## SECTION J

## APPENDIX K

## PROGRAM MANAGEMENT AND COST REPORTS

The Contractor shall submit monthly cost, schedule, and technical performance plans and reports as required by the Contracting Officer. The reports shall be consistent with and reconcilable to data captured in the Enterprise Portfolio Analysis Tool (EPAT) and Planning, Programming, Budgeting, and Evaluation (PPBE) tool. Consistent with the requirements of Section J, Appendix M, the Contractor shall have systems in place to expand the information provided to a designated level consistent with the NNSA Defense Programs' approved Work Breakdown Structure (WBS).

(a)     Monthly Submissions for Reporting

    (1)     Directed Cost Reporting at a minimum shall include:

        (i)     Specified cost elements including labor, material, other procurements, and travel;
        (ii)     Indirect/overhead costs to include overhead and fringe rates;
        (iii)     Schedule status information at the specified activity level; and
        (iv)     Performance measurement information when relevant.

    (2)     Weapon Program Management Reporting

    The Contractor shall provide the following nuclear weapon programmatic information in support of program management and reporting requirements:

        (i)     Program scope, milestones, changes to program baseline, accomplishments/benefits, and issues, risks, and opportunities;
        (ii)     Year-to-date actual costs;
        (iii)     Year-to-date commitments/encumbrances;
        (iv)     Year-to-date total costs;
        (v)     Budget Authority (BA) for the associated Budget and Reporting (B&R) Classification Codes by fiscal year of appropriation;
        (vi)     Estimate at completion for the current fiscal year;
        (vii)     Projected carry-over BA by fiscal year; and
        (viii)     Earned value metrics for the current fiscal year.

    The nuclear weapon programmatic information and status will be provided in a report that contains quadrant reporting (see Figure 1), performance reporting (see Figure 2), and earned value reporting (see Figure 3), as shown below.

(b)     Annual Submissions for Reporting

      (1)     Implementation Plans
      (2)     Spend Plans
      (3)     Schedule Plans
      (4)     Specifications of Scope of Work Activity

While identified as annual submissions, to remain relevant, the Contractor shall update these plans based on changes to budget, work scope and schedule.

(c)     Ad-hoc Submissions for Reporting

      (1)     Program Evaluation
      (2)     Cost Estimating
      (3)     Budget Validation
      (4)     Root Cause Analysis
      (5)     Earned Value Management Reporting

The Contractor shall support these ad-hoc submissions by providing NNSA access to the appropriate systems and to Contractor personnel to analyze and evaluate plans, programs, and budgets.  The Contractor shall ensure the costs of programs are presented accurately and completely.  The Contractor shall support NNSA's evaluation of alternative technical strategies to ensure programs and projects can be efficiently implemented.

The Contractor shall provide the Contracting Officer, or designated authorized representative(s), access to information and documents comprising the Contractor's reporting system.

(d)     Subcontractor Reporting

The Contractor shall include these reporting requirements in all cost-reimbursement subcontracts when:

      (1)     The value of the subcontract is greater than $2 million, unless specifically waived by the Contracting Officer; or

      (2)     The Contracting Officer determines prior to award that the subcontract effort is, or involves, a critical task related to the Contract.

## Figure 1.  Quadrant Reporting example

**Review Date:** 10/09/08
**Data Through:** 9/30/08
**Program Manager:** Your Name Here
**Customer:** Customer's Name Here

|  | Scope | Cost | Schedule | Technical | Overall |  |
|---|---|---|---|---|---|---|
| **YTD** | G | G | G | G | G | ▶ |
| **EOY** | G | G | G | G |  |  |

### Program Scope
- **Free-form**
- **Include Major Products/Deliverables**

### Program Milestones:
- **Enter all relevant milestones, not just Level 2 and 3, include milestones spread over FY if possible**
- **Modify table below – put in ascending order (closest first)**
- **Past milestones move to accomplishments**
- **Copy to separate page for reading purposes if necessary**

| Milestone | Status | Baseline Date | Actual Date |
|---|---|---|---|
| Sample | - | 8/06 | 11/06 |
|  | Y |  |  |
|  | R |  |  |
|  | G |  |  |
|  | G |  |  |

### Changes to Program Baseline
- **Free-form**
- **Include both pending and approved BCR's/content but label as such**
- **Include potential scope changes, but label as such**

### Accomplishments/Benefits:
- **Free-form**
- **List significant accomplishments since last review**
- **At start of new FY, summarize major accomplishments for past FY**

### Issues(I), Risks(R), and Opportunities(O):
- **I - Issues related to above scope, cost, schedule, tech status**
- **R - Free-form**
- **O - Include risks and talk to ongoing mitigation activities during presentation**

Note:  FY is Fiscal Year

**Figure 2.  Performance Reporting**



## Program to Performance Example

XYZ Program:  Total FY09 Funding, EAC, and Actuals
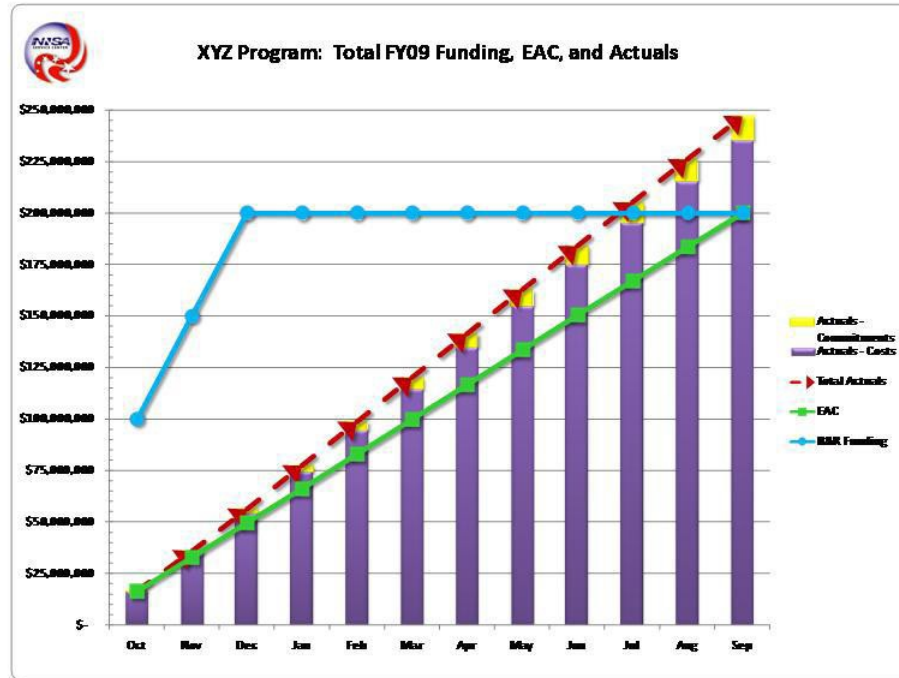
Note:  The tabular data for actual commitments/encumbrances, projected actual costs, total actual costs, estimate at completion, and B&R funding will also be provided as part of this chart.  This data shall be cumulative by month.

## Figure 3. Earned Value Metrics Reporting



|  | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **CURRENT PERIOD** | | | | | | | | | | | | |
| BCWS | 4,164 | 6,423 | 4,983 | 5,356 | 5,459 | 5,874 | 6,345 | 7,784 | 6,119 | 5,763 | 8,020 | 9,969 |
| BCWP | 5,687 | 4,079 | 6,330 | 2,305 | | | | | | | | |
| ACWP | 3,775 | 6,108 | 5,603 | 2,273 | | | | | | | | |
| EAC | 3,775 | 6,108 | 5,603 | 2,273 | 5,734 | 6,228 | 6,421 | 7,959 | 6,171 | 5,756 | 8,061 | 10,086 |
| **CUMULATIVE TO DATE** | | | | | | | | | | | | |
| BCWS | 4,164 | 10,587 | 15,570 | 20,926 | 26,385 | 32,259 | 38,604 | 46,388 | 52,507 | 58,271 | 66,291 | 76,260 |
| BCWP | 5,687 | 9,766 | 16,096 | 18,402 | | | | | | | | |
| ACWP | 3,775 | 9,884 | 15,486 | 17,759 | | | | | | | | |
| EAC | 3,775 | 9,884 | 15,486 | 17,759 | 23,493 | 29,721 | 36,142 | 44,101 | 50,272 | 56,028 | 64,089 | 74,175 |
| SV | 1,523 | (821) | 526 | (2,524) | | | | | | | | |
| SPI | 1.37 | 0.92 | 1.03 | 0.88 | | | | | | | | |
| CV | 1,912 | (118) | 610 | 642 | | | | | | | | |
| CPI | 1.51 | 0.99 | 1.04 | 1.04 | | | | | | | | |