the timetable for a project. It shows how project tasks and milestones are planned out over a period of time.

Schedule variance (cost) - the difference between the budgeted cost of work performed and the budgeted cost of work scheduled at any point in time.

Schedule performance index (SPI) – ratio of work accomplished versus work planned (BCWP/BCWS), for a specified time period. The SPI is an efficiency rating for work accomplishment, comparing work accomplished to what should have been accomplished. See *earned value*.

Schedule Variance (SV) - (1) Any difference between the scheduled completion of an activity and the actual completion of that activity. (2) In *earned value*, BCWP less BCWS.

Statement of Work (SOW) - a narrative description of products or services to be supplied under contract.

Subcontract - a contractual document which legally transfers the responsibility and effort of providing goods, services, data, or other hardware, from one firm to another.

Subcontractor - an organization that supplies goods or services to a supplier.

SV - Schedule Variance

Target Completion Date - a date which Contractors strive towards for completion of the activity.

Target Date - date imposed on an activity or project by the user. There are two types of target dates; target start dates, and target finish dates.

Time analysis - the process of calculating the early and late dates for each activity on a project, based on the duration of the activities and the logical relations between them.

Variance - a discrepancy between the actual and planned performance on a project, either in terms of schedule or cost.

Variance at completion (VAC) - the difference between budget at completion and estimate at

completion.

WBS - Work Breakdown Structure

Work Breakdown Structure (WBS) - A deliverable-oriented hierarchical decomposition of the work to be executed by the project team to accomplish the project objectives and create the required deliverables. It organizes and defines the total scope of the project. Each descending level represents an increasingly detailed definition of the project work. The WBS is decomposed into *work packages*.

4.2 Access Table Relationships

The diagram below shows the relationship between the Access CPR tables and the other Access tables.

