FULL DATA CALL FOR EVMS CERTIFICATION REVIEW

CONTRACTOR: [Contractor Name], PROJECT: [Project Name]

The requested data for the above named project with the associated reporting periods are specified in the Data table on the following pages. All requested and supporting data is to be provided in the native format as specified (e.g., .doc, .xls, .csv, .xer), unless otherwise indicated or specific relief is granted by DOE PM. Cost and schedule data should align with the contractor’s accounting months.

This data call is a comprehensive list of all of the artifacts that will be reviewed in the certification process. Data may be provided to the PM POCs via the PM MAX website, using the Collaboration Site established for that purpose, and using the item designations/coding in the Data table. [Project name] project team personnel requiring access to the PM MAX collaboration site must be provided to the PM POC so that necessary access credentials can be established.

The on-site portion of the certification review will be held [Month, dates, year], and all final data to support the on-site assessment is required **NLT [typically end of month two months prior to review dates].** The three consecutive reporting periods to be included in this data call are: [Enter 3 months, starting four months prior to data required date, for example if Review date is late in October 20XX, and final data due date is August 31, 20XX, then months of data would be May 20XX, June 20X, and July 20XX].

* The date established for the on-site portion of the review assumes that data for each of the three subject months will be provided when each individual monthly data is available, but no later than as follows: [Use the three months stated above, and establish due dates based on when data would be due in PARS, example follows.]
	+ May 20XX data - NLT June 29, 20XX
	+ June 20XX data - NLT August 3, 20XX
	+ July 20XX data - NLT August 31, 20XX

Should the contractor be unable to support this schedule, then the planned on-site date will have to be revised.

Note: The focus of the EVMS certification review is for data produced from execution of the recently approved Performance Measurement Baseline (PMB) post-CD-2/3. While some requested data in this data call will include data prior to CD-2/3 approval (e.g., CBB logs, etc.), in general all monthly data and detailed PMB documentation, including related change documentation, work authorization, and Cost Performance Reports (CPRs) must be from the CD-2/3 approval documentation or post-CD-2/3 monthly data. Requests in the data call referencing three (3) months of data (example B11) must be for the three (3) subject months of the review, and should correspond to the three (3) interim monthly data “drops”.

**PM POCs**

[Name of Review Chief] [Name of Project Analyst]

EVMS Compliance SME (PM-30 Review Chief) Project Sponsor (PM-20)

U.S. Department of Energy U.S. Department of Energy

1000 Independence Ave., SW 1000 Independence Ave., SW

Washington, DC 20585 Washington, DC 20585

Office: (202)287-1062 Office: (202)586-5032

Cell: (240)361-7125 Cell: (240)449-9614

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| Item  | Data |
| 1 | Contractor PARS-II Flat Files. Please provide applicable data in the 7 flat file tabs in **RED** and labelled as WBS, OBS, COST, SCHEDULE, LOGIC, RESOURCES, and IPMR as specified in the DOE PARS Flat File Format dated February 8, 2018 (***PARS Flat File Format – v1\_1 20180208.xlsx***). The other 14 flat file tabs may be future options that would replace many artifacts in section B.  Time phased data is to be provided for the 3 reporting months requested; each time phased file requested shall contain the complete time phasing for the object (CA, WP, PP, SLPP). For example:Assuming a 30 month project with months 21, 22, and 23 being the three requested reporting monthsMonth 21 reporting period snapshot – contains BCWS/ETC for months 1-30 and BCWP/ACWP for 21 monthsMonth 22 reporting period snapshot – contains BCWS/ETC for months 1-30 and BCWP/ACWP for 22monthsMonth 23 reporting period snapshot – contains BCWS/ETC for months 1-30 and BCWP/ACWP for 23 monthsIn general these flat files are from the contractor’s schedule and cost processors. They replace the legacy 2 EVCSA formats, but generally contain the same information in a more native format. The specific files are Work Breakdown Structure, Cost, Schedule, Schedule Logic, Schedule Resource, Organizational Breakdown Structure, and IPMR Header from the previous PARS-II flat file formats.  |
| 2 | Please provide a report from the cost tool with total project BCWS, BCWP, ACWP, BAC, EAC by period for verification of the flat files in number 1. |
| 3 | Baseline and Forecast IMS \*.xer formats for the periods specified. If 3 months are requested, then this is 6 individual \*.xer submissions per project. Please also include any other schedules such as field level, daily, plan of the month etc. The file format for these subsidiary schedules may vary. |
| 4 | Please provide a complete data dictionary for both schedule and cost (items 1 and 3) exports.Key requirements for these data dictionaries include:1. Every data field/column in the schedule and cost tool must be explained. If a field/column is not meaningful, then please state “no meaning”.
2. For data fields/columns with complex coding structures, define the meaning of digits within the structure. For example, a WP ID field may reference the first 3 digits as the CA, the second 3 digits as the OBS, and the third digits as the WP. In this example, each of the three digit fields within the single structure should be defined. Please also include descriptions for any codes that are used to identify LOE EVT, SVTs, Schedule Margin, WBS, and OBS as applicable, and instructions regarding how to extract data using these codes for use in determining schedule analysis integrity. Without this identification the onsite portion of the review may be unnecessarily extended – due to false trips in the analysis.
3. Please explain the process of importing and integrating the schedule into the cost tool. Explain specifically how each is mapped / linked to each other, which data fields in the schedule are mapped to which fields in the cost tool, and the definitions in each and whether they are the same.
4. Please explain any enterprise level codes used (if any), as these do not automatically load from an \*.XER import.
5. Please provide any notes that would facilitate the review team’s understanding of the flat file submission and the data analysis.
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| ITEM # | DOCUMENTATION |
| B1 | Accounting Calendar from January 2018 through the life of the project |
| B2 | Accounting System Reconciliation with CPR reported ACWP at total project level for the three months of reporting, including estimated actuals, if any |
| B3 | Apportioned Effort EVT justification with documentation of time phased relations to base activity (if applicable).  |
| B4\* | Baseline Change Requests/control for MR and BCP implementations for last 12 months This includes contract and project level modifications affecting project CBB. This should reconcile with B6.  |
| B5 | Comprehensive EAC – Date of last update |
| B6\* | Contract Budget Baseline Log from beginning of the project through the current month\* |
| B7 | Contract Line Items identified in the contract, if any (non-M&O) |
| B8 | Contractor Internal Surveillance Reports for the past year (past 2 years if done annually only) |
| B9 | Corrective Action Logs for 3 months |
| B10 | CPRs at the Control Account Level for 3 months *in Excel or .csv (Formats 1-5 – note if any formats not required by contract)* |
| B11 | Estimated actuals if any for last 3 months |
| B12 | EVM System Description (Latest Version), Policies and Procedures that demonstrate EIA-748 consistency, including the mapping of the processes to the 32 EVMS guidelines.  |
| B13 | HDV material identification (total) and related Purchase Orders for last 6 months |
| B14 | LOE EVT scope if not contained in the WBS Dictionary for open LOE in the review period. |
| B15 | Organization Charts (include location of subcontractors) Include total project and functions with identification at least to one level below the CAM.  |
| B16 | Project Execution Plan (PEPs), and Project Datasheet for each project being reviewed (note if already in PARS II) |
| B17 | Quantifiable Backup Data (QBD) basis of measurement to support percent completion earned value technique claimed for past 3 months, where applicable. |
| B18 | Reports for the reporting period at the total and CA levels that provide at least CV, SV, CPI,SPI, TCPI |
| B19\* | Responsibility Assignment Matrix (RAM) ) in Excel or .csv*(For each control account, please provide the $ value, % complete, and the % of work that is LOE)\** |
| B20 | Subcontractor Listing and where tracked within the WBS, as applicable. |
| B21\* | Subcontractor Control Account Plans, if applicable\* |
| B22\* | Subcontractor EAC Procedures and Supporting Documentation, if applicable\* |
| B23\* | Subcontractor Project Schedule if applicable\* |
| B24\* | Subcontractor Scope of Work, if applicable\* |
| B25\* | Subcontractor Variance Analysis as applicable for the reporting period |
| B26\* | Subcontractor Fee – Please specify how this is tracked in the prime cost tool.  |
| B27 | Technical Percent Complete if not a field within the schedule file |
| B28 | Time phased ETC spread at Control Account level |
| B29 | Variance Analysis Reports at the Control Account level for 3 months, for CAs that were reportable for the month |
| B30 | Variance Analysis Correction Action Log |
| B31\* | WBS Dictionary\* |
| B32 | Work Authorization Documentation for 3 months |
| B33 | Work Package Exit Criteria for the current and baseline schedules (if not in schedule)  |
| B34 | Current rates for the applicable direct and indirect pools. This needs to be available on-site.  |
| B35 | Current Risk Management Plan with Risk Log |

\*Clarification to the list above

1. Item #B4 – Includes the approval documentation for time-phased baseline changes at the CA level.
2. Item #B6 - There is no requirement for separate logs, or concern with multiple logs. The intent is to see changes to CBB, MR, and UB by month for the project duration.
3. Item #B19 - RAM (Responsibility Assignment Matrix) is a document/file that is used to display where the control accounts are defined. It lists the WBS on one axis and the OBS on another, showing intersections where control accounts are defined, and it includes the dollar value of each control account. This is also sometimes referred to as a “Dollarized RAM”.
4. Items #B21-B26 apply to subcontractors with EIA-748 flow down requirements.
5. Item #B31 - The WBS dictionary is where the list of WBS elements and the scope of each WBS element is typically documented. If not applicable, please include a note and omit.

**ACCOUNTING DOCUMENT LIST:**

The following accounting documents are requested in addition to the documents described in the table above.

1. Accounting Handbook (Procedures/Manuals/Desktop Guides) – Documents that describe how the accounting system works; how direct costs are captured; how & when accruals are processed; end of month (EOM) accounting procedures; policy for processing accounting changes, whether there are different categories of changes and whether (and under what conditions) retroactive changes are allowed.
2. The most recent CASB disclosure statement and the DCAA (or DOE) and CO approval letters.
3. Material and Accounting approvals
4. Reports from timecard reviews with DOE participation for last 12 months.
5. Documentation (meeting minutes, emails, correspondence) regarding monthly recurring rate reviews with senior leadership and DOE.
6. Documentation of monthly and annual reviews of indirect charges as compared with the budget for alignment. This is for the current and prior FY periods.
7. Documentation of monthly variance analysis at the rate pool level. This is for the current and prior FY periods.
8. Documentation of actions taken to mitigate the variances or notification to the projects of rate impacts. This is for the current and prior FY periods.
9. Policies and procedures on indirect rates and copies of monthly indirect rate analysis or reports.  Who in the organization is responsible for managing indirect costs and performs the analysis?  How is the monthly and/or end of year (EOY) true up performed?
10. Labor & timekeeping policy/procedural manuals. (i.e. How and when do employees record time? What is policy regarding recording of overtime hours?  Which employees (exempt/non-exempt) are eligible to be paid for overtime?)
11. Material Accounting Procedures and/or Desktop Guides. Specifically, how are material acquisitions planned and scheduled, when is performance taken, and when are costs claimed?  What are the procedures for accounting for residual inventory?
12. Subcontract Procedures (as they pertain to accounting issues). Specifically, how are subcontract direct costs captured; how and when are accruals used; how & when is performance taken?
13. Accounting & Project Controls organization charts reflecting responsibilities/duties.
14. Results of any DCAA audits (or DOE audit results if DCAA does not perform audits).

On the first day of the review, also please have the following documents/records available to discuss with the EVMS accounting team:

1. Records for the performance of data traces of the following: Labor (direct & indirect) charges, material charges, subcontractor charges.  Show from origination/requisition to final payment posted in accounting system and then reflected in EOM EVM reports.
2. Accounting corrections report/log for last 3 months.
3. Overtime report for last 3 pay periods showing exempt employees and how many charge codes were used.