

SECTION J

APPENDIX O

PROGRAM MANAGEMENT AND COST REPORTS

The Contractor shall submit periodic cost, schedule, and technical performance plans and reports in such form and substance as required by the Contracting Officer. Reference Section J, Appendix A, Statement of Work, Chapter I, 4.2. Cost reports will include at a minimum:

1. Monthly general management reports to summarize schedule, labor, and cost plans and status, and provide explanations of status variances from plans. The DOE/NNSA Uniform Program Cost Reporting Structure (UPCRS) (e.g. labor, materials, fringe, ODC, etc.) should be the format elements of the performance measurement baseline and actual cost and must be compatible with and in a format ready for incorporation into the DOE/NNSA Cost Management Initiative (CMI) database in the UPCR structure. The analysis of funds expenditure shall include a report of monthly and cumulative costs of performance by cost element in a format compatible with the UPCR and ready for incorporation into the DOE/NNSA database. Monthly CMI performance measurement reports provide information regarding budgeted cost versus actual cost, schedule performance against milestones and estimated cost at completion. Schedule/Labor Cost Reports will provide information on schedule, labor and cost plans and status using the DOE/NNSA four (4) quadrant reporting integrated in the DOE/NNSA quarterly performance review as shown below. All UPCR and CMI requirements shall be implemented where they apply and consistent with instructions from the Contracting Officer where they do not.

Figure 1. Quad reporting example (Note: FY is Fiscal Year.)

Example of Key Project Metrics

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	G

Program Scope

- Free-form
- Include Major Products/Deliverables

Program Milestones:

- Enter all relevant milestones, not just Level 2 and 3, include milestones from PSD, 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:

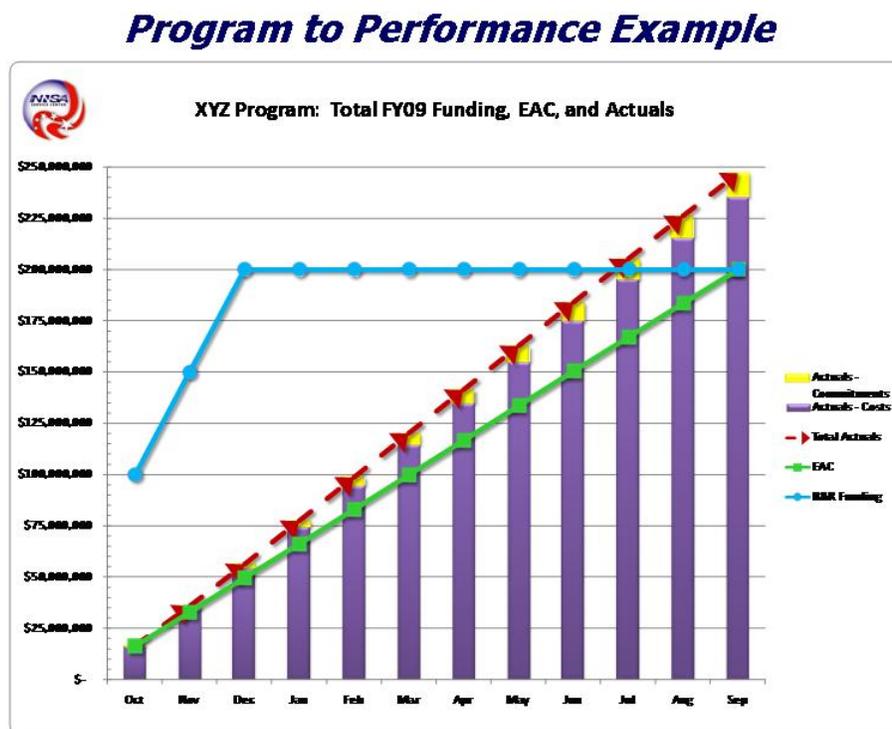
- Free-form
- List significant accomplishments since last review
- At start of new FY, summarize major accomplishments for past FY

Issues(I), Risks(R), and Opportunities(O):

- - Issues related to above scope, cost, schedule, tech status
- R - Free-form
- ☺ O - Include risks and talk to ongoing mitigation activities during presentation

Version 1/5/10

Figure 2. Performance Chart (Note: FY is Fiscal Year.)



2. Annual cost reporting on mission direct and functional support activities in the DOE/NNSA Cost Management Initiative. The Contractor shall also provide monthly functional cost metric information as part of the DOE (STARS) accounting system feed.

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

The Contractor shall include these reporting requirements in all subcontracts that are cost-reimbursement type of contracts 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 Contract/subcontract effort is, or involves, a critical task related to the Contract.