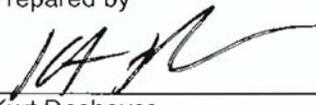
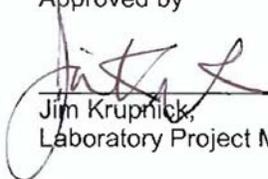


Project Management Office

Title: **PMO-1.8 Monthly Status / Reporting**

Section where used: **Project Management**

Prepared by	Date	Approved by	Date
	3/18/09		3/18/09
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Revision Log:			
Rev. No.	Effective Date	Pgs. Affected	Brief Description of Revision
0.0	June 1, 2005	All	Original Document
1.0	February 2009	All	Miscellaneous Updates, Review and Revisions to EIA-748B

1.0 PURPOSE

This document defines the monthly status reporting for projects managed under the LBNL Earned Value Management System (EVMS).

2.0 SCOPE

The Monthly Reporting process describes the project’s method of reporting variances in cost and schedule. The comparison of actual costs and the work accomplished, with baseline plans generated during the planning and budgeting phase, will be included in internal and external reports. Forecasts of future costs and schedule dates will be made, and corrective actions initiated when problems are identified.

3.0 REFERENCES

- DOE Order 413.3A.
- LBNL Earned Value Management System Description.
- PMO Procedure 1.4, Control Accounts, Work Packages, and Planning Packages.
- PMO Procedure 1.6, Project Schedule.
- PMO Procedure 1.7, Cost Estimating.

4.0 PROCEDURE

The sequence of activities involved in this procedure is illustrated in Appendix A. The sequential action steps are described in this section.

4.1 Monthly Status Report Development

The Performance Measurement Baseline (PMB) shall be statused by the Control Account Manager (CAM) at least monthly. Once the PMB is statused, the information is used to calculate the Budgeted Cost of Work Performed (BCWP). Project Controls downloads the current month's actual costs from the LBNL Financial Management System (FMS) and, along with the schedule status and Estimate at Completion (EAC), creates a draft monthly report that is submitted to the Project Manager and CAMs for review and approval.

Variance Review and Analysis

The CAMs receive a report that reflects the project status and variances. Cost and schedule thresholds for reporting variances to the Department of Energy (DOE) are established in the project-specific Project Execution Plan (PEP). For tighter control, the Project Manager and Project Controls may establish current and cumulative cost and schedule thresholds for variance analysis that are more stringent than those imposed by DOE and use them for internal reporting of variances at the control account level.

Variance Reporting and Corrective Action

If variances exceed the defined thresholds, the CAM evaluates the variances, ascertaining the cause and impact, and if required, proposes a corrective action to minimize any negative impact to the project. The CAM prepares a Variance Analysis Report and submits the report to Project Controls and the Project Manager for review and acceptance. After accepting the analysis, the Project Manager will note any required Corrective Action on the Corrective Action Log. The Corrective Action Plan (CAP) is monitored, at a minimum, on a monthly basis.

Estimate to Complete

On a periodic basis, the CAM shall review the Estimate to Complete (ETC) for the elements of their control account. If, in the judgment of the CAM, the current ETC does not accurately reflect the cost for the remaining work in the control account, the CAM develops a new estimate and submits it to the Project Manager. CAMs should include in the ETC any cost variances to date as well as estimates for known pending changes and mitigation of known risks. On at least an annual basis, the Project Manager will request all CAMs review their ETCs and submit a detailed estimate for the remaining work.

Monthly Status Meetings

The CAMs shall present status information at the project's Monthly Status meetings. The Project Manager shall prepare and submit a Project Monthly Status Report to DOE or the project sponsor.

Documents and Records

Monthly Status Report documents and records generated as a result of implementing this procedure shall be maintained by the specific project. Project Controls has responsibility for maintaining the records of data compiled to create Monthly Status Reports.

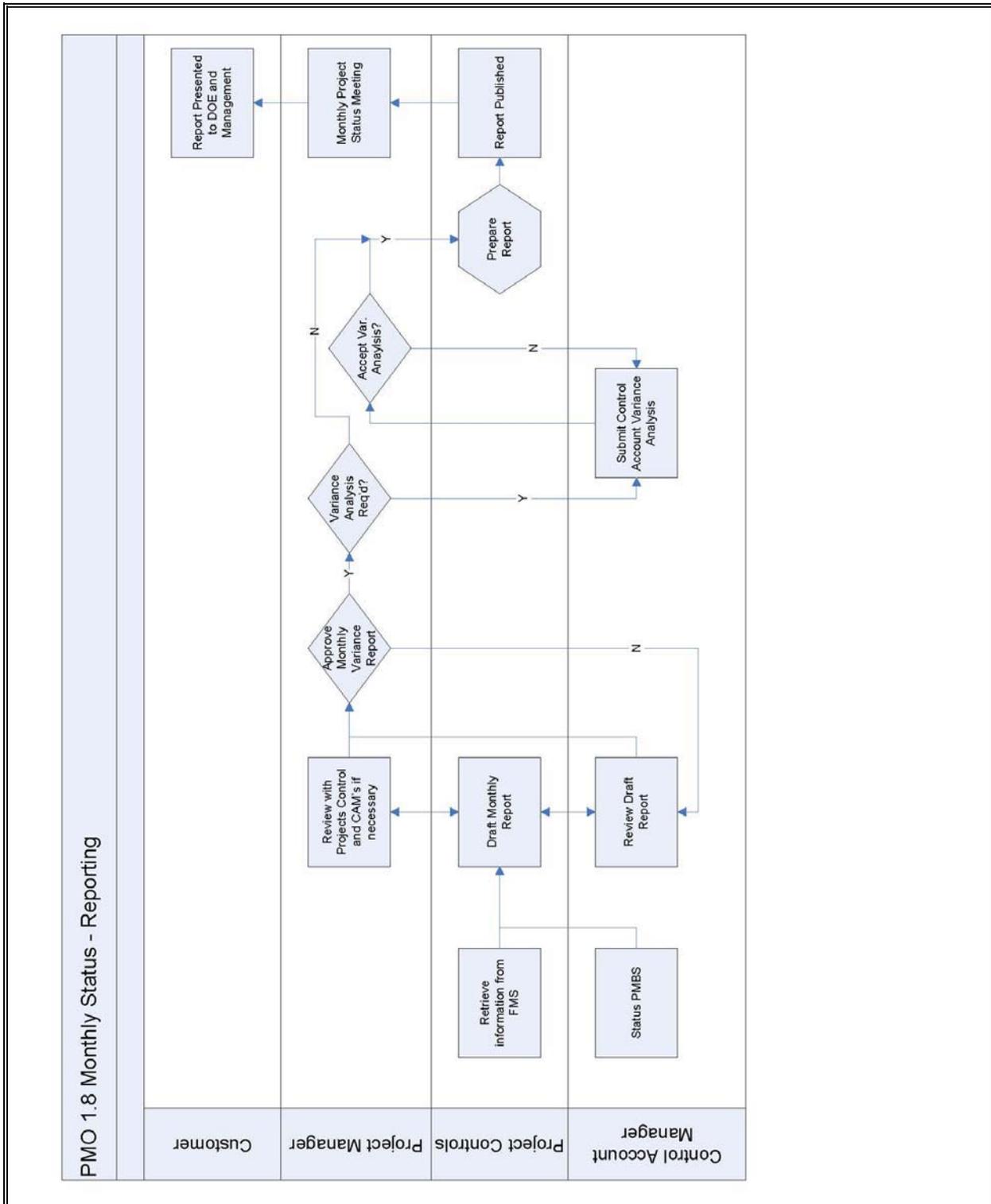
5.0 APPENDIX

Appendix A: Monthly Status - Reporting Process Flow Diagram.

Appendix B: Control Account Variance Analysis Report.

Appendix C: Corrective Action Log.

APPENDIX A: Monthly Status - Reporting Process



APPENDIX B: Control Account Variance Analysis Report



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Control Account Variance Analysis

(Project)

CA WBS: _____ CA Description: _____ Cum. SPI: _____

CAM: _____ Cum. CPI: _____

Performance as of (date)	Current Period			Cumulative to Date			At Completion		
	BCW S	ACW P	SV	BCW P	ACW P	SV	BAC	EAC	VAC
Control Account Variance Summary									
Cause									

K\$

Impact W/O Corrective Action

Corrective Action and Impact

Signatures

Project Director _____ Date _____ CAM _____ Date _____

Variance Thresholds are on any cumulative SPI or CPI less than 0.9 or greater than 1.15

