

COST PLAN

PURPOSE

A baseline plan to allocate costs to each reporting element required by the contractual agreement.

INSTRUCTIONS

- Item 1.** Enter the contractual agreement title as it appears in the official document establishing the contractual agreement.
- Item 2.** Enter the contractual agreement identification number as it appears in the official document establishing the contractual agreement and append the latest contract modification number.
- Item 3.** Enter the name and address of the contractor, organization, or agency, as they appear in the contractual agreement.
- Item 4.** Enter date of plan.
- Item 5.** Enter the official start date of the original contractual agreement.*
- Item 6.** Enter the official completion date, as of the latest official modification to the contractual agreement.*
- Item 7.** Enter the element codes relating to the line items, tasks, products, or work breakdown structure elements reported in Item 8.
- Item 8.** Enter the contractually specified reporting elements.
- Item 9.** Enter the cumulative planned costs for all prior fiscal years for each reporting element in Item 8. This information must be the same as that reported on the "Cost Management Report" (Item 10d — if used) at the end of the preceding fiscal year.
- Item 10.** Enter cumulative actual costs for all prior fiscal years as of the end of the prior year for each reporting element in Item 8. This information must be the same as that reported on the "Cost Management Report" (Item 10c) at the end of the preceding fiscal year.
- Item 11.** In the blocks heading each column, identify the reporting periods (quarters, months, etc.) specified in the contractual agreement. If months, enter in the extreme left block the first letter of the first month with successive months of the current fiscal year as required. If reporting periods are quarters, use 1st, 2nd, 3rd, and 4th. Enter planned costs for each period and total to the right of each reporting element listed in Item 8.
- Item 12.** Enter fiscal year for each future fiscal year of the contractual agreement. Enter planned costs by future fiscal years for each reporting element listed in Item 8.
- Item 13.** For each reporting element listed in Item 8, enter planned costs for fiscal years remaining to complete the program and not included in Item 12. Also enter the amount of funds withheld for management control purposes for the entire contract.
- Item 14.** Enter the total planned cost for each element listed in Item 8 (sum of Items 9, 11, 12 and 13).
- Item 15.** Enter the total costs for each column in Items 9, 10, 11, 12, 13, and 14. Enter only on the final page of a multipage "Cost Plan."
- Item 16.** Enter the unit of measure for dollar amounts shown above (exact, hundreds, thousands, ten thousands, etc.).
- Item 17.** Signature of responsible participant project manager and date signed, verifying the validity of the information furnished based on the participant's knowledge of the contract.
- Item 18.** Signature of participant's financial representative and date signed, verifying the validity of the information furnished.

* These items need only be entered on the first page of multipage reports.