

ANSI EIA 748-A-1998 EVMS Criteria Cross-Reference Against SGCP Procedures and Guidance

Procedure	Organization					Planning, Scheduling and Budgeting					Accounting Considerations					Analysis and Management Reports					Revisions and Data Maintenance											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
ER-AP-105	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
ER-AP-106	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
ER-AP-109	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
ER-AP-110	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
ER-AP-111	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
ER-AP-114	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
ER-AP-116	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
ER-AP-117	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
ER-AP-118	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
ER-AP-128	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
ER-AP-140	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
ER-AP-175	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
ER-AP-177	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

SGCP Policies, Procedures and Guidelines

- ER-AP-105 Program & Projects Management Process System Description
- ER-AP-106 Program & Projects Control Program Planning Process
- ER-AP-109 Soil and Groundwater Closure Projects Cost Estimating Procedure
- ER-AP-110 Program & Projects Control Planning & Scheduling
- ER-AP-111 Change Control
- ER-AP-114 Actual Cost Collection and Reporting
- ER-AP-116 Program & Projects Control Estimate at Completion
- ER-AP-117 Cost & Schedule Trend Program
- ER-AP-118 Planning and Control of Subcontracts
- ER-AP-128 Scope of Work Descriptions contained in Work Authorization Documents
- ER-AP-140 Project Management
- ER-AP-175 Maintenance of Data Integrity in MPM and IBARS
- ER-AP-177 Risk Management for Soil and Groundwater Closure Projects

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ORGANIZATION

<u>Criteria</u>	<u>Procedures/Guidance</u>	
1. Define the authorized work elements for the program. A work breakdown structure (WBS), tailored for effective internal management control, is commonly used in this process.	ER-AP-105 ER-AP-106 ER-AP-109 ER-AP-110 ER-AP-111 ER-AP-117 ER-AP-118 ER-AP-128 ER-AP-140	Program & Projects Management Process System Description Program & Projects Control Program Planning Process Soil and Groundwater Closure Projects Cost Estimating Procedure Program & Projects Control Planning & Scheduling Change Control Cost & Schedule Trend Program Planning and Control of Subcontracts Scope of Work Descriptions contained in Work Authorization Documents Project Management
2. Identify the program organizational structure including the major subcontractors responsible for accomplishing the authorized work, and define the organizational elements in which work will be planned and controlled.	ER-AP-105 ER-AP-106 ER-AP-109 ER-AP-110 ER-AP-111 ER-AP-117 ER-AP-118 ER-AP-128 ER-AP-140	Program & Projects Management Process System Description Program & Projects Control Program Planning Process Soil and Groundwater Closure Projects Cost Estimating Procedure Program & Projects Control Planning & Scheduling Change Control Cost & Schedule Trend Program Planning and Control of Subcontracts Scope of Work Descriptions contained in Work Authorization Documents Project Management
3. Provide for the integration of the company's planning, scheduling, budgeting, work authorization and cost accumulation processes with each other, and as appropriate, the program work breakdown structure and the program organizational structure.	ER-AP-105 ER-AP-106 ER-AP-111 ER-AP-117 ER-AP-118 ER-AP-140	Program & Projects Management Process System Description Program & Projects Control Program Planning Process Change Control Cost & Schedule Trend Program Planning and Control of Subcontracts Project Management
4. Identify the company organization of function responsible for controlling overhead (indirect costs).	ER-AP-105 ER-AP-106	Program & Projects Management Process System Description Program & Projects Control Program Planning Process
5. Provide for integration of the project WBS and the project OBS in a manner that permits cost and schedule performance measurement by elements of either or both structures as needed.	ER-AP-105 ER-AP-106 ER-AP-109 ER-AP-110 ER-AP-111 ER-AP-117 ER-AP-118 ER-AP-128 ER-AP-140	Program & Projects Management Process System Description Program & Projects Control Program Planning Process Soil and Groundwater Closure Projects Cost Estimating Procedure Program & Projects Control Planning & Scheduling Change Control Cost & Schedule Trend Program Planning and Control of Subcontracts Scope of Work Descriptions contained in Work Authorization Documents Project Management

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PLANNING, SCHEDULING, AND BUDGETING

<u>Criteria</u>	<u>Procedures/Guidance</u>
6. Schedule the authorized work in a manner, which describes the sequence of work and identifies significant task interdependencies required to meet the requirements of the program	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-111 Change Control ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-140 Project Management ER-AP-177 Risk Management for Soil and Groundwater Closure Project
7. Identify physical products, milestones, technical performance goals, or other indicators that will be used to measure progress	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-111 Change Control ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-140 Project Management
8. Establish and maintain a time-phased budget baseline, at the control account level, against which program performance can be measured. Initial budgets established for performance measurement will be based on either internal management goals or the external customer negotiated target cost including estimates for authorized but undefined work. Budget for far-term efforts may be held in higher level accounts until an appropriate time for allocation at the control account level. On government contracts, if an over-target baseline is used for performance measurement reporting purposes, prior notification must be provided to the customer	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-111 Change Control ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-140 Project Management
9. Establish budgets for authorized work with identification of significant cost elements (labor, material, etc.) as needed for internal management and for control of subcontractors	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-128 Scope of Work Descriptions contained in Work Authorization Documents ER-AP-140 Project Management
10. To the extent it is Practicable to identify the authorized work in discrete work packages, establish budgets for this work In terms of dollars, hours, or other measurable units. Where the entire control account is not subdivided into work packages, Identify the far term effort in larger planning packages for budget and scheduling purposes	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-111 Change Control ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-140 Project Management

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PLANNING, SCHEDULING, AND BUDGETING

<u>Criteria</u>	<u>Procedures/Guidance</u>
11. Provide that the sum of all work 'package budgets plus planning package budgets within a control account equals the control account budget	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-111 Change Control ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-140 Project Management
12. Identify and control level of effort activity by time-phased budgets established for this purpose. Only that effort which is unmeasurable or for which measurement is impracticable may be classified as level of effort	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-109 Soil and Groundwater Closure Projects Cost Estimating Procedure ER-AP-110 Program & Projects Control Planning & Scheduling ER-AP-111 Change Control ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-140 Project Management
13. Establish overhead budgets for each significant organizational component of the company for expenses, which will become indirect costs. Reflect in the program budgets, at the appropriate level, the amounts in overhead pools that are planned to be allocated to the program as indirect costs	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process
14. Identify management reserves and undistributed budget	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-109 Soil and Groundwater Closure Projects Cost Estimating Procedure ER-AP-110 Program & Projects Control Planning & Scheduling ER-AP-111 Change Control ER-AP-140 Project Management ER-AP-177 Risk Management for Soil and Groundwater Closure Project
15. Provide that the program target cost goal is reconciled with the sum of all-internal program budgets and management reserves	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-111 Change Control ER-AP-140 Project Management

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ACCOUNTING CONSIDERATIONS

<u>Criteria</u>	<u>Procedures/Guidance</u>
16. Record direct costs in a manner consistent with the budgets in a formal system controlled by the general books of account	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-114 Actual Cost Collection and Reporting ER-AP-116 Program & Projects Control Estimate at Completion ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-140 Project Management
17. When a work breakdown structure is used, summarize direct costs from control accounts into the work breakdown structure without allocation of a single control account to two or more work breakdown structure elements	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-114 Actual Cost Collection and Reporting ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-128 Scope of Work Descriptions contained in Work Authorization Documents ER-AP-175 Maintenance of Data Integrity in MPM and IBARS
18. Summarize direct costs from the control accounts into the contractor's organizational elements without allocation of a single control account to two or more organizational elements	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-114 Actual Cost Collection and Reporting ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-128 Scope of Work Descriptions contained in Work Authorization Documents ER-AP-175 Maintenance of Data Integrity in MPM and IBARS
19. Record all indirect costs, which will be allocated to the contract	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process
20. Identify unit costs, equivalent unit costs, or lot costs when needed	Not Applicable at WSRC
21. For EVMS, the material accounting system will provide for (1) Accurate cost accumulation and assignment of costs to control accounts in a manner consistent with the budgets using recognized acceptable, costing techniques. (2) Cost performance measurement at the point in time most suitable for the category of material involved, but no earlier than the time of progress payments or actual receipt of material. (3) Full accountability of all material purchased for the program including the residual inventory.	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-111 Change Control ER-AP-114 Actual Cost Collection and Reporting ER-AP-116 Program & Projects Control Estimate at Completion ER-AP-118 Planning and Control of Subcontracts ER-AP-128 Scope of Work Descriptions contained in Work Authorization Documents

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ANALYSIS AND MANAGEMENT REPORTS

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<p>22. At least on a monthly basis, generate the following information at the control account and other levels as necessary for management control using actual cost data from, or reconcilable with, the accounting system</p> <p>1.) Comparison of the amount of planned budget and the amount of budget earned for work accomplished. This comparison provides the schedule variance.</p> <p>2.) Comparison of the amount of the budget earned and the actual (applied where appropriate) direct costs for the same work. This comparison provides the cost variance</p>	<p>ER-AP-105 Program & Projects Management Process System Description</p> <p>ER-AP-106 Program & Projects Control Program Planning Process</p> <p>ER-AP-114 Actual Cost Collection and Reporting</p> <p>ER-AP-117 Cost & Schedule Trend Program</p> <p>ER-AP-118 Planning and Control of Subcontracts</p> <p>ER-AP-140 Project Management</p>
<p>23. Identify, at least monthly, the significant differences between both planned and actual schedule performance and planned and actual cost performance, and provide the reasons for the variances in the detail needed by program management</p>	<p>ER-AP-105 Program & Projects Management Process System Description</p> <p>ER-AP-106 Program & Projects Control Program Planning Process</p> <p>ER-AP-114 Actual Cost Collection and Reporting</p> <p>ER-AP-117 Cost & Schedule Trend Program</p> <p>ER-AP-118 Planning and Control of Subcontracts</p> <p>ER-AP-140 Project Management</p>
<p>24. Identify budgeted and applied (or actual) indirect costs at the level and frequency needed by management for effective control, along with the reasons for any significant variances</p>	<p>ER-AP-105 Program & Projects Management Process System Description</p> <p>ER-AP-106 Program & Projects Control Program Planning Process</p> <p>ER-AP-140 Project Management</p>
<p>25. Summarize the data elements and associated variances through the program organization and/or work breakdown structure to support management needs and any customer reporting specified in the contract</p>	<p>ER-AP-105 Program & Projects Management Process System Description</p> <p>ER-AP-106 Program & Projects Control Program Planning Process</p> <p>ER-AP-114 Actual Cost Collection and Reporting</p> <p>ER-AP-117 Cost & Schedule Trend Program</p> <p>ER-AP-118 Planning and Control of Subcontracts</p> <p>ER-AP-140 Project Management</p>
<p>26. Implement managerial actions taken as the result of earned value information,</p>	<p>ER-AP-105 Program & Projects Management Process System Description</p> <p>ER-AP-106 Program & Projects Control Program Planning Process</p> <p>ER-AP-114 Actual Cost Collection and Reporting</p> <p>ER-AP-117 Cost & Schedule Trend Program</p> <p>ER-AP-118 Planning and Control of Subcontracts</p> <p>ER-AP-140 Project Management</p> <p>ER-AP-177 Risk Management for Soil and Groundwater Closure Project</p>

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27. Develop revised estimates of cost at completion based on performance to date, commitment values for material, and estimates of future conditions. Compare this information with the performance measurement baseline to identify variances at completion important to company management and any applicable customer reporting requirements including statements of funding requirements	ER-AP-105 Program & Projects Management Process System Description
	ER-AP-106 Program & Projects Control Program Planning Process
	ER-AP-109 Soil and Groundwater Closure Projects Cost Estimating Procedure
	ER-AP-110 Program & Projects Control Planning & Scheduling
	ER-AP-114 Actual Cost Collection and Reporting
	ER-AP-116 Program & Projects Control Estimate at Completion
	ER-AP-117 Cost & Schedule Trend Program
	ER-AP-118 Planning and Control of Subcontracts
	ER-AP-140 Project Management

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REVISIONS AND DATA MAINTENANCE

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28. Incorporate authorized changes in a timely manner, recording the effects of such changes in budgets and schedules. In the directed effort prior to negotiation of a change, base such revisions on the amount estimated and budgeted to the program organizations	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-111 Change Control ER-AP-114 Actual Cost Collection and Reporting ER-AP-116 Program & Projects Control Estimate at Completion ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-140 Project Management ER-AP-175 Maintenance of Data Integrity in MPM and IBARS
29. Reconcile current budgets to prior budgets in terms of changes to the authorized work and internal replanning in the detail needed by management for effective control.	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-111 Change Control ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-175 Maintenance of Data Integrity in MPM and IBARS
30. Control retroactive changes to records pertaining to work performed that would change previously reported amounts for actual costs, earned value, or budgets. Adjustments should be made only for correction of errors, routine accounting adjustments, effects of customer or management directed changes, or to improve the baseline integrity and accuracy of performance measurement data	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-111 Change Control ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-175 Maintenance of Data Integrity in MPM and IBARS
31. Prevent revisions to the program budget except for authorized changes	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-111 Change Control ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-140 Project Management ER-AP-175 Maintenance of Data Integrity in MPM and IBARS
32. Document changes to the performance measurement baseline	ER-AP-105 Program & Projects Management Process System Description ER-AP-106 Program & Projects Control Program Planning Process ER-AP-111 Change Control ER-AP-117 Cost & Schedule Trend Program ER-AP-118 Planning and Control of Subcontracts ER-AP-140 Project Management ER-AP-175 Maintenance of Data Integrity in MPM and IBARS

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