

**2016 Earned Value Management Practitioners (EVMP) Training  
and Symposium in Partnership with FPS**

# Cobra Advanced Training

July 27, 2016

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# Course Overview

- Proposal Pricing
- Funding
- Baseline Control
- Report Customization
- Batch Processing

# Learning Objectives

- Understand how your Cobra implementation can be leveraged to price proposals
- Understand strategies for including funding information in the tool
- Understand how the replan utility can be used to make a baseline change
- Understand reporting configuration and customization options as well as basic customization process
- Understand how to use batch processing to make your implementation more time efficient

# BDO Government Contracts and Advisory Services

## Integrated Program Management & Earned Value Management Capabilities

In addition to our cost accounting, FAR knowledge, CAS compliance, and business systems capabilities – we have years of experience supporting EVMS validation reviews and surveillance; as well as implementing compliant EVM systems, tools, and processes. We have also supported government Agency Program Office EVMS surveillance and certification.

### **BDO's support services include:**

- ▶ EVM Assessment vs. EIA 748 Standard
- ▶ EVMS Implementation Planning & Solicitation Compliance
- ▶ Project Planning & Scheduling
- ▶ Schedule Risk Analysis
- ▶ EVMS Software installation, configuration, design, training, and implementation
- ▶ EVM Training and IBR Support

### **• IPM & EVM Applications**

- Deltek PM Compass – Process Automation
- Deltek Cobra – EVM Cost Engine
- wInsight Analytics – Analysis and Reporting
- CloudEVM – EVM Cost Engine & Reporting
- Encore Analytics Empower

### **• Project Scheduling Applications**

- Microsoft Project & Project Server
- Oracle Primavera P6
- Deltek Open Plan
- Deltek Acumen Fuse – Schedule Risk Analysis
- Steelray Project Analyzer

# Proposal Pricing

# Proposal Pricing Overview

- Ancillary files and saved integration configurations used for active projects can be leveraged to price proposals directly in Cobra
- Offers the following key benefits to your organization:
  - The WBS and PMB can be established quickly after contract award
  - Charge codes (at least for early work) can be set up in advance in the accounting system
  - Rate and resource information is already in Cobra
    - Ensures accurate rates across projects
    - Rates and resources tie directly to accounting system
  - Cost and schedule integration are more easily achieved and demonstrated if proposal is priced from a resource loaded schedule

# Ancillary Files

## 1. WBS

- Starting point for a detailed costing of the proposal; may follow an internally or externally developed template
- Can be extended to lower levels based on project or customer requirements after contract award
- Should capture all major deliverables and scope from the proposal

## 2. OBS

- Organization may have standard OBS
- Update to include outside organizations during the proposal phase

## 3. Rate and Resource Files

- Cobra rate and resource files should be updated regularly to include new employees and rates
- Validate rates against system of record to ensure accurate pricing

## 4. Calendar

- Develop a long-range calendar that can be repurposed for any proposal

# Resource Loaded Schedule

- Control accounts, work packages, and resource assignments can be entered into Cobra in a number of ways
- Direct integration from a resource loaded schedule has several benefits:
  - If the schedule is reviewed by all team members there should be alignment from the PM, CAMs, and project staff regarding project milestones, dates, major activities, and the critical path
  - Resources (labor and non-labor) are assigned at the WP level which provides a bottoms up estimate
  - Resources are time-phased automatically based on the tasks they are assigned to
  - Cost and schedule integration is achieved

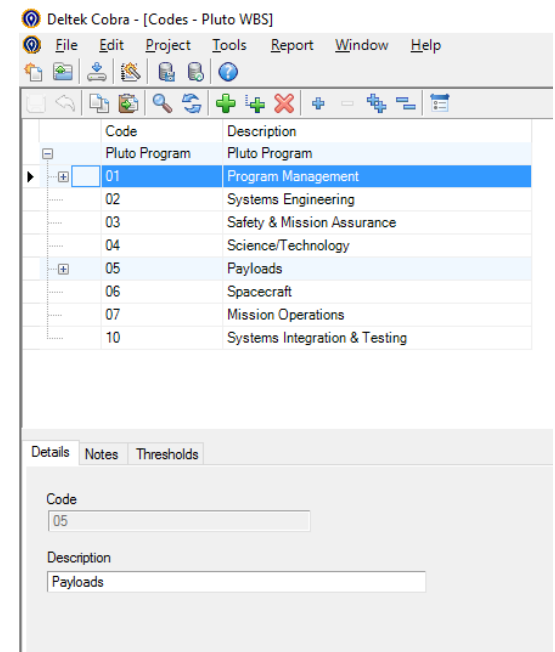


# Sample WBS File

## Cobra 5.1 Steps

1. Create a new code file with non-significant structure and no additional codes or thresholds (can be added later)
2. Import the data from a saved excel or csv file into the blank code file using the ancillary file integration
3. Once the project is created this code file will be associated with the project

Code	Description	Parent
Pluto Program		
01		Pluto Program
01.01	BDO Program Management	01
01.02	Subcontractor Program Management	01
02	Systems Engineering	Pluto Program
03	Safety & Mission Assurance	Pluto Program
04	Science/Technology	Pluto Program
05	Payloads	Pluto Program
05.01	Subsystem 1	05
05.02	Subsystem 2	05
06	Spacecraft	Pluto Program
07	Mission Operations	Pluto Program
10	Systems Integration & Testing	Pluto Program

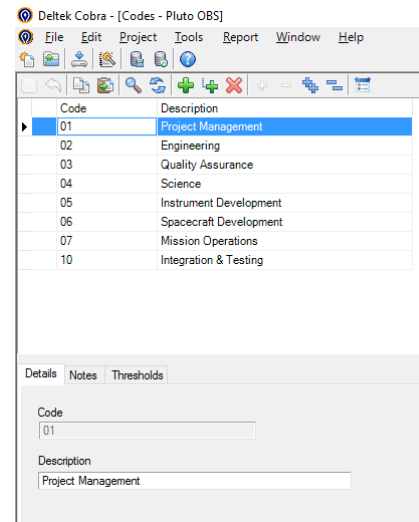


# Sample OBS File

## Cobra 5.1 Steps

1. Create a new code file with non-significant structure and no additional codes or thresholds (can be added later)
2. Import the data from a saved excel or csv file into the blank code file using the ancillary file integration
3. Once the project is created this code file will be associated with the project

Code	Description
01	Project Management
02	Engineering
03	Quality Assurance
04	Science
05	Instrument Development
06	Spacecraft Development
07	Mission Operations
10	Integration & Testing

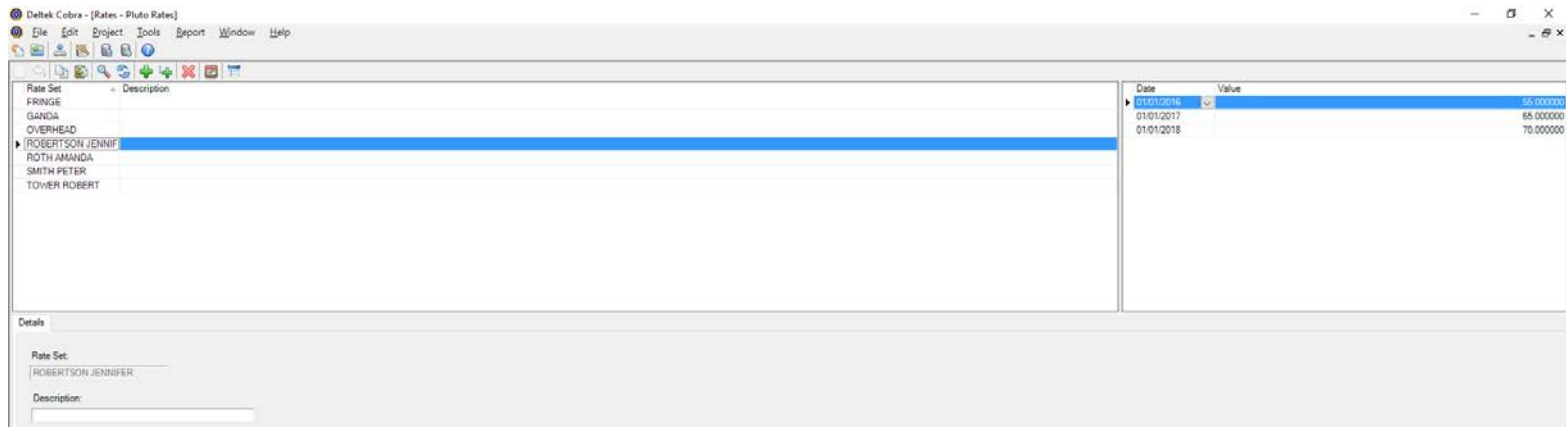


# Sample Rate File

## Cobra 5.1 Steps

1. Create a blank rate file in Cobra with no additional codes
2. Rates will be imported from excel/csv; close out of wizard to create new rate set manually
3. Import rate file using ancillary file integration

Rate Set	Date	Value
TOWER ROBERT	1/1/2016	55
TOWER ROBERT	1/1/2017	65
TOWER ROBERT	1/1/2018	70
SMITH PETER	1/1/2016	45
SMITH PETER	1/1/2017	55
SMITH PETER	1/1/2018	65
ROBERTSON		
JENNIFER	1/1/2016	55
ROBERTSON		
JENNIFER	1/1/2017	65
ROBERTSON		
JENNIFER	1/1/2018	70
ROTH AMANDA	1/1/2016	45
ROTH AMANDA	1/1/2017	55
ROTH AMANDA	1/1/2018	65
GANDA	1/1/2016	0.08
GANDA	1/1/2017	0.085
GANDA	1/1/2018	0.09
FRINGE	1/1/2016	0.1
FRINGE	1/1/2017	0.12
FRINGE	1/1/2018	0.13
OVERHEAD	1/1/2016	0.095
OVERHEAD	1/1/2017	0.01
OVERHEAD	1/1/2018	0.015



# Sample Resources and Resource Calculations

## Cobra 5.1 Steps

1. Create a blank, non-significant resource file with no additional codes or thresholds
2. Select the correct results (elements of cost) and order appropriately
3. Import resource breakdown structure from excel using the ancillary integration
4. Import calculations associated with the RBS using the ancillary integration

Deltek Cobra - [Resources - Pluto Resources]

File Edit Project Tools Report Window Help



















Resource	Description
BDO_RESOURCE	BDO Resource Pool
LABOR	Labor Resources
▶ ROBERTSON JEN	Jennifer Robertson
ROTH AMANDA	Amanda Roth
SMITH PETER	Peter Smith
TOWER ROBERT	Robert Tower
NON_LABOR	Non-Labor Resources
MATERIALS	Materials
SUBCONTRACTS	Subcontractors
SUBCONTRACTOI	Subcontractor Org. 1
SUBCONTRACTOI	Subcontractor Org. 2
TRAVEL	Travel
TRAVEL OUT US	Travel Outside the US

Details Notes Thresholds Calculations Apportionment Definition

Calculation

Field Name	Result	Units	Rate Set	Currency	Result Code
▶ HOURS	HOURS	HOURS	ROBERTSON JEN	<input type="checkbox"/>	<None> - No result code
DIRECT	DIRECT	DOLLARS	FRINGE	<input checked="" type="checkbox"/>	<None> - No result code
FRINGE	FRINGE	DOLLARS	GANDA	<input checked="" type="checkbox"/>	<None> - No result code
GANDA	GANDA	DOLLARS		<input checked="" type="checkbox"/>	<None> - No result code

# Sample Schedule File

		Control Account	OBS	Work Package	Task Name	CAM	EVT	Duration	Start	Finish	Predecessors	Resource Names	Add New Col
1		Pluto Program			Launch to Pluto			220 days	1/5/2016	11/7/2016			
2		01			Program Management			220 days	1/5/2016	11/7/2016			
3		01.01	01		BDO Program Management	ROBERTSON JENNIFER		220 days	1/5/2016	11/7/2016			
4		01.01	01	1	General Program Management			220 days	1/5/2016	11/7/2016		ROBERTSON JENNII	
5		01.01	01	2	Risk Management			220 days	1/5/2016	11/7/2016		ROBERTSON JENNII	
6		01.01	01	3	Procurement Management			220 days	1/5/2016	11/7/2016		ROBERTSON JENNII	
7		01.01	01	4	Program Management Meetings			115 days	1/5/2016	6/13/2016			
8		01.01	01	4	Preliminary Design Review			2 days	3/15/2016	3/16/2016	33	ROBERTSON JENNII	
9		01.01	01	4	Critical Design Review			3 days	6/9/2016	6/13/2016	36	ROBERTSON JENNII	
10		01.01	01	4	Launch Readiness Review			2 days	1/5/2016	1/6/2016		ROBERTSON JENNII	
11		01.02	01		Subcontractor Program Management	ROBERTSON JENNIFER		220 days	1/5/2016	11/7/2016			
12		01.02	01	1	General Program Management			220 days	1/5/2016	11/7/2016		SUBCONTRACTOR_	
13		01.02	01	2	Risk Management			220 days	1/5/2016	11/7/2016		SUBCONTRACTOR_	
14		01.02	01	3	Procurement Management			220 days	1/5/2016	11/7/2016		SUBCONTRACTOR_	
15		01.02	01	4	Program Management Meeting			207 days	1/5/2016	10/19/2016		SUBCONTRACTOR_	
16		01.02	01	4	Preliminary Design Review			2 days	1/5/2016	1/6/2016			
17		01.02	01	4	Critical Design Review			3 days	1/5/2016	1/7/2016			
18		01.02	01	4	Launch Readiness Review			2 days	10/18/2016	10/19/2016	50,46		
19		02	02		Systems Engineering	ROTH AMANDA		220 days	1/5/2016	11/7/2016			
20		02	02	1	Systems Engineering Management			220 days	1/5/2016	11/7/2016		ROTH AMANDA	
21		02	02	2	System Requirements			30 days	1/5/2016	2/15/2016		ROTH AMANDA	
22		02	02	3	System Interface & Configuration			170 days	2/16/2016	10/10/2016	21	ROTH AMANDA	
23		03	03		Safety & Mission Assurance	SUBCONTRACTOR 1		220 days	1/5/2016	11/7/2016			
24		03	03	1	Safety & Mission Assurance Managemer			220 days	1/5/2016	11/7/2016		SUBCONTRACTOR_	
25		03	03	2	System Safety			220 days	1/5/2016	11/7/2016		SUBCONTRACTOR_	
26		03	03	3	Quality Assurance			220 days	1/5/2016	11/7/2016		SUBCONTRACTOR_	
27		04	04		Science / Technology	ROBERTSON JENNIFER		200 days	1/5/2016	10/10/2016			
28		04	04	1	Science Requirements			30 days	1/5/2016	2/15/2016		ROBERTSON JENNII	
29		04	04	2	Science Development			170 days	2/16/2016	10/10/2016	28	ROBERTSON JENNII	
<div><div></div><div></div><div></div></div>													
	Task Mode	Task Name	Work	Cost	Duration	Start	Finish	Add New Column					
4		General Program Managem	323 hrs	\$0.00	220 days	1/5/2016	11/7/2016						
		SMITH PETER	73 hrs	\$0.00		1/5/2016	2/8/2016						
		ROBERTSON JENNIFER	250 hrs	\$0.00		1/5/2016	11/7/2016						

# Cobra Proposal Pricing Process

The following steps are completed in Cobra to create the new project:

1. Import WBS, OBS, Rates, Resources, and Resource calculations
2. Create a project calendar
3. Create a new project file and associate these ancillary files with the template
4. Create export files from the schedule
5. Import schedule exports into Cobra project template (if files are imported at this time, budget will go to Budget cost class)

# Additional Cobra Features for Proposal Pricing

- **Cost Classes**

- Multiple “budget” cost classes can be created to compare different versions of the proposal budget
- When the work is awarded, the proposal budget can be copied from one cost class to the real budget class

- **Rate Escalations**

- Forward pricing rates can be manipulated for what-if analysis
- Use the recalc to reflect new rates throughout the project

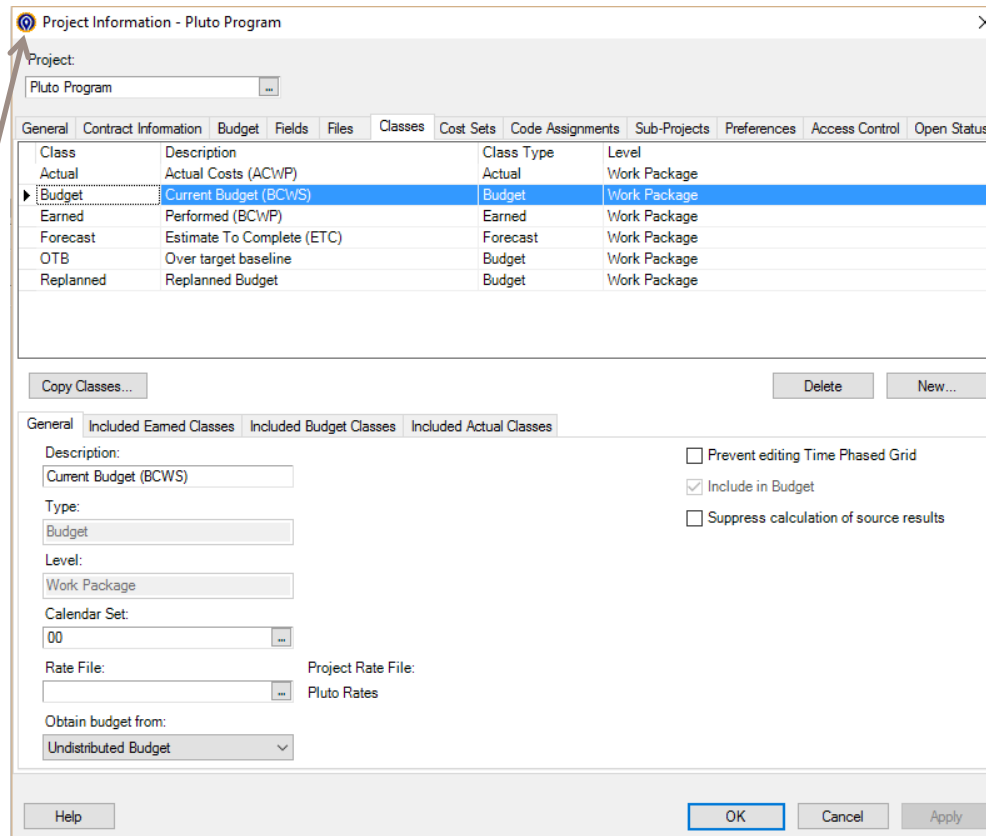
- **Top Down Planning**

- Allows users to create “what-if” scenarios based on proposal requirements
  - Specific budget for a FY
  - Specific budget for a WBS element
- Tool adjusts budgeted costs for any aspect of the project
  - Can be limited to specific CAs, WPs, or Resource Assignments
  - Adjusts hours/direct to meet a designated dollar amount
- Remember:
  - Create backups before running the tool, changes can be undone
  - Flow of information from MS Project to Cobra is one-way, changes resulting from Top Down Planning can’t be “imported” back into the schedule

# Custom Cost Class

- By default, the project will have a Budget class at the Work Package level with the following attributes:

Select Project >  
Project  
Information to  
access the Classes  
Tab



Project Information - Pluto Program

Project: Pluto Program

General Contract Information Budget Fields Files **Classes** Cost Sets Code Assignments Sub-Projects Preferences Access Control Open Status

Class	Description	Class Type	Level
Actual	Actual Costs (ACWP)	Actual	Work Package
► Budget	Current Budget (BCWS)	Budget	Work Package
Earned	Performed (BCWP)	Earned	Work Package
Forecast	Estimate To Complete (ETC)	Forecast	Work Package
OTB	Over target baseline	Budget	Work Package
Replanned	Replanned Budget	Budget	Work Package

Copy Classes... Delete New...

General Included Earned Classes Included Budget Classes Included Actual Classes

Description: Current Budget (BCWS)

Type: Budget

Level: Work Package

Calendar Set: 00

Rate File: Project Rate File: Pluto Rates

Obtain budget from: Undistributed Budget

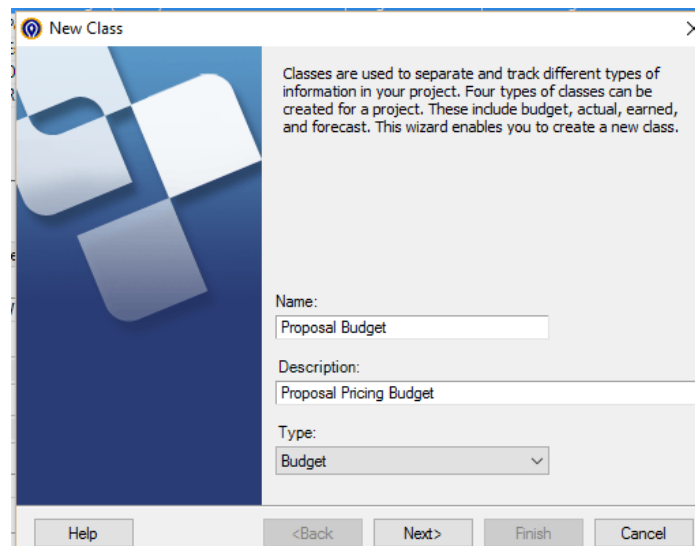
☐ Prevent editing Time Phased Grid  
☒ Include in Budget  
☐ Suppress calculation of source results

Help OK Cancel Apply



# Custom Cost Class (cont.)

- To create a new cost class for the proposal pricing:
- Select New...
- Give the new class a name and specify that the type is Budget



The screenshot shows a 'New Class' dialog box with a blue header bar and a close button (X) in the top right corner. The dialog is split into two main sections. The left section features a blue background with a white Microsoft Dynamics logo. The right section contains instructional text and input fields. The text reads: 'Classes are used to separate and track different types of information in your project. Four types of classes can be created for a project. These include budget, actual, earned, and forecast. This wizard enables you to create a new class.' Below this text are three input fields: 'Name:' with the value 'Proposal Budget', 'Description:' with the value 'Proposal Pricing Budget', and 'Type:' with a dropdown menu set to 'Budget'. At the bottom of the dialog are five buttons: 'Help', '<Back', 'Next>', 'Finish', and 'Cancel'.

New Class

Classes are used to separate and track different types of information in your project. Four types of classes can be created for a project. These include budget, actual, earned, and forecast. This wizard enables you to create a new class.

Name:  
Proposal Budget

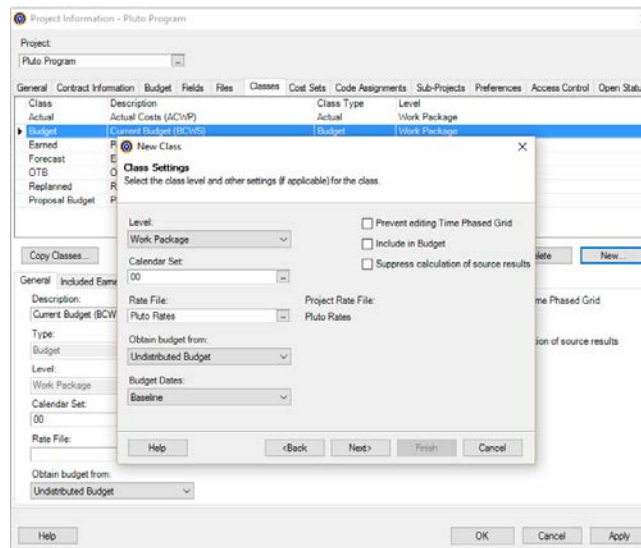
Description:  
Proposal Pricing Budget

Type:  
Budget

Help <Back Next> Finish Cancel

# Custom Cost Class (cont.)

- Select Work Package for the level
  - A proposal class at the Control Account could be used if the schedule is not resource loaded at a lower level
- Select the Pluto Rates
  - A rate file specific to proposal pricing could also be used
- Click Next and Finish to complete



# Custom Cost Class (cont.)

- The new cost class will now be shown in the list:

Project Information - Pluto Program

Project: Pluto Program

General Contract Information Budget Fields Files **Classes** Cost Sets Code Assignments Sub-Projects Preferences Access Control Open Status

Class	Description	Class Type	Level
Actual	Actual Costs (ACWP)	Actual	Work Package
Budget	Current Budget (BCWS)	Budget	Work Package
Earned	Performed (BCWP)	Earned	Work Package
Forecast	Estimate To Complete (ETC)	Forecast	Work Package
OTB	Over target baseline	Budget	Work Package
Replanned	Replanned Budget	Budget	Work Package
► Proposal Budget	Proposal Pricing Budget	Budget	Work Package

Copy Classes... Delete New...

General Included Earned Classes Included Budget Classes Included Actual Classes

Description: Proposal Pricing Budget Budget Dates: Baseline

Type: Budget

Level: Work Package

Calendar Set: 00

Rate File: Pluto Rates Project Rate File: Pluto Rates

Obtain budget from: Undistributed Budget

☐ Prevent editing Time Phased Grid

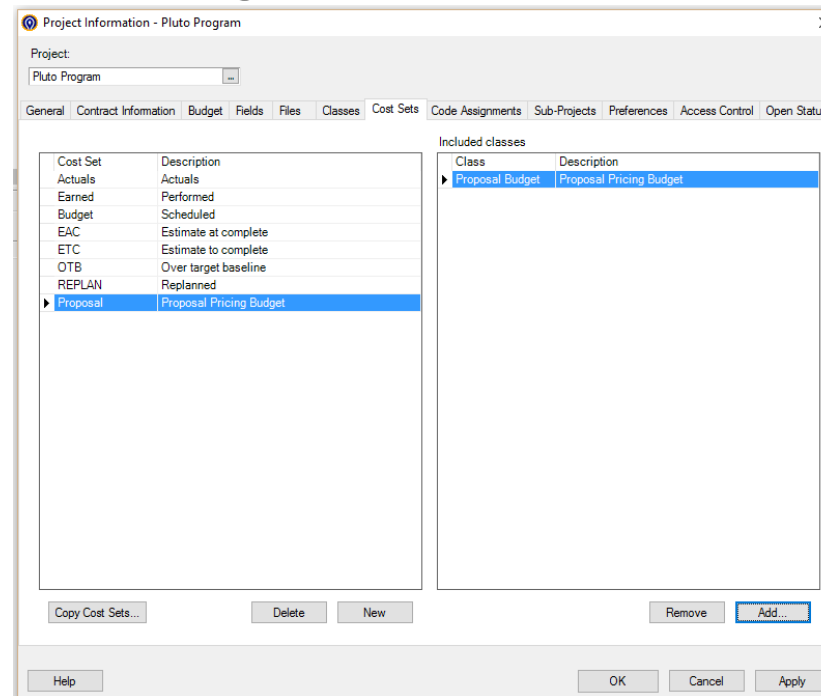
☐ Include in Budget

☐ Suppress calculation of source results

Help OK Cancel Apply

# Custom Cost Set

- In order to report on the new cost class, it must be added to an existing cost set or a new one must be created:



\* At this point the task and resource assignment files can be imported into Cobra and the proposal cost class

# Priced Proposal in Cobra

[illegible]

# Rate Escalations

- What-if analysis on rates can be performed by adjusting rates and then running the recalc function.
- **Example: Increase the GANDA rates by 1% for each year and run the reclac function.**

Rate Set	Description	Date	Value
FRINGE		01/01/2016	0.090000
GANDA		01/01/2017	0.095000
OVERHEAD		01/01/2018	0.100000
ROBERTSON JENNIFER			
ROTH AMANDA			
SMITH PETER			
TOWER ROBERT			

# Rate Escalations

[illegible]

# Proposal Reporting

- Cobra interface provides detailed information related to each resource assignment and element of cost but it's difficult to get a big picture view
- Leverage standard reports when possible to assess the budget
  - Time-phased report
  - Control Account Plan
  - Responsibility Assignment Matrix
- Consider customization, non-EV formulas that can be easily added to reports (more on report customization is later lessons)



# CAP Report

1	2	3	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Control Account /					Cost Set	01/01/2016	01/31/2016	02/29/2016	03/31/2016	04/30/2016	05/31/2016	06/30/2016	07/31/2016	08/31/2016	09/30/2016
2	Work Package	Resource Assignment														
3	01.01 / 01 BDO Program Management	CAM				ROBERTSON JENNIFER										
4	Baseline Start	1/5/16	Baseline Finish			11/7/16										
5	Actual Start		Actual Finish													
6	Forecast Start	1/5/16	Forecast Finish			11/7/16										
7	Pending Start	1/5/16	Pending Finish			11/7/16										
8																
9																
10																
11																
12						Proposal Price	0.00	14,747.97	10,104.57	8,839.90	4,196.50	4,196.50	10,344.10	4,196.50	4,196.50	4,196.50
13	1 General Program Management	EVT				Level of Effort										
14	Baseline Start	1/5/16	Baseline Finish			11/7/16										
15	Actual Start		Actual Finish													
16	Forecast Start	1/5/16	Forecast Finish			11/7/16										
17	Pending Start	1/5/16	Pending Finish			11/7/16										
18																
19																
20																
21																
22																
23						Proposal Price	0.00	3,468.11	3,468.11	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75
24		ROBERTSON JENNIFER Jennifer Roberston														
25						Proposal Price	0.00	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75
26		SMITH PETER Peter Smith														
27						Proposal Price	0.00	1,969.36	1,969.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28	2 Risk Management	EVT				Level of Effort										
29	Baseline Start	1/5/16	Baseline Finish			11/7/16										
30	Actual Start		Actual Finish													
31	Forecast Start	1/5/16	Forecast Finish			11/7/16										
32	Pending Start	1/5/16	Pending Finish			11/7/16										
33																
34																
35																
36																
37																
38						Proposal Price	0.00	3,468.11	3,468.11	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75
39		ROBERTSON JENNIFER Jennifer Roberston														
40						Proposal Price	0.00	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75
41		SMITH PETER Peter Smith														
42						Proposal Price	0.00	1,969.36	1,969.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43	3 Procurement Management	EVT				Level of Effort										
44	Baseline Start	1/5/16	Baseline Finish			11/7/16										
45	Actual Start		Actual Finish													

\* Switched Budget cost set to Proposal Pricing cost set in report wizard

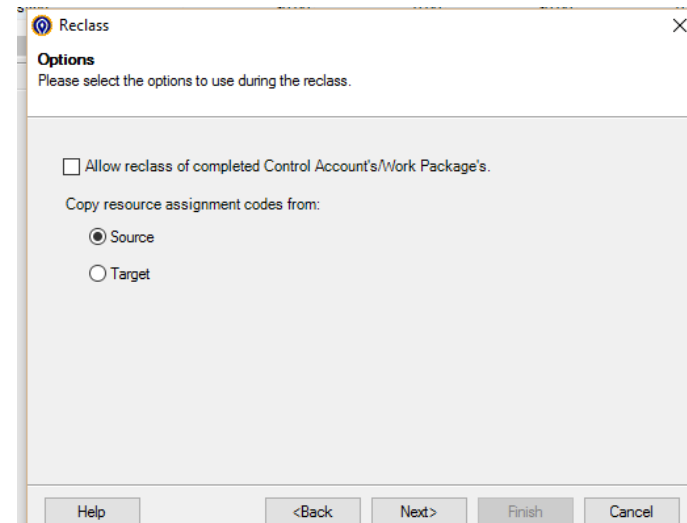
# RAM

	A	B	C	D	E	F	G	H	I	J	K
1	Currency reported in: Dollars										
2											
3	<b>Report Options</b>										
4	Criteria: WBS, OBS										
5	Calendar Set: 18 Previous, Today, At Completion										
6	Cost Sets: Proposal Pricing Budget, Performed, Actuals, Estimate at complete										
7											
8	Sum of Value	Column Labels									
9	Row Labels	Cost Set	01	02	03	04	05	06	07	10	Grand Total
10	01.01	Proposal	73412.0453								73412.0453
11		Earned	0								0
12		Actuals	0								0
13		EAC	0								0
14	01.02	Proposal	354250.0001								354250.0001
15		Earned	0								0
16		Actuals	0								0
17		EAC	0								0
18	02	Proposal		21042.4501							21042.4501
19		Earned		0							0
20		Actuals		0							0
21		EAC		0							0
22	03	Proposal			163500						163500
23		Earned			0						0
24		Actuals			0						0
25		EAC			0						0
26	04	Proposal				13188.9999					13188.9999
27		Earned				0					0
28		Actuals				0					0
29		EAC				0					0
30	05.01	Proposal					68152.25				68152.25
31	05.01 (WBS)	Earned					0				0
32	Row: 05.01	Actuals					0				0
33		EAC					0				0
34	05.02	Proposal					55524.6				55524.6
35		Earned					0				0
36		Actuals					0				0
37		EAC					0				0
38	06	Proposal						43600			43600
39		Earned						0			0
40		Actuals						0			0
41		EAC						0			0
42	07	Proposal							32700		32700
43		Earned							0		0
44		Actuals							0		0
45		EAC							0		0
46	10	Proposal								86328.0001	86328.0001

\* Switched Budget cost set to Proposal Pricing cost set in report wizard

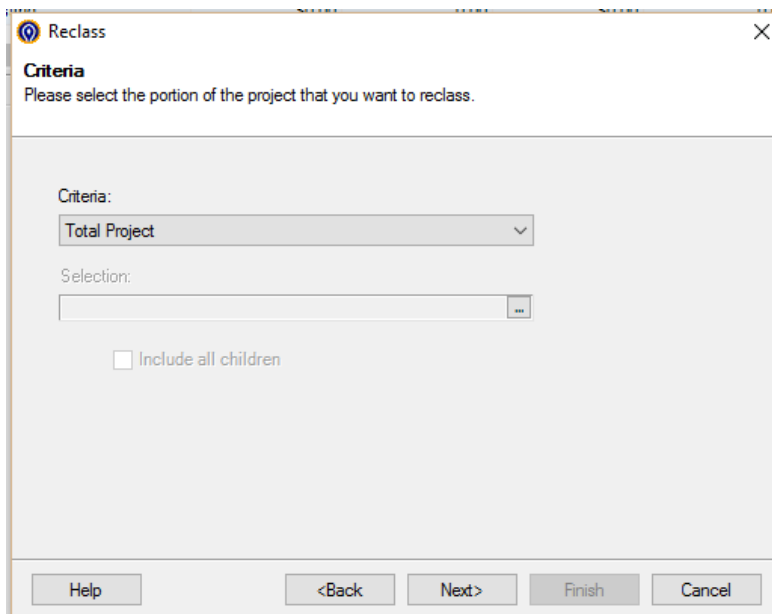
# Reclass Wizard

- Proposal budgets should be copied and deleted from the proposal class to the budget class prior to the execution of the program
- To run the reclass:
  - Select Project > Reclass
  - Choose the correct project in the reclass wizard > Select Next
  - The default options can be left on the option dialog box > Select Next



# Reclass Wizard (cont.)

- The criteria should be Total Project > Select Next
- The source data will be the Proposal Pricing budget and it should be copied and deleted > Select Next



The screenshot shows the 'Criteria' step of the Reclass Wizard. The window title is 'Reclass'. The instruction says 'Please select the portion of the project that you want to reclass.' There is a 'Criteria:' label above a dropdown menu showing 'Total Project'. Below that is a 'Selection:' label above a text input field. At the bottom left, there is an unchecked checkbox labeled 'Include all children'. The bottom of the window has buttons for 'Help', '<Back', 'Next>', 'Finish', and 'Cancel'.

Criteria

Please select the portion of the project that you want to reclass.

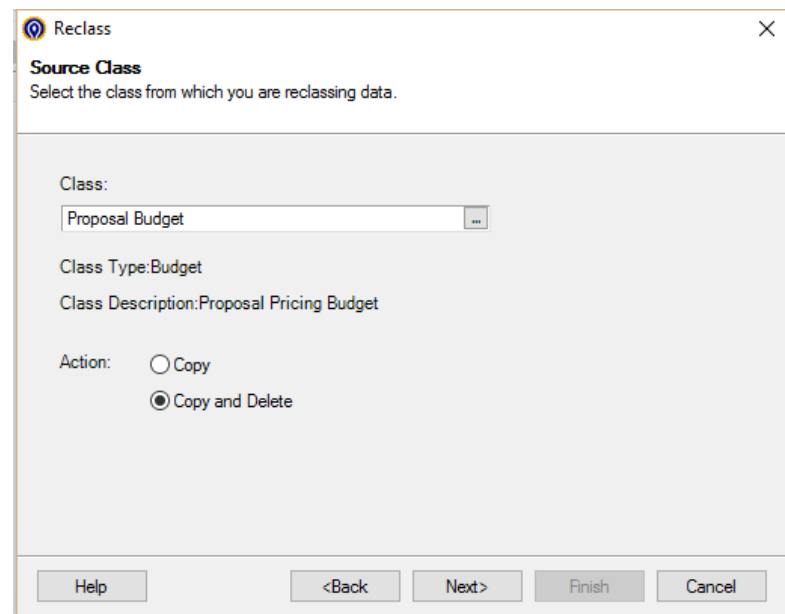
Criteria:

Total Project

Selection:

☐ Include all children

Help <Back Next> Finish Cancel



The screenshot shows the 'Source Class' step of the Reclass Wizard. The window title is 'Reclass'. The instruction says 'Select the class from which you are reclassing data.' There is a 'Class:' label above a dropdown menu showing 'Proposal Budget'. Below that, it says 'Class Type: Budget' and 'Class Description: Proposal Pricing Budget'. Further down, under 'Action:', there are two radio buttons: 'Copy' (unchecked) and 'Copy and Delete' (checked). The bottom of the window has buttons for 'Help', '<Back', 'Next>', 'Finish', and 'Cancel'.

Source Class

Select the class from which you are reclassing data.

Class:

Proposal Budget

Class Type: Budget

Class Description: Proposal Pricing Budget

Action:

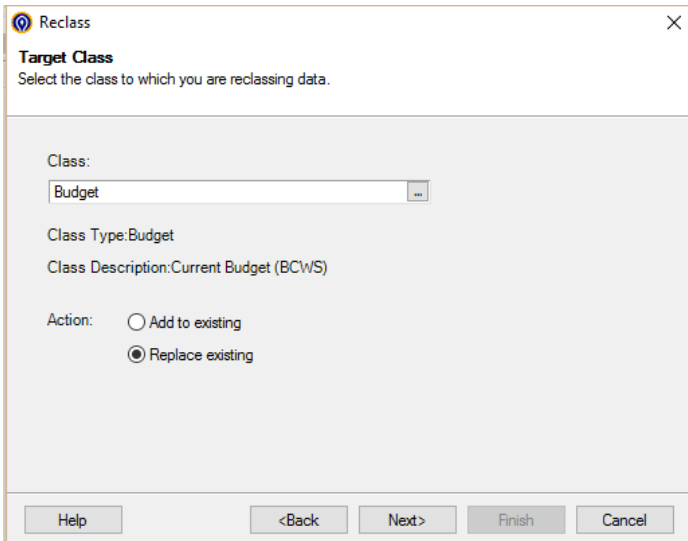
☐ Copy

☒ Copy and Delete

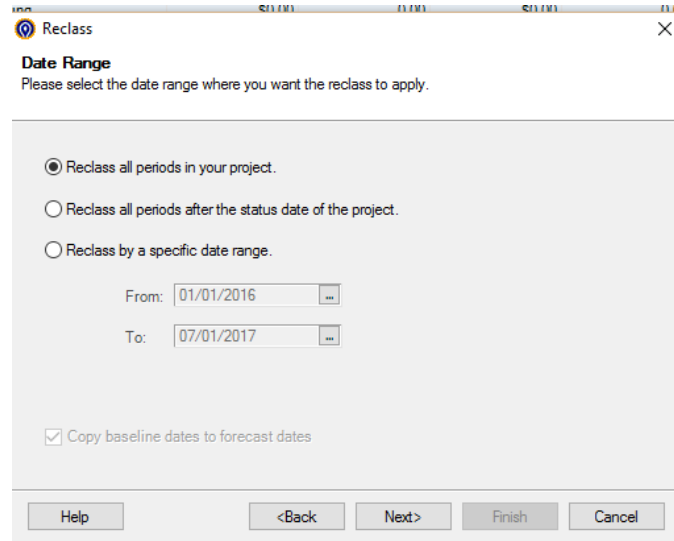
Help <Back Next> Finish Cancel

# Reclass Wizard (cont.)

- The target will be the Budget class > Select Next
- Reclass all periods > Select Next
- Select Finish



The screenshot shows the 'Reclass' dialog box with the 'Target Class' tab selected. The title bar says 'Reclass'. Below the title, it says 'Target Class' and 'Select the class to which you are reclassing data.' There is a 'Class:' label followed by a text box containing 'Budget' and a dropdown arrow. Below that, it says 'Class Type: Budget' and 'Class Description: Current Budget (BCWS)'. Under the 'Action:' label, there are two radio buttons: 'Add to existing' (unselected) and 'Replace existing' (selected). At the bottom, there are five buttons: 'Help', '<Back', 'Next>', 'Finish', and 'Cancel'.



The screenshot shows the 'Reclass' dialog box with the 'Date Range' tab selected. The title bar says 'Reclass'. Below the title, it says 'Date Range' and 'Please select the date range where you want the reclass to apply.' There are three radio buttons: 'Reclass all periods in your project.' (selected), 'Reclass all periods after the status date of the project.' (unselected), and 'Reclass by a specific date range.' (unselected). Below the third option, there are 'From:' and 'To:' labels with date pickers showing '01/01/2016' and '07/01/2017' respectively. At the bottom, there is a checked checkbox labeled 'Copy baseline dates to forecast dates'. At the very bottom, there are five buttons: 'Help', '<Back', 'Next>', 'Finish', and 'Cancel'.

# Reclass Wizard (cont.)

Deltek Cobra - [Project - Pluto Program]

File Edit Project Tools Report Window Help

Control Accounts:

Code	Description	WBS	OBS	WP	Description	Budget	Hours Budget	BAC	Hours BAC	EAC	Hours EAC	Earned	Hours Earned	Actuals	Hours Actuals	Baseline Sta
01.01	01	01			BDO Program Management	\$14,747.97	0.00	\$73,412.05	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.01	01	01	1		General Program Management	\$3,468.11	0.00	\$20,424.97	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.01	01	01	2		Risk Management	\$3,468.11	0.00	\$20,424.97	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.01	01	01	3		Procurement Management	\$3,168.36	0.00	\$17,127.71	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.01	01	01	4		Launch Readiness Review	\$4,643.40	0.00	\$15,434.40	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.02	01	01			Subcontractor Program Management	\$32,402.73	0.00	\$354,250.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
02	02	02			Systems Engineering	\$2,060.10	0.00	\$21,042.45	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
03	03	03			Safety & Mission Assurance	\$14,863.64	0.00	\$163,500.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
04	04	04			Science / Technology	\$3,297.25	0.00	\$13,189.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
05.01	05	05			Subsystem 1	\$21,513.88	0.00	\$68,152.25	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
05.02	05	05			Subsystem 2	\$1,361.25	0.00	\$5,524.60	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016

General Resource Assignments Milestones/Steps Notes

Class Filter: All Classes Cost Set Filter: Show details

Resource Assignment:

Resource	Description	Class	Class Description
ROBERTSON JEN	Jennifer Robertson	Budget	Current Budget (BCWS)
SMITH PETER	Peter Smith	Budget	Current Budget (BCWS)

Time Phase:

Result	Units	TOTAL	01/31/2016	02/29/2016	03/31/2016	04/30/2016	05/31/2016	06/30/2016	07/31/2016	08/31/2016	09/30/2016	10/31/2016	11/30/2016
Percent		100.00	9.09	9.09	9.09	9.09	9.09	9.09	9.09	9.09	9.09	9.09	9.09
HOURS	HOURS	250.00	22.73	22.73	22.73	22.73	22.73	22.73	22.73	22.73	22.73	22.73	22.73
DIRECT	DOLLARS	13,750.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00
FRINGE	DOLLARS	1,375.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00
GANDA	DOLLARS	1,361.25	123.75	123.75	123.75	123.75	123.75	123.75	123.75	123.75	123.75	123.75	123.75
Total Currency		16,486.25	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75	1,498.75

Help Close

Cobra Explorer Project - Pluto Program

GUEST Default

# Top Down Planning

Example: In this demo we will reduce the overall budget for BDO Project Management from \$73,412.05 to \$70,000.00

- Select Project > Top Down Planning from the toolbar to launch the wizard
- Choose the Pluto Program > Select Next
- Change the criteria to Control Account and choose the BDO Project Management account > Select Next
  - Users can also change the date range but we will leave the default option (the duration of the project) for this demo

The screenshot shows a software window titled "Top Down Planning" with a close button (X) in the top right corner. The window contains a "Criteria Selection" section with the instruction: "Please select the portion of the project and the date range to include in Top Down Planning." Below this instruction, there are three main input areas: 1. "Criteria:" with a dropdown menu currently set to "Control Account". 2. "Selection:" with a text field containing "01.01 / 01" and a small calendar icon to its right. 3. "Date Range:" which includes a "From:" field with the date "02/29/2016" and a "To:" field with the date "07/01/2017", both with calendar icons. There is also an unchecked checkbox labeled "Include all children" between the "Selection:" and "Date Range:" sections. At the bottom of the window, there are four buttons: "Help", "<Back", "Next>", and "Cancel".

# Top Down Planning (cont.)

- Select the Budget cost class as the class you want to include in Top Down Planning
  - Users are limited to Forecast or Budget class types
  - Uncheck all other classes > Select Next

Top Down Planning

**Classes**  
Please select the classes to include in Top Down Planning.

Classes:

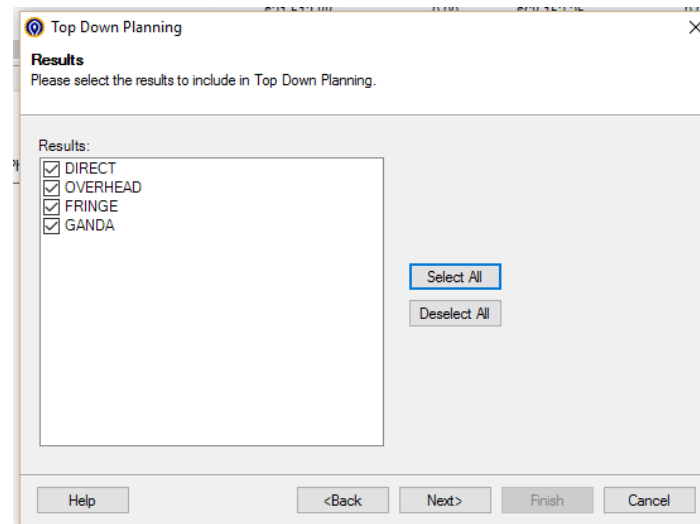
<input type="checkbox"/>	Class	Description	Class Type	Level
<input checked="" type="checkbox"/>	Budget	Current Budget (BCWS)	Budget	Work Package
<input type="checkbox"/>	Forecast	Estimate To Complete (	Forecast	Work Package
<input type="checkbox"/>	OTB	Over target baseline	Budget	Work Package
<input type="checkbox"/>	Replanned	Replanned Budget	Budget	Work Package

Help <Back Next> Finish Cancel



# Top Down Planning (cont.)

- Select all of the results that can be adjusted to meet the target amount > Select Next



# Top Down Planning (cont.)

- Use the Calculation page to determine how new totals should be calculated. In this example we will reduce the Project Management budget to \$70,000 which can be achieved using any of the options below.
- Select Next and then Finish on the confirmation page to run the function

Reduces or increases time-phased totals by a percentage to achieve the target amount

Reduces or increases time-phased totals by the percentage entered

Top Down Planning

Calculation

Please enter the data to determine how the Top Down Planning process calculates the totals.

Total Amount:	73,412.05
Available Amount:	58,664.07

☒ Target Amount: 70000

☐ Change Amount: -3,412.05

☐ Change Percent: -4.65

Help <Back Next> Finish Cancel

Available amount takes into account status, work package status, and date range (Lower in this example b/c Jan 2016 is not included)

Reduces or increases time-phased totals by a percentage to reach total amount +/- the change amount

# Top Down Planning (cont.)

- A Log Comment dialog box will appear if the baseline log has been turned on. The user must enter a change number and comment for the change control log
- During proposal pricing, the log is likely off unless you want to track changes to the budget as iterations of the proposal are priced

# Set Baseline

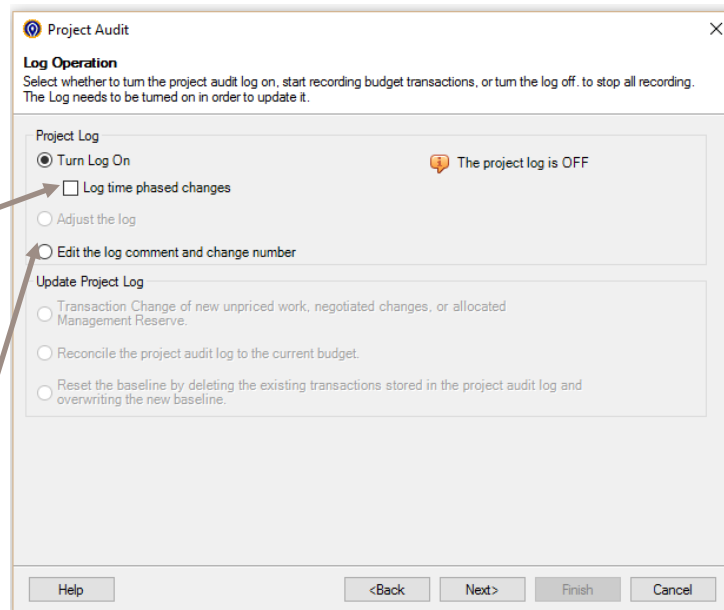
- Once the proposal has been accepted and the work is set to begin, the user turns on the baseline log in Cobra
- Setting the log the first time, the user will be prompted to enter key contract values
- After the log has been turned on, any changes to the budget will trigger a prompt for a baseline change number and comment
- It may also be of value to track baselines in the scheduling tool

# Set Baseline (cont.)

- To turn the log on:
  - Select Project > Project Audit
  - Choose the correct project > Select Next
  - Select the option to turn the log on

Optionally you can also log changes in time-phasing

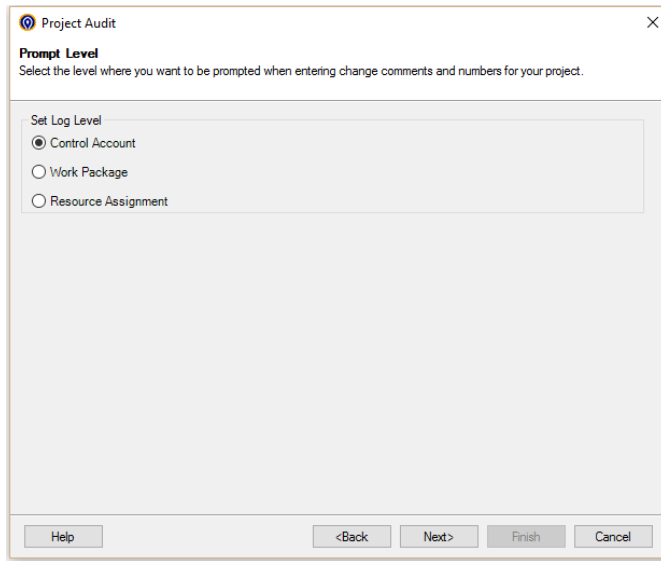
Select to edit the log when turning it on. Log entries can also be edited at a later time.



The screenshot shows a 'Project Audit' dialog box with a close button (X) in the top right corner. The 'Log Operation' section is active, with instructions: 'Select whether to turn the project audit log on, start recording budget transactions, or turn the log off. to stop all recording. The Log needs to be turned on in order to update it.' Below this, the 'Project Log' section contains four radio button options: 'Turn Log On' (selected), 'Log time phased changes' (unchecked), 'Adjust the log' (unchecked), and 'Edit the log comment and change number' (unchecked). A status message 'The project log is OFF' is displayed. The 'Update Project Log' section contains three radio button options: 'Transaction Change of new unpriced work, negotiated changes, or allocated Management Reserve.' (unchecked), 'Reconcile the project audit log to the current budget.' (unchecked), and 'Reset the baseline by deleting the existing transactions stored in the project audit log and overwriting the new baseline.' (unchecked). At the bottom, there are buttons for 'Help', '<Back', 'Next>', 'Finish', and 'Cancel'.

# Set Baseline (cont.)

- Choose to log changes at the Control Account level (level required for EV compliance)
- Set the Negotiated Cost and Contract Ceiling to \$1,000,000 (see descriptions on next slide)



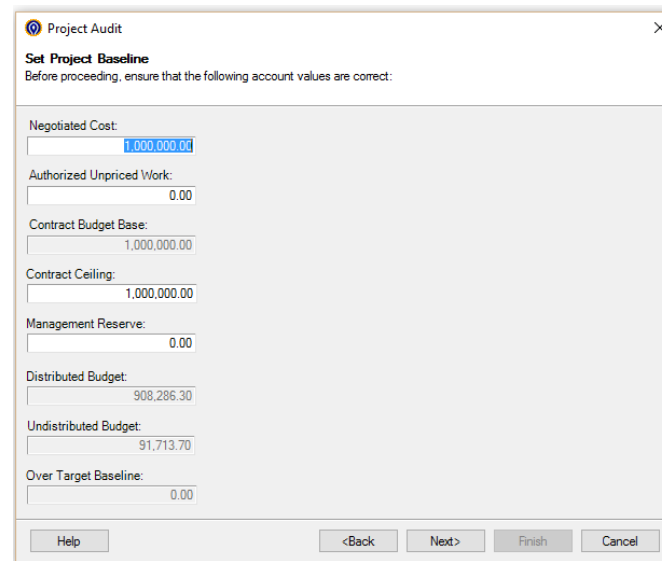
**Project Audit** [X]

**Prompt Level**  
Select the level where you want to be prompted when entering change comments and numbers for your project.

**Set Log Level**

☒ Control Account  
☐ Work Package  
☐ Resource Assignment

Help <Back Next> Finish Cancel



**Project Audit** [X]

**Set Project Baseline**  
Before proceeding, ensure that the following account values are correct:

Negotiated Cost:  
1,000,000.00

Authorized Unpriced Work:  
0.00

Contract Budget Base:  
1,000,000.00

Contract Ceiling:  
1,000,000.00

Management Reserve:  
0.00

Distributed Budget:  
908,286.30

Undistributed Budget:  
91,713.70

Over Target Baseline:  
0.00

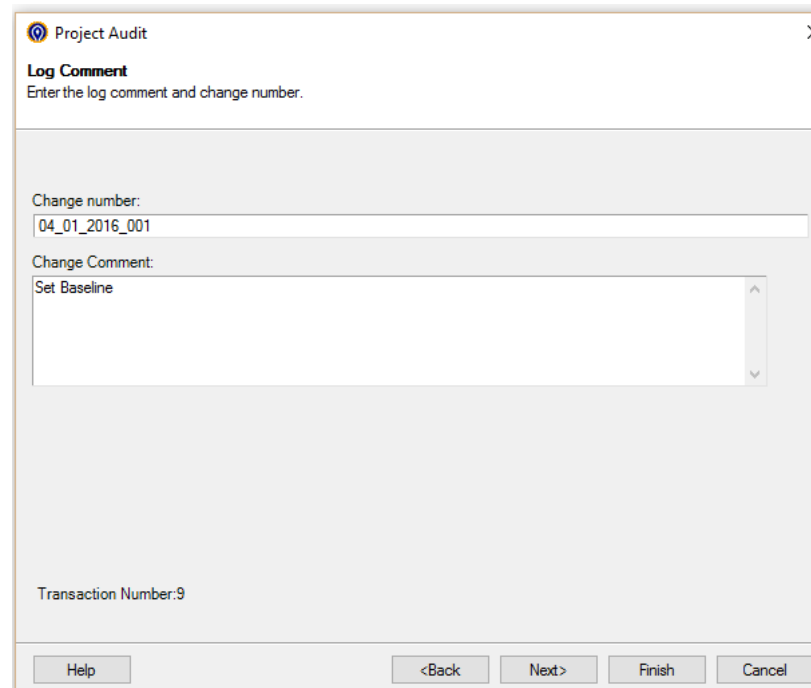
Help <Back Next> Finish Cancel

# Baseline Account Descriptions

Account	Description
Negotiated Cost	Budgeted contract target cost
Authorized Unpriced Work	Money that has be authorized to be spent but not laid into the plan
Contract Budget Base	This field displays the total when the Negotiated Cost and the Authorized Unpriced Work are added together.
Contract Ceiling	This field represents the Budgeted and Estimate at Complete Contract Ceiling value for the project.
Management Reserve	This field is where values are debited from to increase the distributed budget. The value you enter is debited or credited during the project's duration as you distribute the budget.
Distributed Budget	This field displays the total currency budget value for the project. This field is where values are debited to increase the distributed budget. The value in this field is debited or credited during the project's duration as you distribute the budget.
Undistributed Budget	This field displays the budgeted and estimated undistributed budget at completion of the project.
Over Target Baseline	This field represents the total value of the budget in the Over Target class (OTB). This field is where values are debited from to increase the distributed budget. The value in this field is debited or credited during the project's duration as you distribute the budget.

# Set Baseline (cont.)

- Enter a change number and description for the log
- Select Finish



The screenshot shows a software dialog box titled "Project Audit" with a close button (X) in the top right corner. Below the title bar, the text "Log Comment" is displayed, followed by the instruction "Enter the log comment and change number." The main area of the dialog contains two input fields. The first is labeled "Change number:" and contains the text "04\_01\_2016\_001". The second is labeled "Change Comment:" and contains the text "Set Baseline". At the bottom of the dialog, the text "Transaction Number:9" is visible. A row of five buttons is located at the very bottom: "Help", "<Back", "Next>", "Finish", and "Cancel".

Project Audit

**Log Comment**  
Enter the log comment and change number.

Change number:  
04\_01\_2016\_001

Change Comment:  
Set Baseline

Transaction Number:9

Help <Back Next> Finish Cancel



Funding

# Funding Overview

- Many Cobra users look for ways to incorporate funding information into the tool for reporting purposes

## Cost Class

- Create additional budget class
- Assign at control account or work package level

## Calendar Set

- Flag dates that indicate the period of time that funding has been allocated for

## Customized Reports

- Configure time-phased report to use funding
- Customize reports with funding class and calendar set

# Creating a Funding Cost Class

- Example: Create a funding cost class at the control account level for the Pluto Program using the New Class wizard
  - Type is Budget
  - Level is Control Account
  - Other default options can be applied
  - A funding cost set should also be created

# Creating a Funding Cost Class (cont.)

Project Information - Pluto Program

Project: Pluto Program

General Contract Information Budget Fields Files **Classes** Cost Sets Code Assignments Sub-Projects Preferences Access Control Open Status

Class	Description	Class Type	Level
Actual	Actual Costs (ACWP)	Actual	Work Package
Budget	Current Budget (BCWS)	Budget	Work Package
Earned	Performed (BCWP)	Earned	Work Package
Forecast	Estimate To Complete (ETC)	Forecast	Work Package
OTB	Over target baseline	Budget	Work Package
Replanned	Replanned Budget	Budget	Work Package
Proposal Budget	Proposal Pricing Budget	Budget	Work Package
<b>Funding</b>	<b>Funding at Control Account</b>	<b>Budget</b>	<b>Control Account</b>

Copy Classes... Delete New...

General Included Earned Classes Included Budget Classes Included Actual Classes

Description: Funding at Control Account

Budget Dates: Baseline

Type: Budget

Level: Control Account

Calendar Set: 00

Rate File: Pluto Rates Project Rate File: Pluto Rates

Obtain budget from: Undistributed Budget

Prevent editing Time Phased Grid

Include in Budget

Suppress calculation of source results

Help OK Cancel Apply

Project Information - Pluto Program

Project: Pluto Program

General Contract Information Budget Fields Files **Classes** **Cost Sets** Code Assignments Sub-Projects Preferences Access Control Open Status

Cost Set	Description
<b>Actuals</b>	<b>Actuals</b>
Earned	Performed
Budget	Scheduled
EAC	Estimate at complete
ETC	Estimate to complete
OTB	Over target baseline
REPLAN	Replanned
Proposal	Proposal Pricing Budget
Funding	Project Funds

Copy Cost Sets... Delete New Remove Add...

Included classes

Class	Description
<b>Actual</b>	<b>Actual Costs (ACWP)</b>

Help OK Cancel Apply

# Assign Funding Resource to the Project

- Funding dollars can be added to a control account in one of two ways:
  1. If the funding is specific to a resource, add that resource to the CA in the funding cost class
  2. If the funding is not allocated to a resource, just the project in general, create a funding “resource” that can easily be assigned to a CA in the funding cost class

# Funding Resource – Option #1

Delttek Cobra - [Project - Pluto Program]

File Edit Project Tools Report Window Help

Control Accounts: Status Date: 01/31/2016

Code	Description	WBS	OBS	WP	Description	Budget	Hours Budget	BAC	Hours BAC	EAC	Hours EAC	Earned	Hours Earned	Actuals	Hours Actuals	Baseline Start
01.01	01	1	BDO Program Management		\$14,747.97	0.00	\$70,000.00	0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.01	01	2	General Program Management		\$3,468.11	0.00	\$19,438.71	0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.01	01	3	Risk Management		\$3,468.11	0.00	\$19,438.71	0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.01	01	4	Procurement Management		\$3,168.36	0.00	\$16,315.80	0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.01	01	4	Launch Readiness Review		\$4,643.40	0.00	\$14,806.77	0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.02	01		Subcontractor Program Management		\$32,402.73	0.00	\$354,250.00	0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
02	02		Systems Engineering		\$2,060.10	0.00	\$21,042.45	0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
03	03		Safety & Mission Assurance		\$14,863.64	0.00	\$163,500.00	0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
04	04		Science / Technology		\$3,297.25	0.00	\$13,189.00	0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
05.01	05		Subsystem 1		\$21,513.88	0.00	\$68,152.25	0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
05.02	05		Subsystem 2		\$0.00	0.00	\$55,424.60	0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/17/2016

General Resource Assignments Milestones/Steps Notes

Class Filter: All Classes Cost Set Filter:

Resource Assignment:

Resource	Description	Class	Class Description
----------	-------------	-------	-------------------

Time Phase:

Right click to add resource. Select the resource and Funding class.

Add Resource Assignment

Resource: MATERIALS

Class: Funding

Result: DIRECT

Value: 5.000

Spread Curve: Linear

Resource assignment code assignments:

Description	Value
-------------	-------

Enter the total value of funding or leave 0 and enter in time-phased grid.

Adjust Spread Reconcile Spread

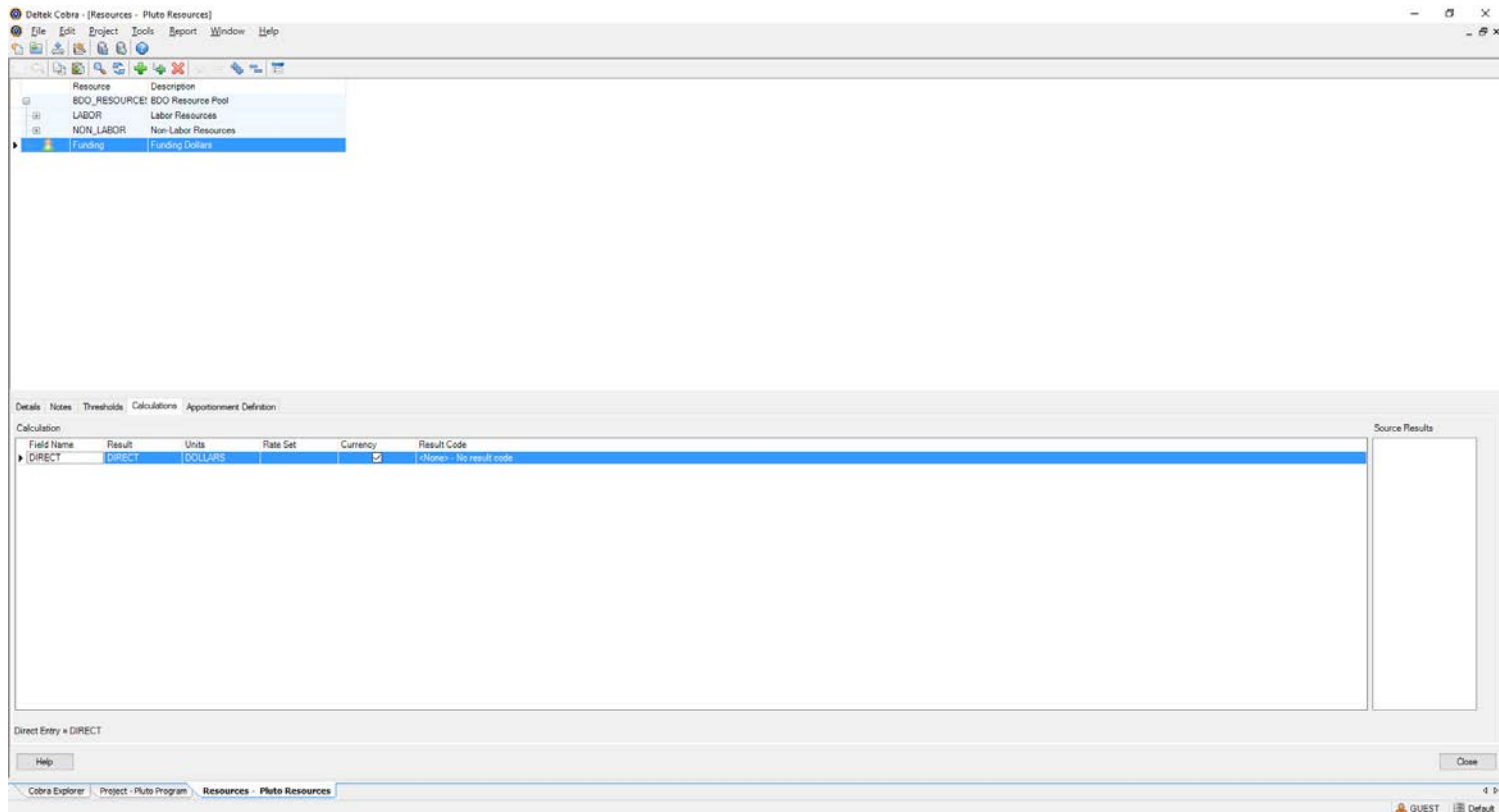
Help Close

Cobra Explorer Project - Pluto Program

GUEST Default

# Funding Resource – Option #2

- Step 1: Add a funding resource to the resource file with a simple Direct calculation



# Funding Resource – Option #2 (cont.)

- Step 2: Add the funding resource to the control account and enter direct dollars
  - \* To enter the funding by month, leave the value as 0 when adding the resource

The screenshot displays the Deltek Cobra software interface for a project named "Pluto Program". The main window shows a table of Control Accounts with columns for Code, Description, Budget, Hours Budget, BAC, Hours BAC, EAC, Hours EAC, Earned, Hours Earned, Actuals, Hours Actuals, and Baseline Start. The table lists various program management and engineering tasks with their respective budgets and earned amounts.

An "Add Resource Assignment" dialog box is open in the foreground. It contains the following fields and options:

- Resource: Funding
- Class: Funding
- Result: DIRECT
- Value: 0.00
- Spread Curve: Linear
- Resource assignment code assignments table with columns Description and Value.

The dialog box has OK, Cancel, and Help buttons. The background window also shows a "Resource Assignments" tab and a "Time Phase" section.



# Funding Resource – Option #2 (cont.)

Deltek Cobra - [Project - Pluto Program]

File Edit Project Tools Report Window Help

Control Accounts:

Code	Description	WBS	OBS	WIP	Description	Budget	Hours Budget	BAC	Hours BAC	EAC	Hours EAC	Earned	Hours Earned	Actuals	Hours Actuals	Baseline Start
01.01	01				BDO Program Management	\$14,747.97	0.00	\$70,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.01	01	1			General Program Management	\$3,468.11	0.00	\$19,438.71	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.01	01	2			Risk Management	\$3,468.11	0.00	\$19,438.71	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.01	01	3			Procurement Management	\$3,168.36	0.00	\$16,315.80	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.01	01	4			Launch Readiness Review	\$4,643.40	0.00	\$14,806.77	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
01.02	01				Subcontractor Program Management	\$32,402.73	0.00	\$354,250.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
02	02				Systems Engineering	\$2,060.10	0.00	\$21,042.45	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
03	03				Safety & Mission Assurance	\$14,863.64	0.00	\$163,500.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
04	04				Science / Technology	\$3,297.25	0.00	\$13,189.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
05.01	05				Subsystem 1	\$21,513.88	0.00	\$68,152.25	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/05/2016
05.02	05				Subsystem 2	\$0.00	0.00	\$55,574.60	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	01/17/2016

General Resource Assignments Milestones/Steps Notes

Class Filter: All Classes Cost Set Filter: Show details

Resource Assignment:

Resource	Description	Class	Class Description
Funding	Funding Dollars	Funding	Funding at Control Account

Time Phase:

Result	Units	TOTAL	01/31/2016	02/29/2016	03/31/2016	04/30/2016	05/31/2016	06/30/2016	07/31/2016	08/31/2016	09/30/2016	10/31/2016	11/30/2016
Percent		100.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
DIRECT	DOLLARS	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Currency		25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00

Help Close

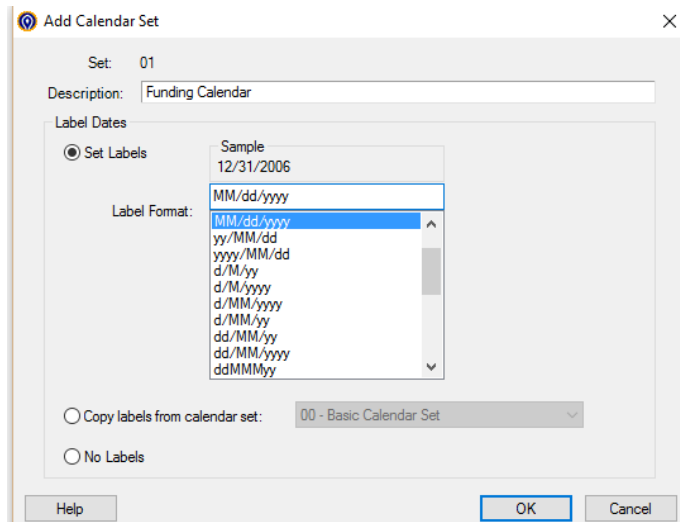
Cobra Explorer Project - Pluto Program

GUEST Default

Note: Use a time-phased report with monthly budget by Control Account to assist with funding decisions.

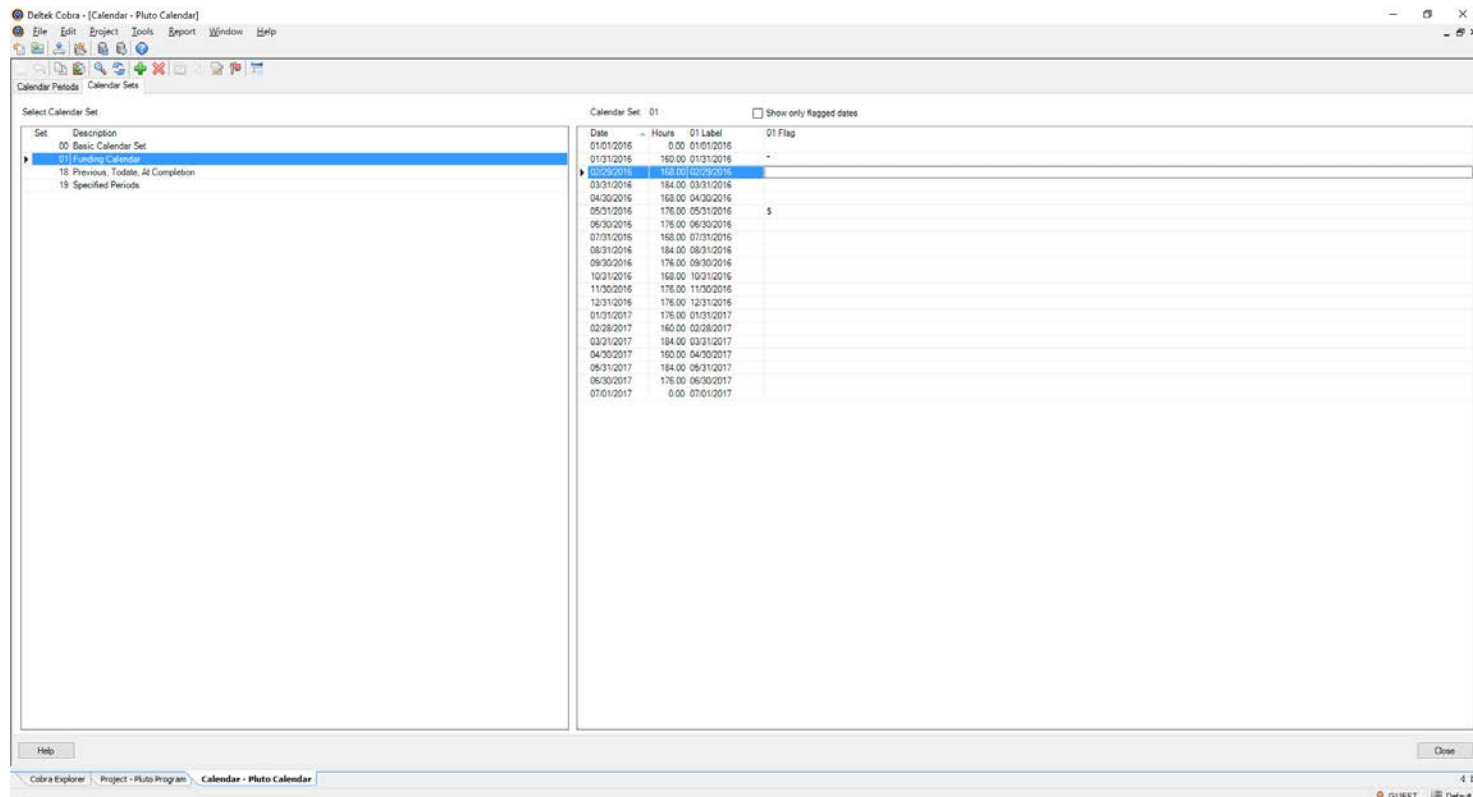
# Funding Calendar Set

- A calendar set that indicates the project's “funded through” date facilitates reports that include funding information
- To create a new Calendar Set:
  - Open the Pluto Calendar. It will automatically open to the list of default calendar sets.
  - Click the plus sign in the toolbar to add a new calendar set



# Funding Calendar Set (cont.)

- For this example, add a floating flag to the end of January 2016 (current period) and fixed flag to May 2016 (funded through date)



# Funding Report

- To run a time-phased report that shows actual costs to date, the budget through May 2016, and the funding through May 2016:
- Select Report > Report Wizard and choose the time-phased report and Pluto Program

The screenshot shows the 'Report Wizard' dialog box. At the top, it says 'Report' and 'Please select a report and file to run the report against.' Below this, there are radio buttons for 'Show Reports' (All, Personal, Shared) and a 'Category' dropdown set to 'All'. A list of reports is shown, with 'Time-phased' selected. Below the list, there is a text box for 'File:' containing 'Pluto Program'. At the bottom, there are buttons for 'Help', '<Back', 'Next>', 'Finish', and 'Cancel'.

Report	Description
Time-phased	A time-phased spreadsheet report of project data
SPI-CPI	A time-phased graphic report of project data by schedule and cost performance index
SV vs CV	A time-phased graphic report of schedule versus cost variance
SV-CV	A time-phased graphic report of project data by schedule and cost variance
TCPI	CPI, SPI, TCPI eac, TCPI bac lines over time
Time-phased FTE	A time-phased spreadsheet report with FTE calculated from the calendar hours
Time-phased Repeat Sub	A time-phased spreadsheet report of project data with subtotals by result
Trend	A time-phased spreadsheet report of budget, earned, actual, variance, and performance indicat
WAD	WAD/Control Account Information-Work Authorization Document

This time-phased report provides maximum flexibility in selection criteria; including multiple criteria (6 max), cost sets (6 max) and selecting the calendar set.

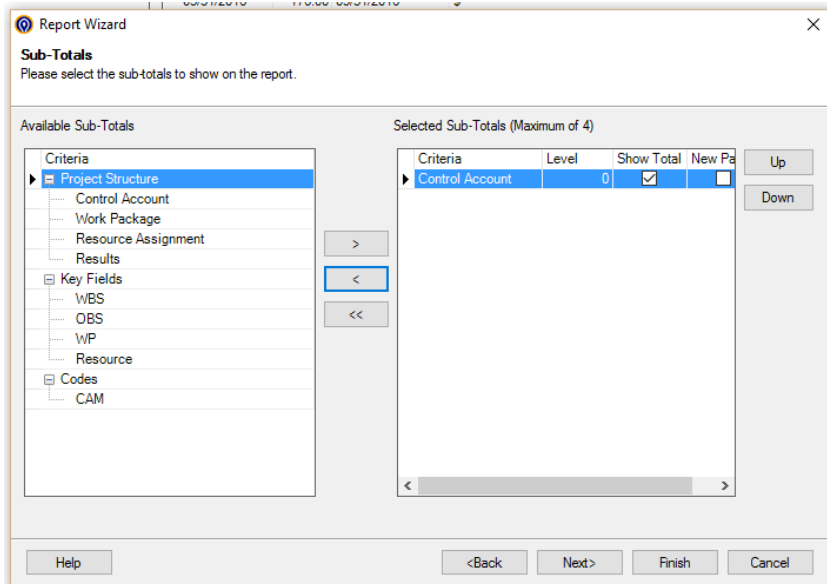
Grouping is enabled and the totals are displayed just below the parent information for viewing collapsed data.

File: Pluto Program

Buttons: Help, <Back, Next>, Finish, Cancel

# Funding Report (cont.)

- No filters or sorts are necessary > Select Next
- Remove Work Package from the sub-totals selection > Select Next
- Choose the new funding calendar set and note that the first period includes cumulative data



Report Wizard

**Sub-Totals**  
Please select the sub-totals to show on the report.

Available Sub-Totals

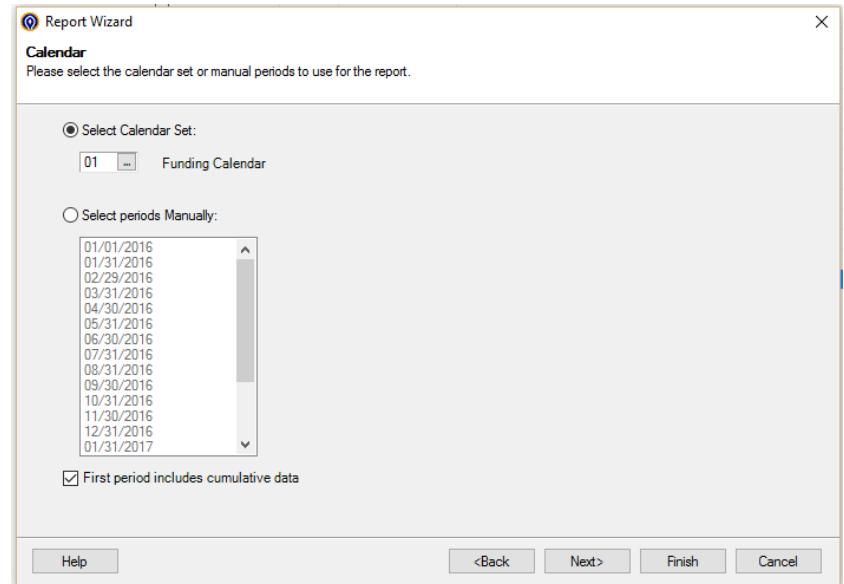
- Criteria
  - Project Structure
    - Control Account
    - Work Package
    - Resource Assignment
    - Results
  - Key Fields
    - WBS
    - OBS
    - WP
    - Resource
  - Codes
    - CAM

Selected Sub-Totals (Maximum of 4)

Criteria	Level	Show Total	New Pa
Control Account	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Up Down

Help <Back Next> Finish Cancel



Report Wizard

**Calendar**  
Please select the calendar set or manual periods to use for the report.

☒ Select Calendar Set:

01 Funding Calendar

☐ Select periods Manually:

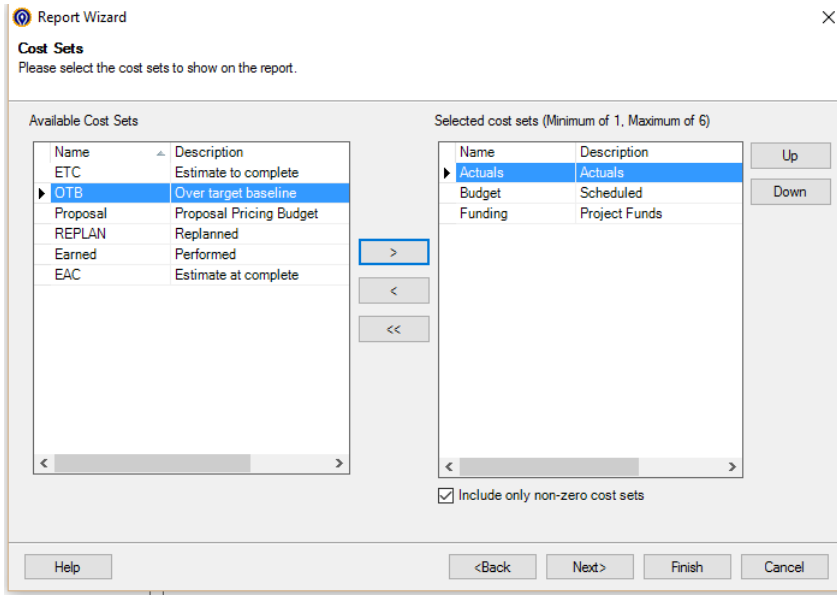
01/01/2016  
01/31/2016  
02/29/2016  
03/31/2016  
04/30/2016  
05/31/2016  
06/30/2016  
07/31/2016  
08/31/2016  
09/30/2016  
10/31/2016  
11/30/2016  
12/31/2016  
01/31/2017

☒ First period includes cumulative data

Help <Back Next> Finish Cancel

# Funding Report (cont.)

- Select the following cost sets to report on > Select Next
- Choose the default options on the style dialog box
- Select Finish to run the report or next to save these options as a new report



**Report Wizard**  
**Cost Sets**  
Please select the cost sets to show on the report.

Available Cost Sets

Name	Description
ETC	Estimate to complete
OTB	Over target baseline
Proposal	Proposal Pricing Budget
REPLAN	Replanned
Earned	Performed
EAC	Estimate at complete

> < <<

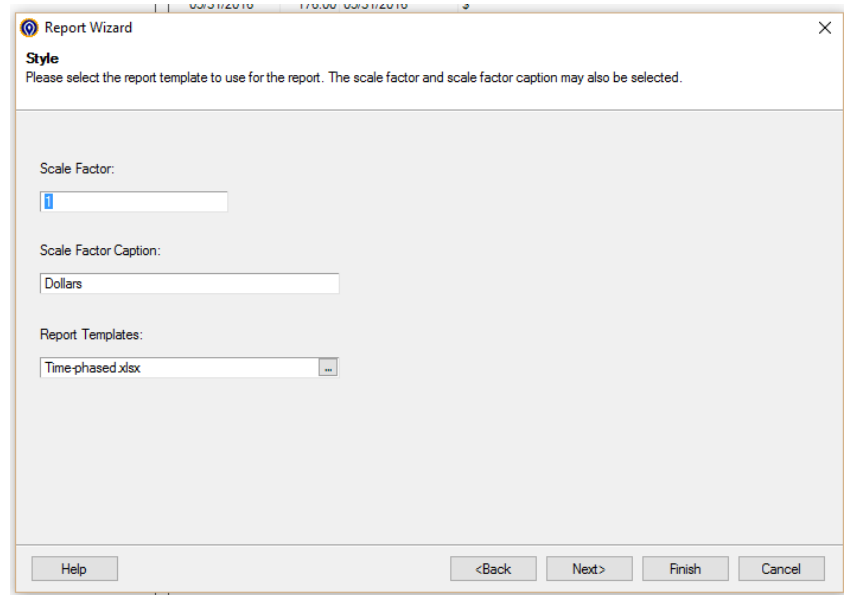
Selected cost sets (Minimum of 1, Maximum of 6)

Name	Description
Actuals	Actuals
Budget	Scheduled
Funding	Project Funds

Up Down

☒ Include only non-zero cost sets

Help <Back Next> Finish Cancel



**Report Wizard**  
**Style**  
Please select the report template to use for the report. The scale factor and scale factor caption may also be selected.

Scale Factor:  
1

Scale Factor Caption:  
Dollars

Report Templates:  
Time-phased.xlsx

Help <Back Next> Finish Cancel

# Funding Report (cont.)

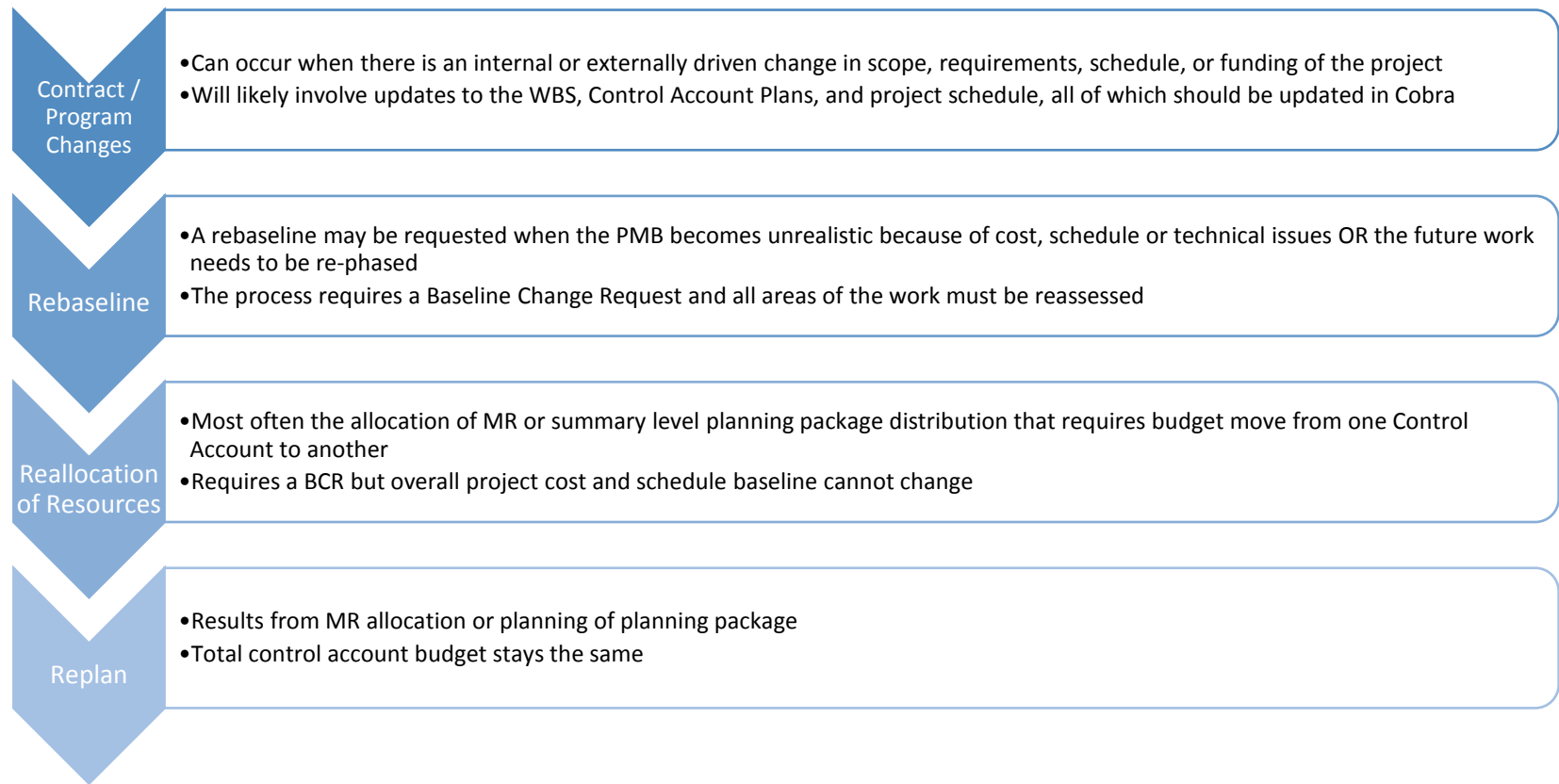
	A	B	C	D	E
1	Control Account		01/31/2016	05/31/2016	Cumulative
2	01.01 / 01 BDO Program Management				
3		Scheduled	14,747.97	25,747.46	40,495.43
4		Project Funds	0.00	25,000.00	25,000.00
5	01.02 / 01 Subcontractor Program Management				
6		Scheduled	32,402.73	129,610.91	162,013.64
7	02 / 02 Systems Engineering				
8		Scheduled	2,060.10	8,600.10	10,660.20
9	03 / 03 Safety & Mission Assurance				
10		Scheduled	14,863.64	59,454.55	74,318.18
11	04 / 04 Science / Technology				
12		Scheduled	3,297.25	6,228.14	9,525.39
13	05.01 / 05 Subsystem 1				
14		Scheduled	21,513.88	46,638.38	68,152.25
15	05.02 / 05 Subsystem 2				
16		Scheduled	0.00	48,259.75	48,259.75
17	06 / 06 Spacecraft				
18		Scheduled	9,083.33	34,516.67	43,600.00
19	07 / 07 Mission Operations				
20		Scheduled	0.00	16,350.00	16,350.00
21	Grand Total				
22		Scheduled	97,968.89	375,405.94	473,374.84
23		Project Funds	0.00	25,000.00	25,000.00
24					
25	Currency reported in: Dollars				
26					
27	Report Options				
28	Criteria: Control Account				
29	Cost Sets: Actuals, Scheduled, Project Funds				
30	Calendar: 01 Funding Calendar				
31	Filter:				

Baseline Control



# Change Control Possibilities

- Change control is not just for rebaselining!
- Cobra supports multiple levels of change control through the use of the Change Control Log and Replan Wizard



# Change Control in the Toolset

- If a Rebaseline or Contract Change is required and approved, you will likely go back to the organizing process
  - Organizing and planning documents
    - Update the WBS, OBS, and RAM as necessary
    - Perform risk analysis
  - Project Schedule
    - Add new tasks and resource assignments
    - Define charge numbers
    - Set the baseline
  - Cobra
    - Update ancillary files (WBS, OBS, additional code files)
    - Integrate schedule data into Cobra budget class (or temporary class)
    - Populate record for change control log when PMB is impacted

**Create a copy of your project for what-if pricing while the rebaseline or contract change is being sorted out!**

# Cobra Replan Wizard

- Wizard within the toolset that will assist in rebaselining process
- Intention is to remove variances for past work
- Typically directed by a customer
- Remaining work should be re-evaluated and updated at this time
- User has the following options in the wizard:
  - Set Budget = Earned = Actuals or Budget = Earned
  - Create a new Work Package for closed work
  - Make an adjusting entry in the current period or replace all historical variances

# Change Control Options

- When importing new baseline budget/dates, be aware of the following Cobra settings that dictate how that information is processed:
  - Apply historical changes as an adjusting entry in the current status period
    - Check this box when importing budget
  - Update the existing baseline dates to match the schedule
    - Use to match the dates of the mapped activities to the date set selected for Baseline Dates under the Schedule Mapping page
  - Update the control account dates to exactly span the work package
    - Use to update control account dates and control account start and finish dates. This action will accurately match the corresponding work package date sets.
  - Update the description for existing control accounts and work packages
    - Select this option to match the Cobra accounts description to the description of the related schedule activity

# Change Control Options (cont.)

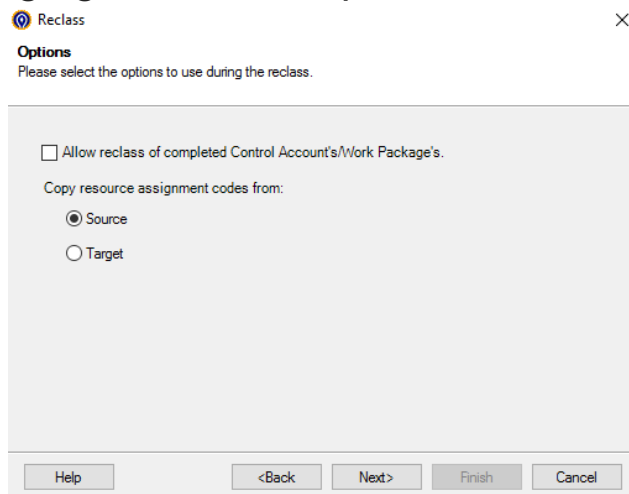
- Recalculate existing milestone weights
  - This option can only be used if Cobra computes milestones weights throughout the import process, not when it imports from a schedule field
- Delete items from Cobra that are no longer in the schedule
  - Use this feature to activate options that determine how Cobra will delete items that are not present in the schedule being imported
- Delete control accounts and work packages no longer in the schedule
  - Select to delete any work packages that are no longer included in the schedule being imported
- Delete only items matching the following criteria
  - This alternative is enabled when selecting the above option. The filter will delete all accounts that don't meet the defined criteria.
- Deletion Criteria
  - This check box becomes available when the previous option is selected

# Change Control Options (cont.)

- Delete resource assignments no longer in the schedule
  - Select this option to eliminate all resources not included in the incoming schedule based on the established mapping
- Delete only resources with the default or selected class
  - Use to filter the deleted resources in order to add only those that meet the default or filtered class established under the Resource Assignments page
- List deleted items in the log
  - Choose this option to include in the Integration log a list of all the items deleted from Cobra during the import process
- Remember Project Information Preferences:
  - Under the Project Information dialog box there are options related to the integration wizard
    - Allow changes to scope for an in-progress Control Account/Work Package
    - Prevent editing of historical time-phased values
    - Allow changing of EVT for an in-progress Work Package

# Change Control Demo

- Example: Budget was added to undefinitized cost class during planning. The contract mod has been issued and that money should be moved to the baseline budget
- To reclass this money:
  - Select Project > Reclass
  - Choose the Pluto Program > Select Next
  - Leave the default options selected > Select Next
    - Currently no resource assignment codes for the project
    - The WP we are changing has not completed



Reclass

**Options**  
Please select the options to use during the reclass.

☐ Allow reclass of completed Control Account's/Work Package's.

Copy resource assignment codes from:

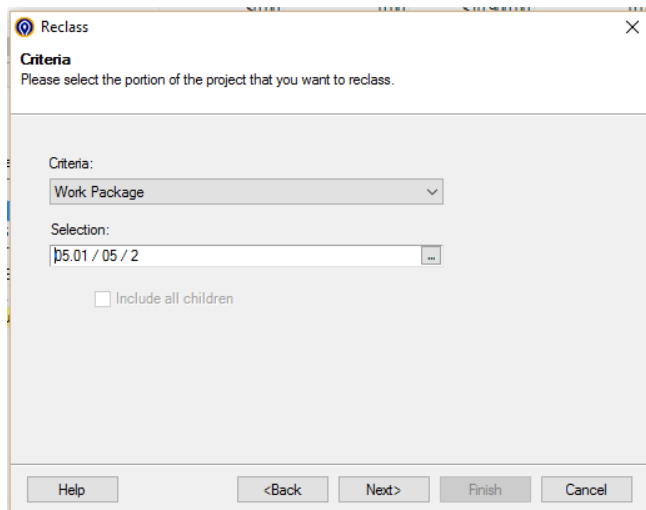
☒ Source

☐ Target

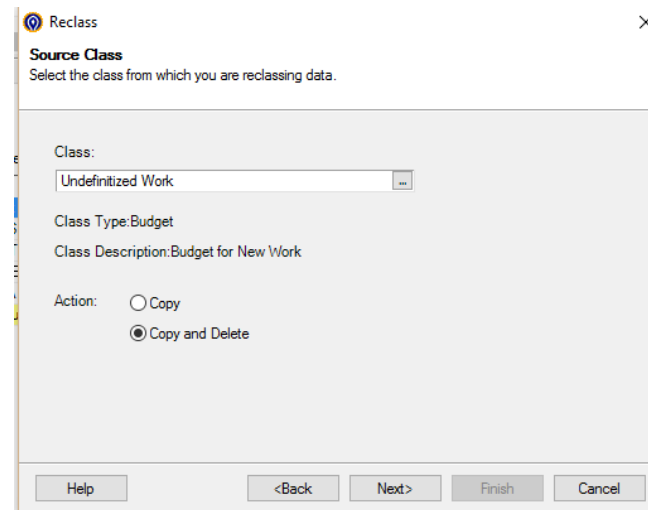
Help <Back Next> Finish Cancel

# Change Control Demo (cont.)

- Choose the specific WP where the reclass is necessary > Select Next
- The source class is the undefinitized budget and it should be copied then deleted > Select Next



The 'Reclass' dialog box, titled 'Criteria', prompts the user to 'Please select the portion of the project that you want to reclass.' It features a 'Criteria:' dropdown menu set to 'Work Package' and a 'Selection:' text field containing 'p5.01 / 05 / 2'. An unchecked checkbox labeled 'Include all children' is located below the selection field. The bottom of the dialog contains buttons for 'Help', '<Back', 'Next>', 'Finish', and 'Cancel'.

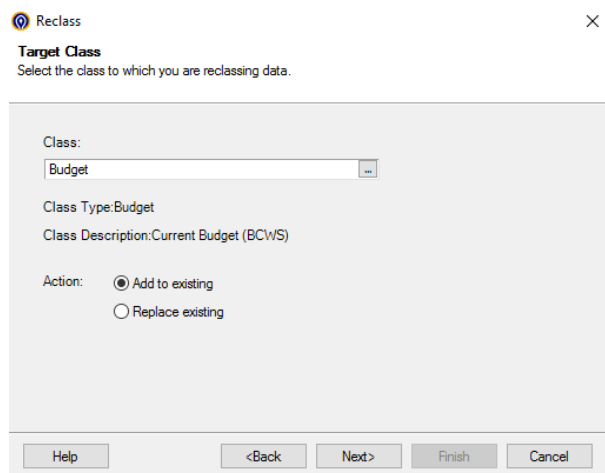


The 'Reclass' dialog box, titled 'Source Class', prompts the user to 'Select the class from which you are reclassing data.' It shows a 'Class:' dropdown menu set to 'Undefinitized Work'. Below this, it displays 'Class Type: Budget' and 'Class Description: Budget for New Work'. The 'Action:' section has two radio buttons: 'Copy' (unselected) and 'Copy and Delete' (selected). The bottom of the dialog contains buttons for 'Help', '<Back', 'Next>', 'Finish', and 'Cancel'.



# Change Control Demo (cont.)

- The target class is budget and it should be added to the existing budget > Select Next
- All periods should be reclassified > Select Next
- Select Finish



**Reclass**

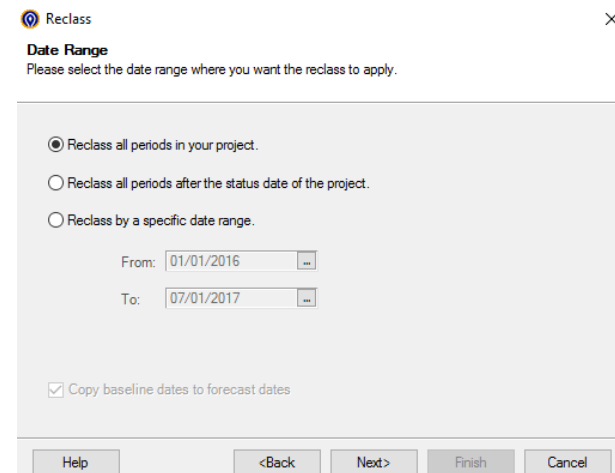
**Target Class**  
Select the class to which you are reclassing data.

Class:  
Budget

Class Type: Budget  
Class Description: Current Budget (BCWS)

Action:  
☒ Add to existing  
☐ Replace existing

Buttons: Help, <Back, Next>, Finish, Cancel



**Reclass**

**Date Range**  
Please select the date range where you want the reclass to apply.

☒ Reclass all periods in your project.  
☐ Reclass all periods after the status date of the project.  
☐ Reclass by a specific date range.

From: 01/01/2016  
To: 07/01/2017

☒ Copy baseline dates to forecast dates

Buttons: Help, <Back, Next>, Finish, Cancel

# Change Control Demo (cont.)

- This should trigger the change control log
- Enter a change number and description

Deltek Cobra - [Project - Pluto Program]

File Edit Project Tools Report Window Help

<All Control Accounts> Control Accounts:

Code	Description	WBS	OBS	WP	Description	Budget	Hours Budget	BAC
03		03		1	Safety & Mission Assurance Management	\$4,954.55	0.00	\$54
03		03		2	System Safety	\$4,954.55	0.00	\$54
03		03		3	Quality Assurance	\$4,954.55	0.00	\$54
04		04			Science / Technology	\$3,297.25	0.00	\$13
04		04		1	Science Requirements	\$3,297.25	0.00	\$6
04		04		2	Science Development	\$0.00	0.00	\$6
05.01		05			Subsystem 1	\$21,513.88	0.00	\$89
05.01		05		1	Subcomponent 1A	\$21,513.88	0.00	\$43
05.01		05		2	Subcomponent 1B	\$0.00	0.00	\$46
05.02		05			Subsystem 2	\$0.00	0.00	\$55
05.02		05		1	Subcomponent 2A	\$0.00	0.00	\$13,730.05

General Resource Assignments Milestones/Steps Notes

Class Filter: All Classes Cost Set Filter:

Resource Assignment:

Resource	Description	Class	Class Description
MATERIALS	Materials	Budget	Current Budget (BCWS)
SUBCONTRACTOR_1	Subcontractor Org	Budget	Current Budget (BCWS)
TOWER ROBERT	Robert Tower	Budget	Current Budget (BCWS)
MATERIALS	Materials	Forecast	Estimate To Complete (ETC)
TOWER ROBERT	Robert Tower	Forecast	Estimate To Complete (ETC)

Time Phase:

Result	Units	TOTAL	02/29/2016	03/31/2016
Percent		100.00	25.00	75.00
DIRECT	DOLLARS	20,000.00	5,000.00	15,000.00
GANDA	DOLLARS	1,800.00	450.00	1,350.00
Total Currency		21,800.00	5,450.00	16,350.00

Reclass Confirmation

Log Comment

Project: Pluto Program - Pluto Program

Change Number: 04\_10\_2016\_001

Change Comment: Replan 05.01 WP 2 to include new sub

OK Help

Help <Back Next> Finish Cancel

# Change Control Log

- At any time in the project's execution, users can run the Log report to view the change control log

[illegible]

# Report Customization

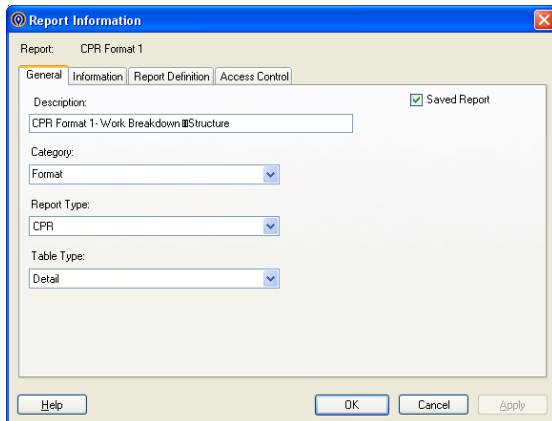
# Cobra Reporting Overview

- Basic reporting functionality in Cobra includes the following:
  - Report on project data (budget, forecast, actual costs, etc)
  - Generate out of the box reports that meet government reporting requirements
  - Access report properties and security information from the “Report Information” dialog box
  - Configure modified reports using the Report Wizard and Report Information
  - Customize templates in MS excel

# Report Information

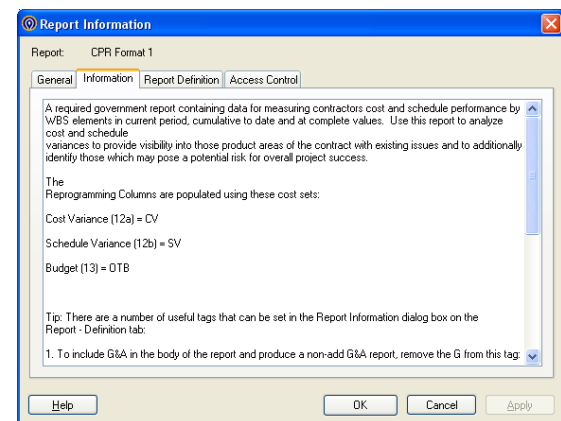
- To access Report Information...
  - Select All Reports from the Navigation Pane
  - Click the desired report > Right click and choose Report Information
  - The Report Information dialog box can be used to view and modify report parameters

General Tab: User views or modifies basic descriptive information about the report including, category, report type, and table type.



The screenshot shows the 'Report Information' dialog box with the 'General' tab selected. The 'Report' field is set to 'CPR Format 1'. The 'Description' field contains 'CPR Format 1 - Work Breakdown Structure'. The 'Category' dropdown is set to 'Format'. The 'Report Type' dropdown is set to 'CPR'. The 'Table Type' dropdown is set to 'Detail'. A 'Saved Report' checkbox is checked. At the bottom are 'Help', 'OK', 'Cancel', and 'Apply' buttons.

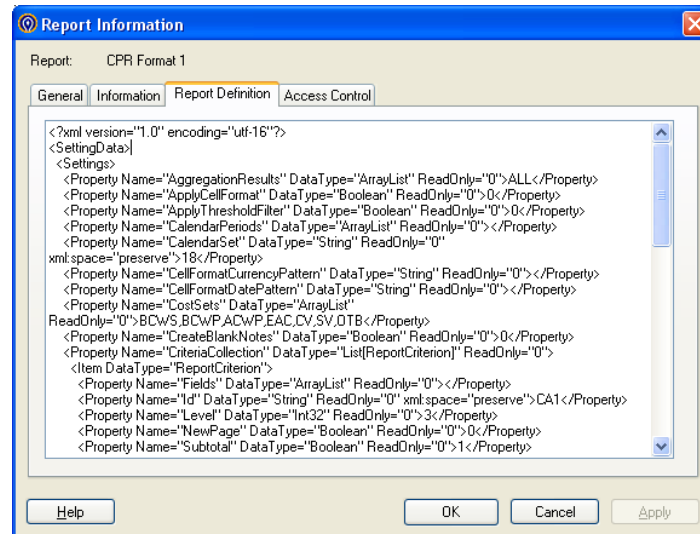
Information Tab: User views or modifies the description of the report. Also provides tips for modifying the Report Definition.



The screenshot shows the 'Report Information' dialog box with the 'Information' tab selected. The 'Report' field is set to 'CPR Format 1'. The 'Description' field contains a detailed text about the report's purpose: 'A required government report containing data for measuring contractors cost and schedule performance by WBS elements in current period, cumulative to date and at complete values. Use this report to analyze cost and schedule variances to provide visibility into those product areas of the contract with existing issues and to additionally identify those which may pose a potential risk for overall project success.' Below this, it lists 'The Reprogramming Columns are populated using these cost sets: Cost Variance (12a) = CV, Schedule Variance (12b) = SV, Budget (13) = OTB'. At the bottom, there is a 'Tip' section and a list of tags. At the bottom are 'Help', 'OK', 'Cancel', and 'Apply' buttons.

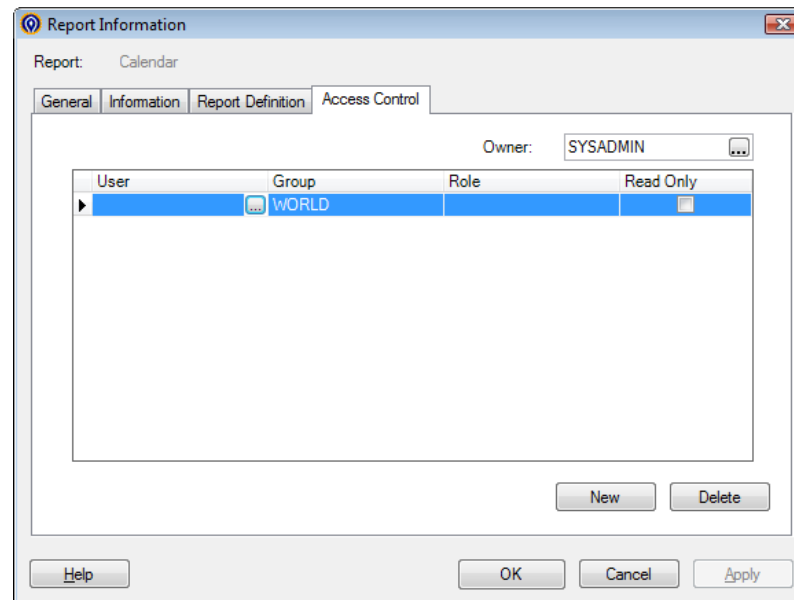
# Report Information

- Report Definition Tab – View or modify report parameters
  - Parameters define the style and what data is exported into the report
    - Cost sets, max number of cost sets, calendar set, report template, scale factor, etc.
  - Data is stored in xml format, but still intuitive
  - Highly recommend making a copy of any default reports before editing the Report Definition



# Report Information

- Access Control Tab
  - View and modify the security access on a report by report basis
  - Reports can be filtered and sorted by access control



Note: User must have access to a report in order to add the report to a report batch



# Time-phased Report Wizard

- The saved time-phased report is one of the most diverse reports and a good starting place for customization
- To run the report:
  - Select Report > Report Wizard
  - Choose the Time-Phased report > Select Next

Choose the saved report (wizard will be prepopulated)

Select the file (code or project) to run the report against

Report Wizard

**Report**  
Please select a report and file to run the report against.

Show Reports  
☒ All ☐ Personal ☐ Shared Category: All

Report	Description
SV vs CV	A time-phased graphic report of schedule versus cost variance
SV-CV	A time-phased graphic report of project data by schedule and cost variance
TCPI	CPI, SPI, TCPI etc, TCPI bac lines over time
Time-phased	A generic time-phased spreadsheet report of project data
Time-phased FTE	A time-phased spreadsheet report with FTE calculated from the calendar hours
Time-phased Funding	A generic time-phased spreadsheet report of project data
Time-phased Repeat Sub	A time-phased spreadsheet report of project data with subtotals by result
Trend	A time-phased spreadsheet report of budget, earned, actual, variance, and performance indicators
WAD	WAD/Control Account Information-Work Authorization Document

This time-phased report provides maximum flexibility in selection criteria; including multiple criteria (5 max), cost sets (6 max) and selecting the calendar set.

Grouping is enabled and the totals are displayed just below the parent information for viewing collapsed data.

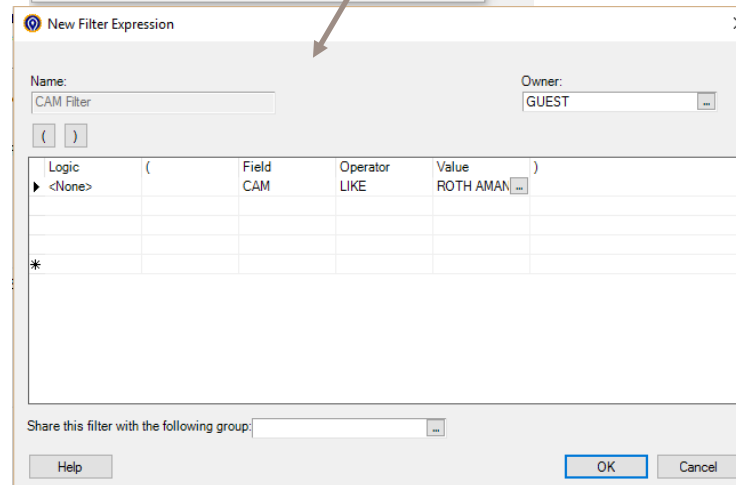
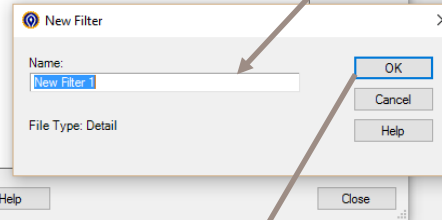
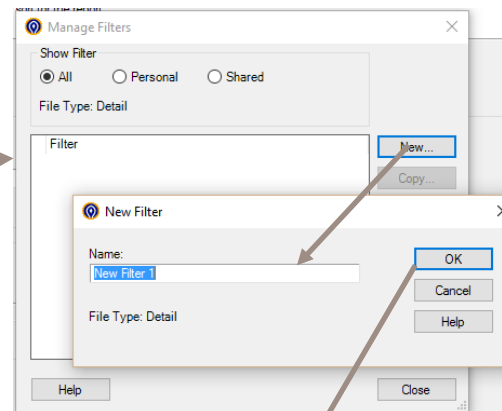
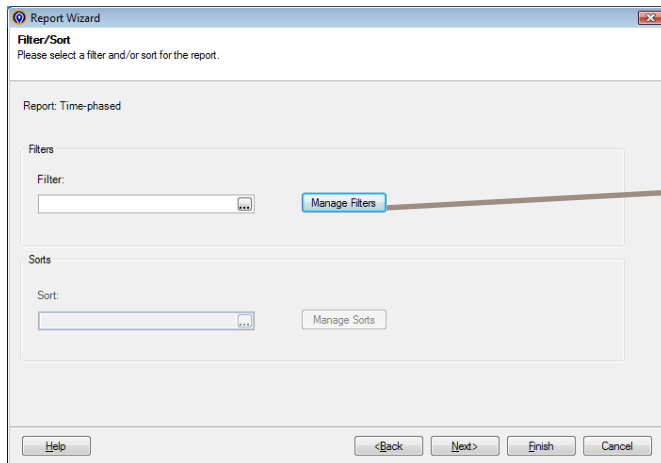
File:  
Pluto Program

Help <Back Next> Finish Cancel

Category: Filter the list of reports by report category. View Cobra help file to find the correct category.

# Time-phased Report Wizard (cont.)

- Select the ellipsis to choose a filter or Manage Filters to create a new filter
  - Select New and Name the Filter
  - Complete the logic and select OK to save the filter



# Time-phased Report Wizard (cont.)

- Select the Control Account and Work Package criteria for this report > Select Next

The screenshot shows the 'Report Wizard' dialog box, specifically the 'Sub-Totals' step. The title bar reads 'Report Wizard'. Below the title bar, the text 'Sub-Totals' is followed by the instruction 'Please select the sub-totals to show on the report.'.

The dialog is divided into two main sections: 'Available Sub-Totals' on the left and 'Selected Sub-Totals (Maximum of 4)' on the right.

**Available Sub-Totals:** This section contains a tree view of criteria. The 'Project Structure' folder is expanded, showing 'Control Account' and 'Work Package' as sub-items. Other folders like 'Key Fields', 'Codes', and 'CAM' are also visible but not expanded. Navigation buttons '>', '<', and '<<' are located between the two sections.

**Selected Sub-Totals (Maximum of 4):** This section contains a table with the following data:

Criteria	Level	Show Total	New Page
Control Account	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Package	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons 'Up' and 'Down' are located to the right of the table. At the bottom of the dialog, there are buttons for 'Help', '<Back', 'Next>', 'Finish', and 'Cancel'.

These selections will run a report that shows data summarized first at the Control Account and then at the Work Package level. Use Up and Down to reorder the criteria as desired.

# Time-phased Report Wizard (cont.)

- Leave the default 00 Calendar Set > Select Next

Select periods manually if existing calendar set does not meet reporting needs

Report Wizard

**Calendar**  
Please select the calendar set or manual periods to use for the report.

☒ Select Calendar Set:

00 Basic Calendar Set

☐ Select periods Manually:

01/01/2016  
01/31/2016  
02/29/2016  
03/31/2016  
04/30/2016  
05/31/2016  
06/30/2016  
07/31/2016  
08/31/2016  
09/30/2016  
10/31/2016  
11/30/2016  
12/31/2016  
01/31/2017

☐ First period includes cumulative data

Help <Back Next> Finish Cancel

Select if the first period in the Calendar Set or selected periods should include cumulative to date data

# Time-phased Report Wizard (cont.)

- The default cost sets are correct for this example > Select Next
- Default style options can be selected > Select Next

**Report Wizard**

**Cost Sets**  
Please select the cost sets to show on the report.

Available Cost Sets

Name	Description
ETC	Estimate to complete
Funding	Project Funds
OTB	Over target baseline
Proposal	Proposal Pricing Budget
REPLAN	Replanned

Selected cost sets (Minimum of 1, Maximum of 6)

Name	Description
Budget	Scheduled
Actuals	Actuals
Earned	Performed
EAC	Estimate at complete

☒ Include only non-zero cost sets

Buttons: Help, <Back, Next>, Finish, Cancel

**Report Wizard**

**Style**  
Please select the report template to use for the report. The scale factor and scale factor caption may also be selected.

Scale Factor:

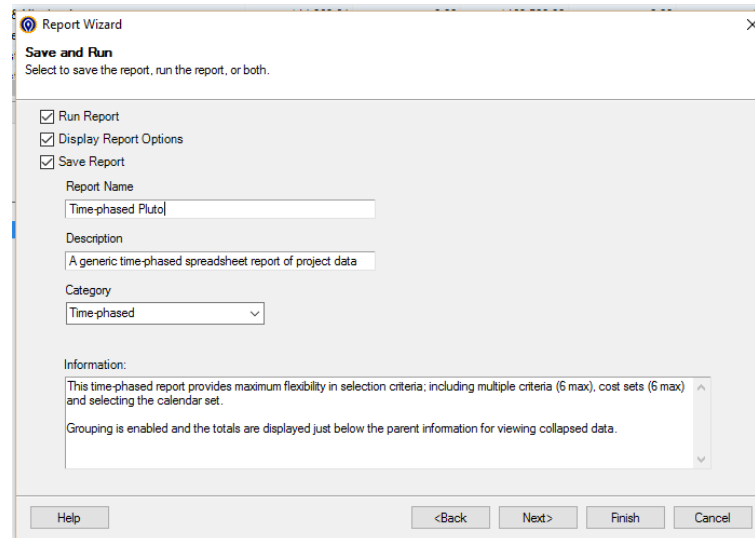
Scale Factor Caption:

Report Templates:

Buttons: Help, <Back, Next>, Finish, Cancel

# Time-phased Report Wizard (cont.)

- If the report configurations will be used again, save the report
  - It is recommended that the report be given a new name, don't save over an existing report



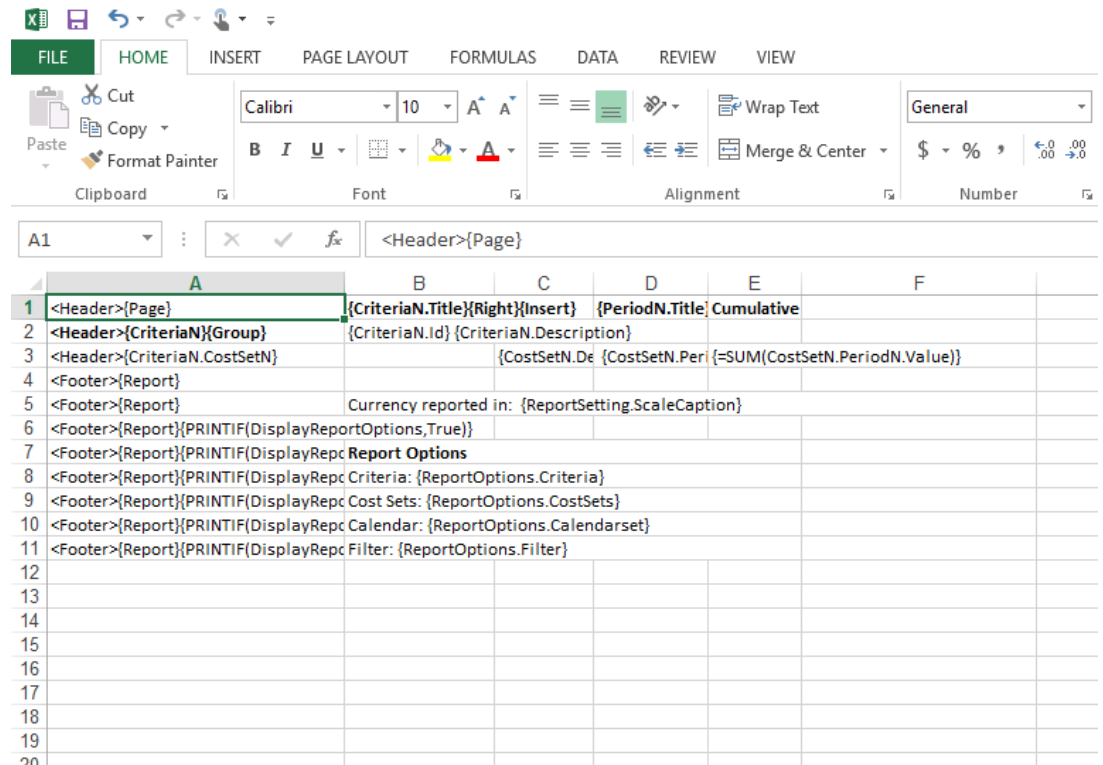
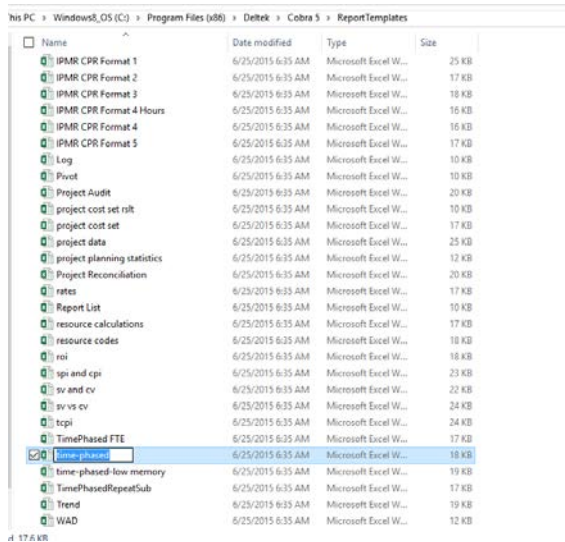
The screenshot shows a 'Report Wizard' dialog box with the title 'Report Wizard' and a close button (X). The main heading is 'Save and Run' with the instruction 'Select to save the report, run the report, or both.' Below this, there are three checked checkboxes: 'Run Report', 'Display Report Options', and 'Save Report'. Under 'Save Report', there is a 'Report Name' text box containing 'Time-phased Pluto', a 'Description' text box containing 'A generic time-phased spreadsheet report of project data', and a 'Category' dropdown menu set to 'Time-phased'. At the bottom, there is an 'Information' section with a text area containing: 'This time-phased report provides maximum flexibility in selection criteria: including multiple criteria (6 max), cost sets (6 max) and selecting the calendar set. Grouping is enabled and the totals are displayed just below the parent information for viewing collapsed data.' The bottom of the dialog has four buttons: 'Help', '<Back', 'Next>', and 'Cancel'.

# Time-Phased Report

1	2	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Control Account	Work Package		01/01/2016	01/31/2016	02/29/2016	03/31/2016	04/30/2016	05/31/2016	06/30/2016	07/31/2016	08/31/2016	09/30/2016	10/31/2016	11/30/2016	12/31/2016
2		01.01 / 01 BDO Program Management															
3			1 General Program Management	Scheduled	0.00	14,747.97	9,516.87	8,325.75	3,952.42	3,952.42	9,742.46	3,952.42	3,952.42	3,952.42	3,952.42	3,952.42	0.00
4				Scheduled	0.00	3,468.11	3,266.39	1,411.58	1,411.58	1,411.58	1,411.58	1,411.58	1,411.58	1,411.58	1,411.58	1,411.58	0.00
5			2 Risk Management														
6				Scheduled	0.00	3,468.11	3,266.39	1,411.58	1,411.58	1,411.58	1,411.58	1,411.58	1,411.58	1,411.58	1,411.58	1,411.58	0.00
7			3 Procurement Management														
8				Scheduled	0.00	3,168.36	2,984.08	1,129.26	1,129.26	1,129.26	1,129.26	1,129.26	1,129.26	1,129.26	1,129.26	1,129.26	0.00
9			4 Launch Readiness Review														
10				Scheduled	0.00	4,643.40	0.00	4,373.33	0.00	0.00	5,790.04	0.00	0.00	0.00	0.00	0.00	0.00
11		01.02 / 01 Subcontractor Program Management															
12			1 General Program Management	Scheduled	0.00	32,402.73	32,402.73	32,402.73	32,402.73	32,402.73	32,402.73	32,402.73	32,402.73	32,402.73	32,402.73	30,222.73	0.00
13				Scheduled	0.00	22,295.45	22,295.45	22,295.45	22,295.45	22,295.45	22,295.45	22,295.45	22,295.45	22,295.45	22,295.45	22,295.45	0.00
14			2 Risk Management														
15				Scheduled	0.00	2,972.73	2,972.73	2,972.73	2,972.73	2,972.73	2,972.73	2,972.73	2,972.73	2,972.73	2,972.73	2,972.73	0.00
16			3 Procurement Management														
17				Scheduled	0.00	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	0.00
18			4 Launch Readiness Review														
19				Scheduled	0.00	2,180.00	2,180.00	2,180.00	2,180.00	2,180.00	2,180.00	2,180.00	2,180.00	2,180.00	2,180.00	0.00	0.00
20		02 / 02 Systems Engineering															
21			1 Systems Engineering Management	Scheduled	0.00	2,060.10	2,959.35	1,880.25	1,880.25	1,880.25	1,880.25	1,880.25	1,880.25	1,880.25	1,880.25	981.00	0.00
22				Scheduled	0.00	981.00	981.00	981.00	981.00	981.00	981.00	981.00	981.00	981.00	981.00	981.00	0.00
23			2 System Requirements														
24				Scheduled	0.00	1,079.10	1,079.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25			3 System Interface & Configuration														
26				Scheduled	0.00	0.00	899.25	899.25	899.25	899.25	899.25	899.25	899.25	899.25	899.25	0.00	0.00
27		03 / 03 Safety & Mission Assurance															
28			1 Safety & Mission Assurance Management	Scheduled	0.00	14,863.64	14,863.64	14,863.64	14,863.64	14,863.64	14,863.64	14,863.64	14,863.64	14,863.64	14,863.64	14,863.64	0.00
29				Scheduled	0.00	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	0.00
30			2 System Safety														
31				Scheduled	0.00	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	0.00
32			3 Quality Assurance														
33				Scheduled	0.00	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	4,954.55	0.00
34		04 / 04 Science / Technology															
35			1 Science Requirements	Scheduled	0.00	3,297.25	4,029.97	732.72	732.72	732.72	732.72	732.72	732.72	732.72	732.72	0.00	0.00
36				Scheduled	0.00	3,297.25	3,297.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37			2 Science Development														
38				Scheduled	0.00	0.00	732.72	732.72	732.72	732.72	732.72	732.72	732.72	732.72	732.72	0.00	0.00
39		05.01 / 05 Subsystem 1															
40			1 Subcomponent 1A	Scheduled	0.00	21,513.88	34,076.13	12,562.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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# Customizing a Report Template

- To edit a report template
  - Locate the reference template > Make a copy > Rename the copy appropriately > Open the copied template





# Customizing a Report Template

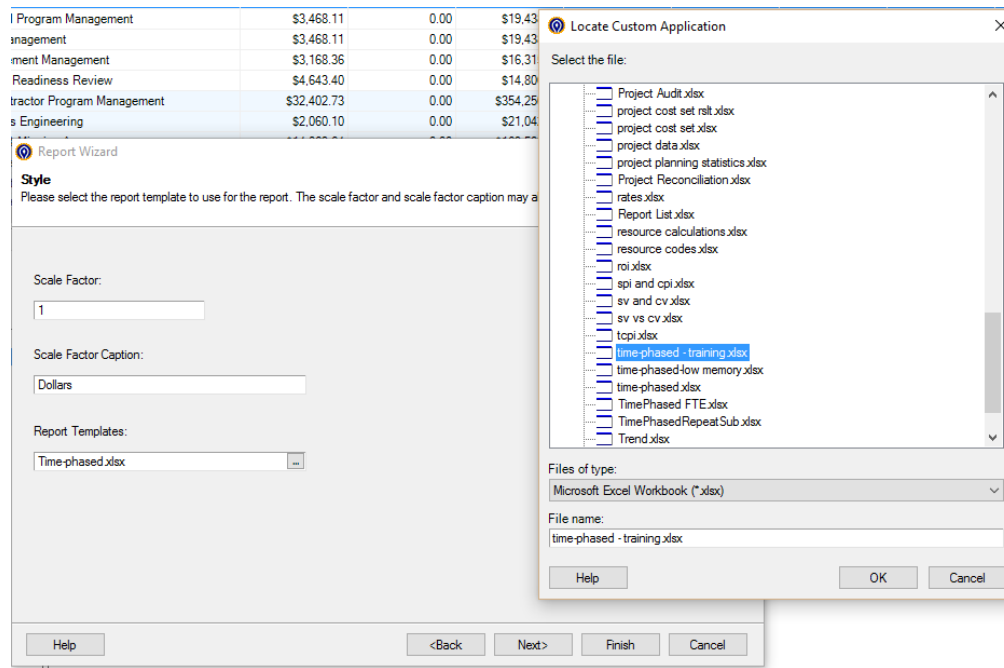
- In this example, a variance calculation is added which requires some additional rows to be hardcoded

D6	:	X	✓	f <sub>x</sub>	{=Cell[R-2,C]-Cell[R-1,C]}	
	A	B	C	D	E	F
1	<Header>{Page}	{CriteriaN.Title}{Right}{Insert}		{PeriodN.Title}{Right}{Inse	Cumulative	
2	<Header>{CriteriaN}{Group}	{CriteriaN.Id} {CriteriaN.Description}				
3	<Header>{CriteriaN.CostSet1}		{CostSet1.Description}	{CostSet1.PeriodN.Value}	{=SUM(CostSet1.PeriodN.Value)}	
4	<Header>{CriteriaN.CostSet2}		{CostSet2.Description}	{CostSet2.PeriodN.Value}	{=SUM(CostSet2.PeriodN.Value)}	
5	<Header>{CriteriaN.CostSet3}		{CostSet3.Description}	{CostSet3.PeriodN.Value}	{=SUM(CostSet3.PeriodN.Value)}	
6	<Header>{CriteriaN.CostSet3}		{Variance}	{=Cell[R-2,C]-Cell[R-1,C]}	{=SUM(CostSet3.PeriodN.Value)}	
7	<Footer>{Report}					
8	<Footer>{Report}	Currency reported in: {ReportSetting.ScaleCaption}				
9	<Footer>{Report}{PRINTIF(DisplayReportOptions,True)}					
10	<Footer>{Report}{PRINTIF(DisplayRepc	Report Options				
11	<Footer>{Report}{PRINTIF(DisplayRepc	Criteria: {ReportOptions.Criteria}				
12	<Footer>{Report}{PRINTIF(DisplayRepc	Cost Sets: {ReportOptions.CostSets}				
13	<Footer>{Report}{PRINTIF(DisplayRepc	Calendar: {ReportOptions.Calendarset}				
14	<Footer>{Report}{PRINTIF(DisplayRepc	Filter: {ReportOptions.Filter}				
15						
16						
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24						
25						

Note: Use caution when deleting rows or columns referenced by other cells in the template. It is suggested that incremental changes are made, saved, and tested.

# Customizing a Report Template

- To run a report using the customized template
  - Open the Report Wizard and select the time-phased report > Select Next
  - Select Next in the Filter/Sort, Sub-Totals, and Calendar dialog box
  - On the Cost Set dialog box, remove Earned from the included costs sets > Select Next
  - In the Style dialog box, select the ellipsis in the Report Templates box > Choose the modified template > Click OK



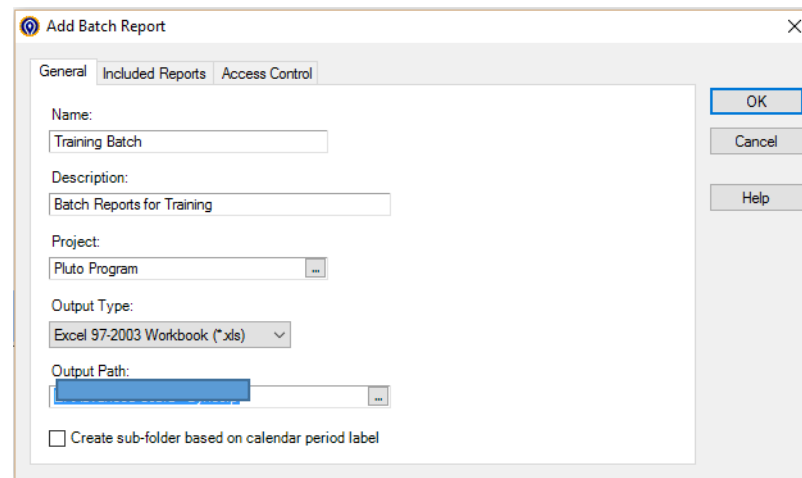
# Customizing a Report Template

- Click Next
- Save a new version of the time-phased report that includes the new template
- Select Finish

1 2	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Control Account	Work Package	START		JUN07	JUL07	AUG07	SEP07	OCT07	NOV07	DEC07	JAN08	FEB08
2	1.1.1.1 / 1400 Frame Design												
3		Budget		0.00	30,047.20	28,169.40	6,727.61	6,045.61	4,872.24	0.00	0.00	0.00	0.00
4		Actual Costs		0.00	37,069.66	24,984.30	17,792.98	0.00	4,839.58	0.00	0.00	0.00	0.00
5		Est. At Complete		0.00	37,069.66	24,984.30	17,792.98	0.00	4,839.58	0.00	0.00	0.00	0.00
6		Variance		0.00	-7,022.46	3,185.10	-11,065.37	6,045.61	32.66	0.00	0.00	0.00	0.00
22	1.1.1.2 / 1420 Propulsion Design												
23		Budget		0.00	17,730.09	13,461.70	28,992.29	49,287.67	46,503.02	47,889.66	47,889.66	23,206.54	0.00
24		Actual Costs		0.00	15,469.70	4,095.14	4,748.26	6,354.73	14,589.63	1,732.17	0.00	0.00	0.00
25		Est. At Complete		0.00	15,469.70	4,095.14	4,748.26	6,354.73	14,589.63	1,732.17	4,129.58	4,609.90	0.00
26		Variance		0.00	2,260.39	9,366.56	24,244.03	42,932.94	31,913.39	46,157.49	47,889.66	23,206.54	0.00
47	1.1.2.1 / 1600 Ergonomics Design												
48		Budget		0.00	0.00	0.00	0.00	0.00	1,712.65	2,448.10	5,808.18	9,795.82	13,406.32
49		Actual Costs		0.00	0.00	0.00	0.00	2,014.98	0.00	3,854.61	0.00	0.00	0.00
50		Est. At Complete		0.00	0.00	0.00	0.00	2,014.98	0.00	3,854.61	8,342.50	9,532.35	17,188.35
51		Variance		0.00	0.00	0.00	0.00	-2,014.98	1,712.65	-1,406.51	5,808.18	9,795.82	13,406.32
72	1.1.2.2 / 1600 Experiment Design												
73		Budget		0.00	0.00	0.00	0.00	0.00	0.00	0.00	162.38	433.65	1,221.82
74		Actual Costs		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
75		Est. At Complete		0.00	0.00	0.00	0.00	0.00	0.00	0.00	162.38	433.65	1,392.44
76		Variance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	162.38	433.65	1,221.82
92	1.2.1.1 / 1332 Landing Preparation												
93		Budget		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,899.77	30,488.01
94		Actual Costs		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
95		Est. At Complete		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,930.04	35,060.95
96		Variance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,899.77	30,488.01
117	1.2.1.2 / 1331 Trajectory Formulation												
118		Budget		0.00	0.00	0.00	0.00	0.00	10,168.44	6,446.20	5,698.71	6,065.62	5,154.01
119		Actual Costs		0.00	0.00	0.00	0.00	0.00	1,609.15	1,959.83	0.00	0.00	0.00
120		Est. At Complete		0.00	0.00	0.00	0.00	0.00	1,609.15	1,959.83	8,881.76	5,957.49	4,796.27
121		Variance		0.00	0.00	0.00	0.00	0.00	8,559.29	4,486.37	5,698.71	6,065.62	5,154.01
137	1.2.3 / 1000 Emergency Rescue												
138		Budget		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
139		Actual Costs		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
140		Est. At Complete		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141		Variance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
147	1.3.1 / 1220 Software Design												
148		Budget		0.00	0.00	0.00	0.00	0.00	5,084.30	7,386.46	7,147.69	19,652.70	19,907.21
149		Actual Costs		0.00	0.00	0.00	0.00	0.00	6,865.08	254.52	0.00	0.00	0.00
150		Est. At Complete		0.00	0.00	0.00	0.00	0.00	6,865.08	254.52	9,869.93	21,100.91	20,604.79
151		Variance		0.00	0.00	0.00	0.00	0.00	-1,780.78	7,131.94	7,147.69	19,652.70	19,907.21
172	1.3.2 / 1220 Software Testing												
173		Budget		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
174		Actual Costs		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
175		Est. At Complete		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
176		Variance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# Batch Reporting

- Allows users to run a group of reports simultaneously
- Facilitates monthly reporting cycle
- To create a new Batch Report
  - Open the Batch Reports display by clicking on Batch Reports in the Cobra Navigation Pan
  - Right click the Batch Reports display > Select Add Batch Report
  - Name the batch report and add a description in the General tab of the dialog box
  - Select the Project to run the reports against and the location to save the reports

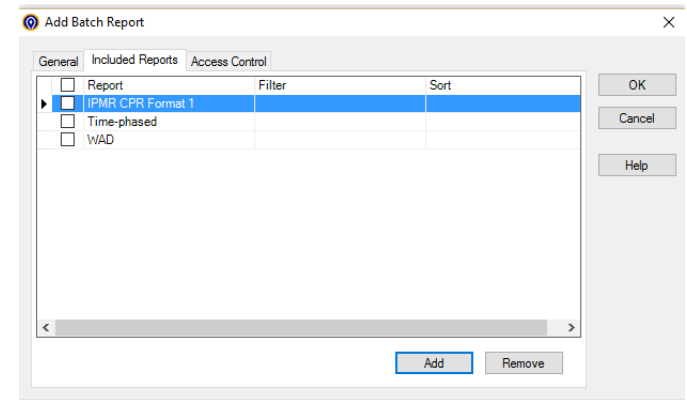
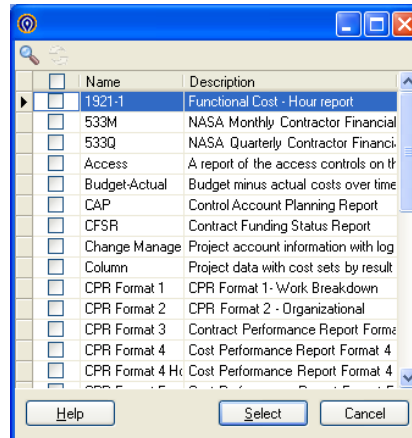
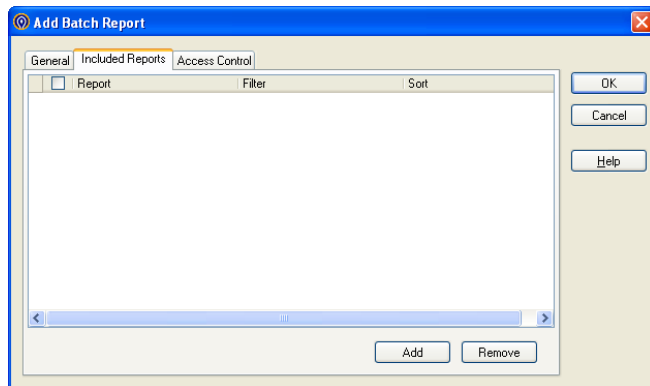


The screenshot shows a dialog box titled "Add Batch Report" with a close button (X) in the top right corner. The dialog has three tabs: "General", "Included Reports", and "Access Control". The "General" tab is active. It contains the following fields and controls:

- Name:** A text box containing "Training Batch".
- Description:** A text box containing "Batch Reports for Training".
- Project:** A dropdown menu showing "Pluto Program" with a browse button (three dots) to its right.
- Output Type:** A dropdown menu showing "Excel 97-2003 Workbook (\*.xls)".
- Output Path:** A text box with a blue selection highlight and a browse button (three dots) to its right.
- Buttons:** "OK", "Cancel", and "Help" buttons are located on the right side of the dialog.
- Checkbox:** A checkbox labeled "Create sub-folder based on calendar period label" is at the bottom left and is currently unchecked.

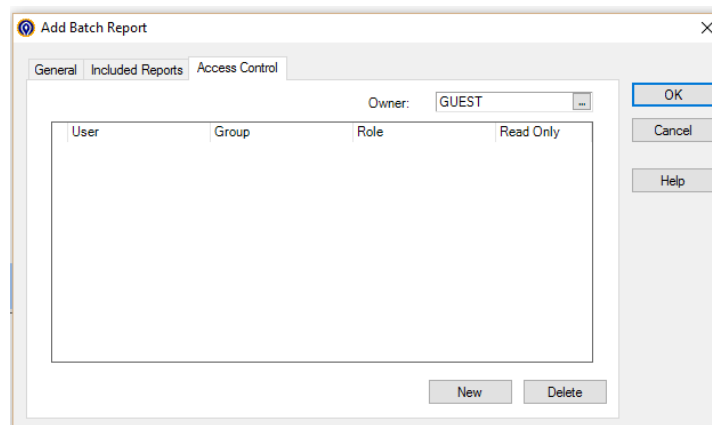
# Batch Reporting (cont.)

- Click the Included Reports tab > Select Add to open the list of reports and select the reports to be included



# Batch Reporting (cont.)

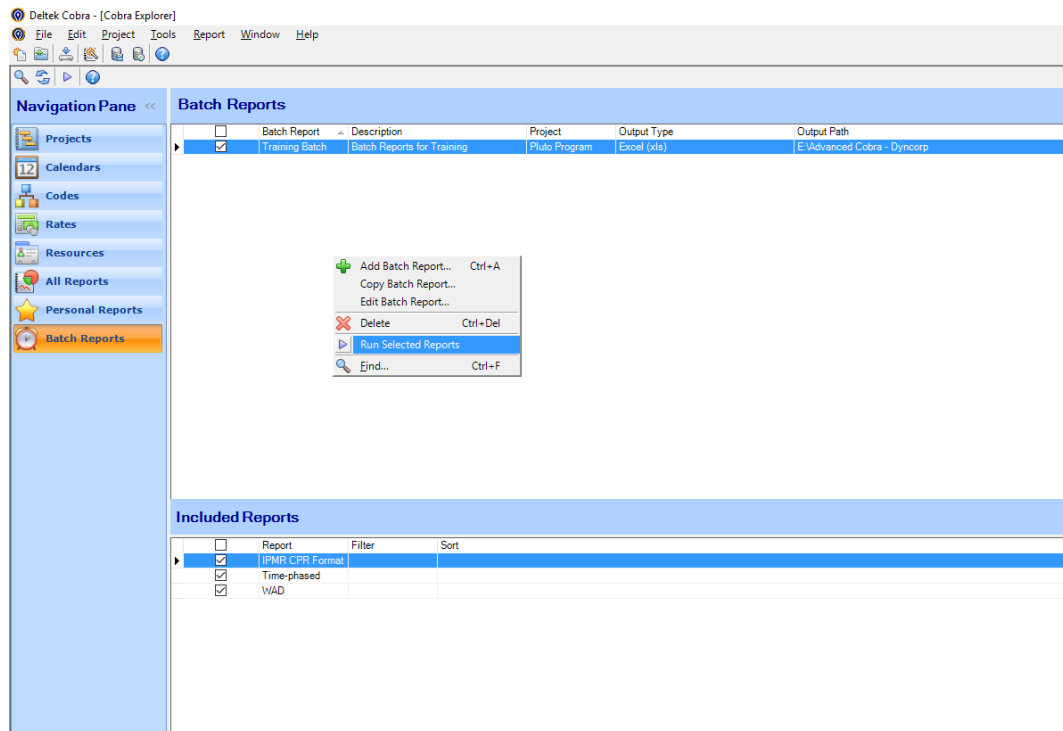
- Click the Access Control tab. The user that created the batch report will be the default owner
- Select the ellipsis to change the owner or share with a group
- Click OK in the Add Batch Report dialog box to create the batch report



Note: Reports will not run if there is no relevant project data to include

# Batch Reporting (cont.)

- The new batch will now display
- To run one or more batches, check the box to the left of the batch report name > Click the play button > Click Yes when prompted
- The excel files will not open but be saved to the specified location



# Batch Processing

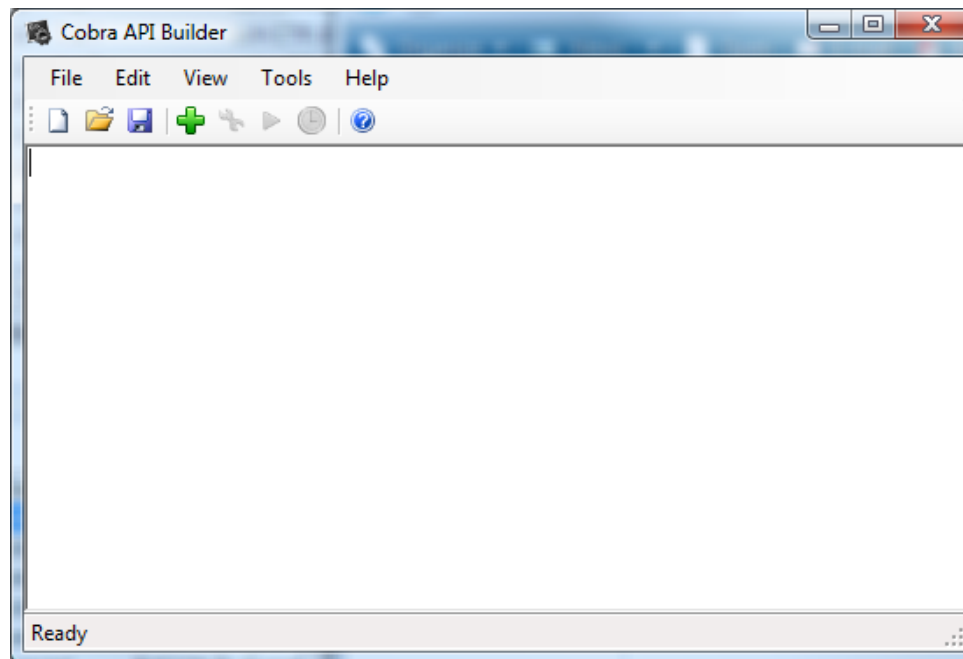


# What is a Cobra batch process?

- Batch Processing allows Cobra Administrators to execute or schedule a command (or group of commands) without going through the Cobra user interface
- The commands correspond to functions within the Cobra application (e.g., “Advance Calendar,” “Calculate Forecast,” etc.) and are performed against specific Cobra project or ancillary files
- Commands are created as text files, saved as batch files (.BAT) and stored on a computer with connection access to the Cobra database

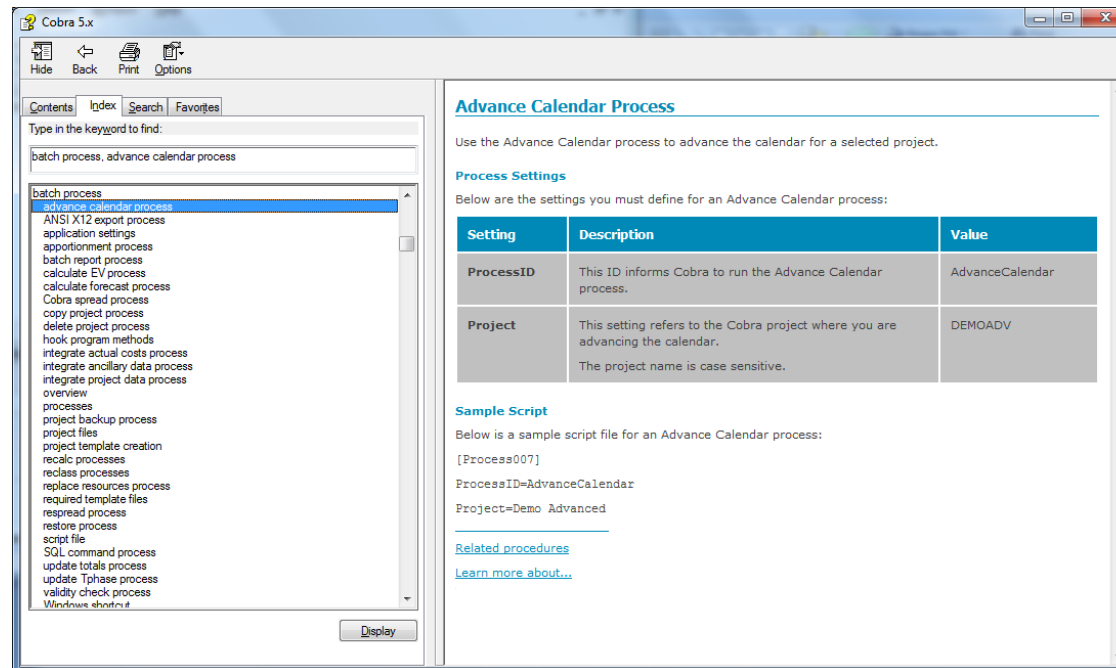
# Building a Cobra Batch File

- Deltek provides a simple program that makes batch processing accessible for everyday Cobra users
- The program provides prompts for each type of process that, when completed, create a text version of the Application Programming Interface (API) batch scripts



# Available Batch Processes

- Access Cobra's help file to see the list of available processes that can be “batched” as well as the settings that the API builder will prompt you for



# Creating a Batch Process

## 1. Create the Process script (.TXT file)

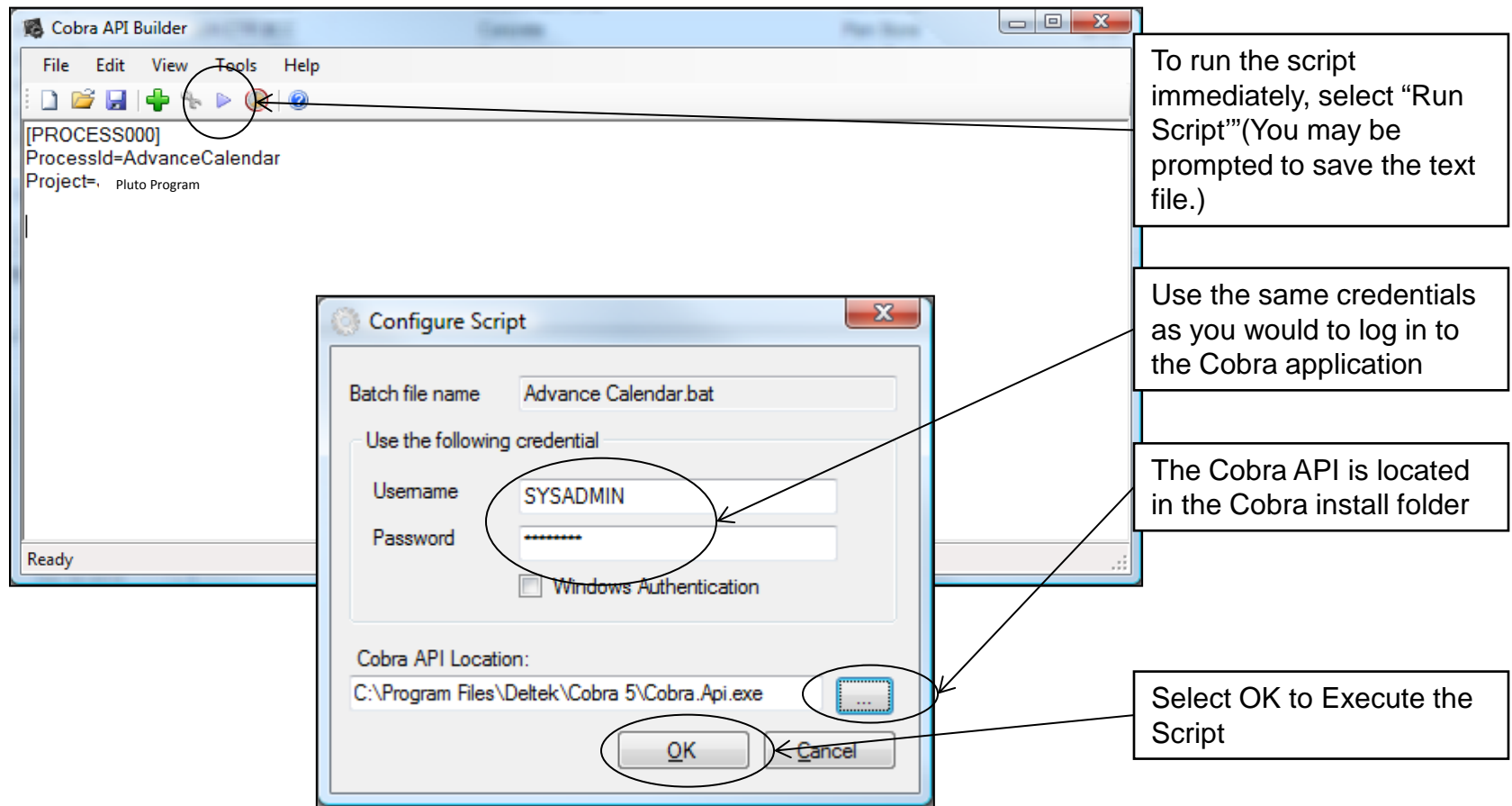
The screenshot illustrates the process of creating a batch process in the Cobra API Builder. It shows three overlapping windows:

- Cobra API Builder:** The main application window with a menu bar (File, Edit, View, Tools, Help) and a toolbar. A green plus icon in the toolbar is circled, with a callout box stating: "Select 'Add Process' to display a list available scripts".
- Add a script:** A dialog box showing a list of available scripts. "AdvanceCalendar" is selected and highlighted, with a callout box stating: "Choose the process you would like to automate".
- Add a script (inner):** A dialog box showing the "Script" dropdown set to "AdvanceCalendar". Below it, a text area contains the text "Project Pluto Program" followed by a question mark. A callout box points to this area, stating: "Complete the prompts as required for the process you are automating".

At the bottom of the innermost dialog, there are "Ok" and "Cancel" buttons.

# Creating a Batch Process (cont.)

## 2. Build the Batch script (.BAT file)



The image shows the Cobra API Builder application window and a 'Configure Script' dialog box. The Cobra API Builder window has a menu bar (File, Edit, View, Tools, Help) and a toolbar. The 'Tools' menu is circled, and an arrow points to the 'Run Script' icon (a play button). The main text area of the application shows: [PROCESS000], ProcessId=AdvanceCalendar, Project= Pluto Program. The 'Configure Script' dialog box has the following fields: 'Batch file name' (Advance Calendar.bat), 'Use the following credential' section with 'Username' (SYSADMIN) and 'Password' (masked with asterisks), and a 'Cobra API Location' field (C:\Program Files\Deltek\Cobra 5\Cobra.Api.exe). The 'Windows Authentication' checkbox is unchecked. The 'OK' button is circled, and an arrow points to it. The 'Cancel' button is also visible. Annotations with arrows point to the 'Run Script' icon, the 'Username' field, the 'Password' field, the 'Cobra API Location' field, and the 'OK' button.

To run the script immediately, select "Run Script" (You may be prompted to save the text file.)

Use the same credentials as you would to log in to the Cobra application

The Cobra API is located in the Cobra install folder

Select OK to Execute the Script

# Execute the Batch (cont.)

