

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT A		C. CATEGORY: TDP _____ TM _____ OTHER <input checked="" type="checkbox"/> _____							
D. SYSTEM/ITEM			E. CONTRACT/PR NO. (Fill in when known)		F. CONTRACTOR (Enter Full name of Contractor)						
1. DATA ITEM NO. A0XXXX	2. TITLE OF DATA ITEM Integrated Program Management Report (IPMR)			3. SUBTITLE		17. PRICE GROUP					
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-81861			5. CONTRACT REFERENCE SOW PARA XXXX		6. REQUIRING OFFICE PROG/XXXX		8. ESTIMATED TOTAL PRICE				
7. DD250 REQ LT	9. DIST STATEMENT REQUIRED FOUO	10. FREQUENCY MONTHLY		12. DATE OF FIRST SUBMISSION SEE BLOCK 16		14. DISTRIBUTION					
8. APP CODE NO	11. AS OF DATE SEE BLOCK 16		13. DATE OF SUBSEQUENT SUBMISSION SEE BLOCK 16		a. ADDRESSEE		b. COPIES				
16. REMARKS The Contractor shall provide monthly IPMRs per DID DI-MGMT-81861; modified per the following: 1. Block 12 - Date of First Submission. The first submission of Formats 1-6 is due 12 working days after the end of the second full accounting period following Authorization to Proceed (ATP). 2. Block 13 - Date of Subsequent Submissions: Subsequent submissions containing Formats 1 through 6 shall be provided within 12 working days ¹ after the close of the contractor's monthly or periodic accounting cycle. Format 7 is due annually on [add date] ² . Final submissions are due when the last significant milestone/deliverable as defined by the contract has been achieved and remaining risk areas have been mitigated. 3. Block 14 - Distribution and addresses: 3.1. All formats shall be submitted electronically in accordance with the DOD-approved XML schemas and guidelines located in the EVM Central Repository (EVM-CR) http://cade.osd.mil/tools/evm-tools . 3.2. All IPMR files must be electronically forwarded to the EVM-CR ³ at the DCARC Web site at https://service.cade.osd.mil/DCARCPortal . 3.3. Formats 1-4 shall be submitted using the DoD-approved XML schema and cost guideline. 3.4. Format 5 shall be submitted in contractor format. 3.5. Format 6 shall be submitted using the DoD-approved XML schema and schedule guideline. A copy of the IMS in contractor native software format shall also be submitted ⁴ . 3.6. Format 7 shall be submitted using the DoD-approved XML schema and time-phased cost guideline.					15. TOTAL →		15				
					Draft		Final		Reg		Repro
					EVM-CR				01		
DD FORM 1423-1, FEB 2001				PREVIOUS EDITION MAY BE USED							
G. PREPARED BY			H. DATE		I. APPROVED BY		J. DATE				

¹ DID allows for as late as 17 WD where technical or other significant issues exist.
² Select a timeframe that meets the PMO needs.
³ EVM-CR requirement is only for ACAT I programs with an EVM requirement on contract.
⁴ Formats 1-4 may be required in hours and/or human readable formats as optional items.

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16. REMARKS (Continued)

4. Block 16 - Remarks:

- 4.1. Format 1 Instructions: Work Breakdown Structure (WBS) elements shall be reported in accordance with the approved MIL-STD-881 appendix (latest version at time of award) as tailored to meet the needs of the PMO. This is also known as the "Reporting Level."
- 4.2. Format 2 Instructions: Provide the contractor's functional breakdown structure (e.g. Engineering, Manufacturing, Program Management, Quality, Test, etc.) or other organizational breakdown such as by Integrated Product Teams (IPTs). Material and major subcontractors with EVM System flow-down requirements shall be included as separate elements. No formal monthly variance analysis is required for Format 2, however, the contractor should correlate the variances in Format 1 to Format 2, as needed.
- 4.3. Format 3 Instructions:
 - 4.3.1. Significant differences, those that are absolute values exceeding +/- 5%⁵, between the Performance Measurement Baseline (PMB) at the beginning and end of each specified period by month and in total shall be explained in Format 5.
 - 4.3.2. Baseline change breakout should be by month for the next six months and [*insert time interval*]⁶ thereafter.
- 4.4. Format 4 Instructions:
 - 4.4.1. Significant changes that require explanations in Format 5 are those that change the absolute value of the projected total staff-months at completion of any organizational or functional category by more than +/-5%⁷.
 - 4.4.2. Staffing forecast should be by month for the next six months and [*insert time interval*]⁸ thereafter.
- 4.5. Format 5 Instructions:
 - 4.5.1. The variance analysis thresholds⁹ are:
 - 4.5.1.1. [*example: \$50K and 10% for current period cost or schedule variances.*]
 - 4.5.1.2. [*example: \$100K and 10% for cumulative cost or schedule variances.*]
 - 4.5.1.3. [*example: \$250K and 5% for at-complete variances.*]
 - 4.5.2. Narrative explanations required and variance thresholds will be reviewed periodically and may be adjusted by contract modification with no change in contract price.
 - 4.5.3. The contractor will notify the Government monthly on which reportable WBSs exceeded the threshold no later than the 7th working day after the accounting close.
 - 4.5.3.1. The government may notify the contractor which 15 variances are reportable in the current period no later than the 10th working day after accounting close.
 - 4.5.3.2. Without Government direction, the contractor shall report the top three current period, cumulative, and at complete variances. A total of 15 WBS elements are reported, as applicable.
 - 4.5.3.3. The contractor or the Government may identify additional variances to report over the 15 WBS elements to cover emerging trends. Items shall be reviewed monthly to see if still required; the intent of the requirement is temporary.
 - 4.5.4. Variance analysis narratives shall be reported at the reporting level as determined by the WBS level on Format 1. The narratives also shall:
 - 4.5.4.1. Quantify and explain the root cause of the variance and account for the majority of the variance amount exceeding the threshold.
 - 4.5.4.2. Discuss any schedule variance in terms of float and the impact to the program critical path, if any, and identify significant missed milestones, impact to major milestones, and expected recovery dates.

⁵ Value to be evaluated by PMO to ensure it meets risk needs.

⁶ PMO can select breakout of timeframe beyond the 6-month window.

⁷ Value to be evaluated by PMO to ensure it meets risk needs.

⁸ PMO can select breakout of timeframe beyond the 6-month window.

⁹ Thresholds provided here are notional; they should be evaluated by the Government PMO based on program scope and risk.

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16. REMARKS (Continued)

4.5.4.3. Specific corrective actions, forecasted closure date, and impact to the Estimate at Completion (EAC) shall be included in each variance narrative.

4.5.4.4. If there are no changes to the reportable element issue description, the expected impacts, or corrective action plans, then specify, "no changes since the last reported analysis" and reference the IPMR date when the original narrative was reported.

4.5.5. IPMRs, when required from subcontractors, will be provided electronically using the DOD-approved XML formats.

4.6. Format 6 Instructions

4.6.1. The IMS will include the applicable calendar(s).

4.6.2. The IMS shall include all discrete work; subcontractors with EVM flow-down shall be incorporated with sufficient detail to develop a realistic critical path and provide insight into the scope of work being accomplished.

4.6.3. The Schedule Risk Assessment (SRA) shall be submitted in Format 5 and delivered 60 days prior to any IBR¹⁰.

4.6.4. The following reserved fields are required [*add fields here*]¹¹.

4.7. Format 7 Instructions: The following items will be provided at the same level as the Format 1 WBS level¹²: BCWS, BCWP, ACWP, and ETC by month, for the period, from contract start to complete, as applicable.

¹⁰ SRAs can be delivered more frequently, but must be listed here. Also, days before IBR are adjustable.

¹¹ If PMO has specific special fields or flags needed in the submission, they should be listed here.

¹² Level of the Format 7 reporting can be down to the control account level, but must be specified here.