

# **PARCA** EVM Central Repository Analyst Guide

June 2016



# **ANALYST GUIDE**

The following document provides step-by-step illustrations of the major actions performed by Analysts in the EVM-CR system:

- Obtaining an ECA Certificate
- Creating a CADE Portal Account
- Accessing Data
- Understanding EVM-CR Reports & Metrics



## ECA CERTIFICATE

- All users are required to have a valid CAC (Common Access Card) or ECA (External Certificate Authority) Certificate in order to establish an account on the DCARC Portal.
- The type of ECA Certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors, visit the ECA PKO Program Website at <u>http://iase.disa.mil/pki/eca/Pages/index.aspx</u>



# **CREATING AN ACCOUNT**

To request access to the CADE Portal, first go to <u>http://cade.osd.mil/EVM/EVMOverview.aspx</u> and choose the option to Request Portal Access as shown below:



Please contact us at <u>CADESupport@Tecolote.com</u> if you already have a CADE Portal account and require the EVM Analyst role added to your user profile.



# **ACCESSING THE EVM WEBSITE**

Once your access is approved, log in to the CADE Portal and click the EVM Website link as shown here to access the EVM Central Repository.





## **ANALYST HOME**



# **ANALYST HOME**

From the EVM Home page, Select **MY EVM** to find:

- Analyst Home search or browse programs
- Reports & Metrics charts related to reporting compliance and data quality
- Search Contracts
- Search Submissions





### ANALYST HOME: BROWSE PROGRAMS

Various search options are available to browse programs. When desired program is located, click the Program name to drill into Program Detail.

Analyst Home			
Browse Programs	Search Programs		
Group By		AIR FORCE (37)	S3
Service     DAES Group		ARMY (33)	
O ACAT O Commodity Group		DOD (16)	8)
		MDA (7)	8
Filter By		NAVY (41)	8
Service: DAES Group: ΔCΔT:	~ ~ ~	Adde - Allerant and Arranting, State - Trageneet- angle (BH, and Spill) - Apple (BH, and arrant of all Traditation - London / Risal (Add. 10) - Array - Reacting (Arranting)	in Constitution Composite
Commodity Group: [ Contractor: [	~	Adde in Anna 2 Addin - Ar A. Rands - Salinean Station	Click on a Program
Reporting Status:	ActiveOnly	1997 - Theorem States - Programments - Separate	Program Detail
Apply Filters	Clear	[100] M. C. Martines, "The second state of the second state (100), R. (2000), A. (2000), C. (2000), Residence of the second state (100), 1000, A. (2000), S. (2000), Second State (100), The second state (2000), S. (2000), Second State (2000), The second state (2000), Second State (2000), Second State (2000), The second state (2000), Second State (2000), Second State (2000), The second state (2000), Second State (2000), Second State (2000), The second state (2000), Second State (2000), Second State (2000), The second state (2000), Second State (2000), Second State (2000), The second state (2000), Second State (2000), Second State (2000), Second State (2000), Second State (2000), Second State (2000), Second State (2000), Second State (2000), Second State	



Program Detail provides links to:

- Contracts for the program
- CPR Data Report
- Program Status Report
- Contract Task CPRs

## **PROGRAM DETAIL**



NOTE: PARCA staff completes a quarterly review for Reporting Compliance and Data Quality on each Program with contracts reporting to the EVM-CR. Results of review are displayed here.



## **CONTRACT DETAIL**



# **ACCESS CONTRACT DETAIL**

Access <u>Contract Detail</u> in 2 ways:

- Go to "MY EVM" and click Search Contracts. Enter the Contract number, Program Name or other search criteria and browse for the correct contract.
- 2. From the Program Detail page, navigate to the Contract Detail page by Clicking on the Prime Contract Number.

CADE PORTA	N. EVM HOME	EVM ADMINISTRATION	MY EVM
Each			
Search Co	ntracts		
* Please enter a	s much information that	is known about the contract and pre	iss Search.
Contrac	t Number:	Military Handbook:	AIRCRAF
Cont	ract Task:		ELECTR
Weapon Syst	ems Type:	Service:	AIR FOR
Progr	am Name:		NAVY DOD
Contrac	tor Name:		
84	r Division:		
Contracto			

Prime Contract Number	Contract Task	<b>Reporting Contractor</b>	<b>Reporting Division</b>
N0000-00-N-0000	Multiple (4)	TBD	N/A
N0000-00-N-0000	Task 1	TBD	N/A

Quick Links

View CPR Data Reports

View Program Status Report

View Contract Task CPRs



### CONTRACT DETAIL: CONTRACT SUMMARY

#### **Contract Summary Page:**

- DAU Gold Card Metrics
- Task list of all tasks associated with the contract
- CPI/SPI
- 3 month Program Status Report
- Level 1 data metrics from the most recent published report

#### Links:

- CPR Data Report (data extracted from Electronic cost files)
- Download Data packages
- Report a Data Quality Issue
- View Data Quality Issues
- View Analyst packages

Contract Detail in Propose State Change Reporting Contract Runnier, NEXTO (2) 4 (2)	rougt control (only ) Property Joseph R Gorbacts: "Serve" ACO Constraint: Bena Sentract Type: CVP Service: NUM	dani ( . Ingkan Adampin Ing Sa	un ) piece bat Schrönenen	i Luc und houmers		
Contract Summary Data V Contract Summary	Reviewers & Submitters DAU Gold Card Methics by Contract II DeD Terpovines Value OPI 0.72 SPI 0.72 2.50 Rev Metrics Values DCWP 01.412.074 DCWP 01.422.05.027 EAC (op) 142.245.027 EAC (compounds) 143.176.130	Received Submissions and (Sergie Dollars) Variance Goal Variance Schedule Variance Variance at Complet OV % Sy	Contract Attachments	Reporting Stream	Camments	
	Longer Market Task Construct Task	Demonstr. Conc. Complete Herman Handdolfe. Conc. Man Fernanci & car Theo Fernanci & car Theo Herman Y Complete Herman Theo Office Although an Theo Office Although an Theo Office Although an Theo Office Although an Theo Herman Theo Theo Herman Theo Theo	Connect 7 Complexes Descents Cost on These Extensions Cost on These Extensions Cost on These Extensions Cost on These Permit 6 Complexes Permit 6 Complexes	C-Bit an Thee Comments of the Theorem Promote Cost on Three Electronics Cost on Three Electronic	Permut 6 Complemes Manue Schedule on Tane O'BL on Tane Format 7 on Tane Format 7 Complemen	Latent Hiltory Hilt Complete



### CONTRACT DETAIL: DATA VIEWS

Display various Metrics, Date Ranges and Element views based on user selections.







### CONTRACT DETAIL: FULL DATA RETRIEVAL

Full Data Retrieval (FDR) provides the capability to download all periods of IPMR cost data for a contract task including Format 6, Format 7 and DAMIR Milestones in a single zip file. Click the Download Data Package link to access the zip file.





## CONTRACT DETAIL: REVIEWERS & SUBMITTERS

- The Reviewers & Submitters tab shows all users assigned to the contract and their corresponding roles.
- Users assigned as Lead Reviewer(s) will have the option to Manage Contract Reviewers & Manage Contract Submitters

Con	tract Deta	Manage Contr	act Tasks   Pro	ogram	Status Report	Program Administrat	tion   Mass Edit Submissions	Email Lead Reviewers		
Progr	am: <u>Example</u> Re	porting Contractor: TBD Di	ivision: N/A							SEA OF ON
Contr	act Number: N000	0-00-N-0000 Contract Type:	Unknown Serv	ice: D	OD					
Co	ntract Summa	ry Data Views R	eviewers & Su	ubmit	tters Receiv	ved Submissions	Contract Attachments	Reporting Stream	Comments	Starms (5)
Cont	ract Reviewers:		5. A	Con	tract Submitters:	1				
	Reviewer Name	Organization	Role		Submitter Name	Organization				
2	David Augsburger	Tecolote Research, Inc. (SPSG)	Lead Reviewer	2	Limited Analyst	Tecolote Research, Inc.				
8	Eric Guerber	SPSG - Tecolote Research Inc.	Lead Reviewer	2	David Augsburger	Tecolote Research, Inc.	(SPSG)			
2	Jen Horner	Tecolote Research, Inc. (SPSG)	Lead Reviewer	2	Deborah Buck	Tecolote Research				
2	Burt LeClercq	Tecolote Research, Inc. (SP5G)	Reviewer	2	Eric Guerber	SPSG - Tecolote Researc	h Inc.			
Ма	nage Contract R	leviewers		2	Jen Horner	Tecolote Research, Inc.	(SPSG)			
				8	James Kirst	Tecolote Research, Inc.	(SPSG)			
				2	Burt LeClercq	Tecolote Research, Inc.	(SPSG)			
				2	John McGahan	Tecolote Research, Inc.	(SPSG)			
				2	John McGregor	PARCA				
				8	Charlotte Tarr	Tecolote Research, Inc.	(SPSG)			
				1	2	1				
				Ma	nage Contract S	ubmitters				



## **CONTRACT DETAIL: RECEIVED SUBMISSIONS**

Received Submissions displays all Published submissions on the contract.

Filter this list by:

- **Contract Task** if more than one task on contract, a drop down option is available.
- **Report Categories -** Electronic Cost, Human Readable Cost, CFSR, Format 6, ٠ Native Schedule, Format 7, History

	Contract D	etail Harage Contra	ct.Tasks   Ets	gram Status Report I	Rogram, Ad	koinstutian i 18	em Edit Sole	i assants	Ernal Load Beviewers		
	Programs: Example	Reporting Contractor: '30 Div	isien N/V								( STOR
	Contract Number	N2000-00-N-0000 Contract Types	Dinny Berry	kun 1008							
Click Submission ID# to drill into the	Contract Sun Received Such	umary Data Views Re Ission:	viewers & So	domitters Rocce	ved Submis	sions Contr	act Attache	ments	Reporting Stream	Comments	V
Submission Detail,	10007201120	c. Mar v Report G	negories.	ne.	* Labes	C SEDURISSION S	Latus: [74]		Admin Optoaded O	mA 🗆	
access submitted	Submission ID	Report Calegory(s)	Contract Task	Contains Admin Files	Heport Data	Submission Date	Status Date	Status			
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	Still B	Human Rasidadile Cost	ted 3in	Als.			6/15/2016	Schnitting			
extracts from the	81121	Human Readable Cost	test 364	Au	4/25/2016	6/23/3018	6/03/2816	Submitting			
electronic files	HELL	Bachronic Cost, Human Asadable Cost	Test Task 2	Re :	10/30/2015	1/3/2816	623/3816	Submitting			
	(										



## CONTRACT DETAIL: CONTRACT ATTACHMENTS

Files related to the contract and reporting requirements are housed here. Form DD-1423 CDRL documents will be available on this tab.

Files are organized by type of attachment

Programs	Reporting Control	actions	Division						
Contract Number:	Contract Type: OFIF Service:					_			
Contract Summary	Data Views Reviewers & Submitt	ers Received	Submissions	Contract A	ttachments	Report	ing Stream	Comments	
CDRL Attachment									7
CDHLa	Task	100.0		-	Cost	Scheshile	CF58	Upload Date	Upland By
File 1.pdf	.pdf Click th			to	36	100	8	9/25/2014	Jen Homer
File 2.pdf	~	view the file			. 90	14	14	4/23/3014	Jan Honer
Other Attachment									
File Name	File Comment		Upload Out:	Upload by					
File 3.pdf	New Contract Porm		12/13/2014	Deborah Buck					
Reporting Complete Attachm No Reporting Complete uploaded Waiver Attachment	sent for this contract.								
tio mawer uploaded For this contr	901.								
Program Charige Info. Attac No Program Charge Info. upicade	hement al For His contract.								
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### CONTRACT DETAIL: REPORTING STREAM

The Reporting Stream defines the reporting requirements for each contract task. Click the *i* icon to navigate between contract tasks and view corresponding requirements.

Contract Detail	lanaga Contract. Laaka 1. Hogram Statu	A. Hepret 1. (trogram, Administration 1. Mans. Add. Submiss	errer i trovit Linid Seconderte	
Programs Lizzais Reporting Contra-	ctar: 180 Division N/A			
Contract Summary Data V	Genes Reviewers & Solmitters	Received Submissions Contract Attachmer	nts Reporting Stream Community	
Contract Summary Contract Tesk Effectives def Tesk 1 B def Tesk 2 B de	Cost Human Readable BectronicCost UNCEFACT Format 1 Format 2 Format 3 Format 3 Format 5 Format 5 Format 7 Freepland Submit Days: Sup-	Schodule Mitative Schedule Electronic Schedule Feequency: Monthly Submit Days: 30,Calendar Day		
	CISR 97 Required	Click the Reportin Correspondi	icon to view g Stream for ng contract task	



## **SUBMISSION DETAIL**



## SUBMISSION DETAIL: SUBMISSION

- Submission Detail can be accessed via Contract Detail: Received Submissions
- The Submission tab displays information about the submission such as when it was submitted, current status and report type(s).
- Choose the Files tab to view and access files delivered in a submission.

PROGRAM: ABC Program PNO: 369 MILHANDBOOK: Missile WEAPONS SYSTEM: O		CONTRACT NUMBER: A0000 REPORTING CONTRACTOR: DIVISION: Flintsones CONTRACTOR LOCATION: E CAGE CODE: 12345	TRACT 01-16-A-0001 Fred & Barney, Inc. ledrock	Submission SUBMISSION ID: 00025 CONTRACT TASK: Missile 0001 REPORT TYPES: Electronic Cost, Human Readable Cost SUBMISSION STATUS: Published
Submission Files Rev Submission Information	ewers Comments			-St
Year: 2016	Month:	5 Historical PM:		
Status Set By:	Status Set Date:	6/29/2016 Submission Errors: 0		
Submitter Name:	Is Draft:	No.		
Point of Contact Information				
Name: Phone: Fax: Email:		Submitter Comment:		Total and the second seco

NOTE: As an Analyst you will only have access to Published submissions.



### SUBMISSION DETAIL: FILES

	DROC DA		1	CONTRACT	Tobalaita
Program Name: Esatule PNO: Service: DOD Military Handbook: ELECTRONIC/AUTOMATED SOFTWARE Weapons System: OTHER			Contract Number Reporting Contra Division: N/A Contractor Locat Cage Code:	r: N5000-00-N-0000 actor: TBD	Submission 10: 547U7 Contract Task: Yest Task 3 Report Types: Electronic Cost, Human Readable Cost Submission Status: Pending
Submission Files	Review	iors Cor	ments		
ubmission Files					
Cost Files	T.c.	Internet			
File Narra	File Type	Format 5	File Communit		
31 100000 8000.	Unctronic.				
CONCERNMENTER	if Human	Tes.			Reviewers can unload files here
	Reside	177			
View Submission CPRs			extract from t	ew data he XML file	documentation to describe why
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## **SUBMISSION DETAIL: VIEW SUBMISSION CPR**

Data Validation Illamings

urther warnings detected within the Data. · 2 and of 248 mills elements the net report a name

Lout of 508 WES element had rooke report Convolutive ACWP had not Convolutive BCWP.

- Example of a level one data extract from the IPMR **Electronic Cost file**
- The Data Quality Validation Report displays all checks performed on the file.

**DAMIR Validation Failures** and Data Validation Warnings displayed





## SUBMISSION CPR: DATA QUALITY VALIDATION REPORTS

- The Data Quality Validation Report displays all checks performed on the file.
- View Pass/Fail in the two right columns by scrolling up or down.
- The report can be downloaded to Excel, by clicking Download Report.

Program Name:	DeathStar Re	port To Dete:	\$/23/2010	E	
Contract Number:	N0000-00-N-0000	CPR Id:	5124		
Contract Task Name:	Avesome Weapon Development(Test)				
Submission Information					
Program Name:	Pequod Wheleship Re	port To Date:	5/23/2010	ć.	- 1
Contract Number:	A99XYZ-12-X-1234	OPR Id:	\$124		
Contract Task Name:	Task 1	225531670	Service		
Download Report					
ata Validation Report		Source		Passed	Failed
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IMB EAC should be the same order i	of magnitude as Estimated Contract	EVIN-CR		8	
Prise EAC should be the same order (	of magnitude as CBB	EVH-C8			
Level 1 Costs should be consistent to	etween reports	EVM-CR		*	-
History file should have more then a	ne Pariod (unless it is the first pariod)	EVH-CR		ж	
Deterted a change in Level 2 WISS 6	lement Structure	EVH4-CH			
Each WES element must report a WE	RS code	EVH-CR Detail I	Level		
Each WBS element must report a ha	(7.6	EVH-CR Detail I	Level		× 10
WRS codes must be unique across a	I WRS elements	EVH-CR Detail 1	Level	ж	
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## SUBMISSION CPR: PERFORMANCE OVER TIME CHART

This Performance Over Time Chart provides a charted view of level 1 data metrics for all periods of data on the contract task. The square images listed at the end of each trend line represent the data in the file currently being analyzed. The chart may be customized to show specific dates and optional display data.





## **REPORTS & METRICS**



# **REPORTS & METRICS**

- CPR Data Report Electronic Cost data displayed in grid view
- EVM-CR Reporting Compliance –
  PARCA Program Review ratings
- Contract Task Files by Time Report – Shows the authoritative source of contract task CPR information by time period
- Packaged Submission
   Documents retrieve bulk
   download files here



- **Program Status Report** provides detailed reporting compliance information
- Leadership Program Status a consolidated view of the Program Status Report
- Formats Delivered provides information about the various IPMR formats received vs those that are required
- **Performance Over Time Chart** display of PMB metrics by contract task
- EVM Reporting Dashboard provides metrics on compliance of expected submissions



## REPORTS & METRICS: CPR DATA REPORT

The CPR Data Report displays data extracted from the electronic files received in the EVM-CR by contract task. Enter relevant search criteria and when your desired task is located, click the to run the *.* port. The report can then be exported to Excel if desired. You can also prepare a TRN package, which is a single period machine readable file for each time period, or report a data issue. (See slide 30 for information on retrieving a TRN package). Additionally the data can be viewed in chart form by selecting the Performance Over Time Chart.

ſ	asks - Current Contract:								Click here to generate
	Contract Task Name	Effort Number	<u>Start Date</u>	End Date	First Period	Last Period	Run Report		the report for your
	1000	-	8/26/2011	9/30/2016	9/29/2011	8/21/2015	+ 🦛		selected contract task
L									

Download to Excel

Prepare TRN Package

Report Data Issue View Performance Over Time Chart

Prog	ram:	Co	ontract:	10.010	Task:	2110													
(Cos	values	are in doll	ars)																
Year	Month	ReportBate	ReportFrom	StartDote	DefinitizationDate	CompletionCate	EOP	BudgetCompletionDate	Quantity	ShareAbove	ShareBelow	OriginalNCC	NCC	MostLikelyEAC	BestCaseEAC	WorstCaseEAC	TargetPrice	EstimatedPrice	CellingPrice
2011	9	9/29/2011	8/26/2011	8/25/2011	8/26/2911	1/31/2015	1/31/2015	1/31/2015					1.000						
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2012	8	8/30/2012	7/27/2012	8/25/2011	8/26/2011	9/20/2016	9/20/2006	9/20/2016						-	in the same	Column Street	-	-	Approximity



### REPORTS & METRICS: REPORTING COMPLIANCE

This report displays results of quarterly PARCA Reporting Compliance and Data Quality reviews in a grid form.

EVM-CR Reporting Compliance and Data Quality Program Reviews Report	
Program Filters         Service:       All         DAES Group:       All         All       Contractor:         Clear Report and Filters	Enter search criteria and click here to run report

EVM-CR Reporting	Con	nplianc	e and	l Data Quality Program	Reviews	-		1000				-
menn	-	UNES Grove	ALAF	1.	Falance links	Scatt.	Areathing Compliance	tont	Enert	160	Wites	Tank I
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Office of Performance Assessments and Root Cause Analyses (PARCA)



## REPORTS & METRICS: PROGRAM STATUS REPORT

The Program Status Report provides detailed information on reporting compliance. The Leadership PSR provides a rollup view for each contract task by report types (Cost, Schedule, CFSR).

Program S	Status R	eport			Jun	201	5					nu z	<i>w15</i>					ли	g 20.	15					s	p 20	15				
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### REPORTS & METRICS: FORMATS DELIVERED

This report displays formats delivered vs. formats required by contract task.

EVM-CR Format Re	porting <b>F</b>	Performance									
Program	Contract Number	Contract Task	Effort N	lumber	Fmt 1	Fmt 2	Fmt 3	Fmt 4	Fmt 6	Fmt 7	Electronic Cost
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When you generate a TRN package (slide 26) or request the help desk to package documents for you, you will receive an email that will point you to the location to retrieve the data package. Click  $\Rightarrow$  to download.

Packages									
Package	Description	<u>Status</u>	<u>Created</u>	Created By	File Count	<u>Size</u>	<b>Zipped</b>	Message	Download
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## PARCA REPORTS & METRICS: EVM DASHBOARD-REPORTING COMPLIANCE

The Dashboard provides a high level view of Reporting Compliance and Data Quality.

- The Reporting Compliance Charts provide a visual representation of missing reports as well as those received ontime or late.
- The filters can be used to update the chart views as desired.





## REPORTS & METRICS: DASHBOARD-CPR ERRORS BY SERVICE



The CPR Errors report provides a consolidated report of errors from the Electronic Cost Reports delivered to the EVM-CR.

- Information is displayed in a stacked bar chart with counts by error category (Consistency, DAMIR, Header, PMB)
- Charts can be filtered as required



## REPORTS & METRICS: DASHBOARD-RULE ERROR COUNT

The Rule Error Count chart provides a detailed count of specific errors on Electronic Cost files received to the EVM-CR.

- User can click on a given error message and detailed information about the submissions contributing to the error will be displayed below.
- Various options to filter as desired are available

Reporting	Mondly Apr 🗸	CPREmosity Service Chart	♥] MäHandbook [Ali			~				
Program N	Name	Contract Number	Contract Task	Submission ID	CPR ID	Source	СВВ	BCWP	Budget at Complete	Percent Complete
rogram ABC		A00001-01-A-0001	SDD	12345	123456	Service	\$1,000,000	\$2,000,000	\$3,000,000	50%
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# **CONTACT US: HELP DESK**

L HOME EVH HOME MY EVM CONTACT US	Contact Us		over Laddesion
	For questions or comments,	please contact us at:	
Choose the <u>Contact Us</u> option for more	Help Desk (West) (253) 564-1979 Edt 1	Hulp Desk (East) (571) 256-9955	
information on how to reach the Help Desk	Portal Account     CADE     EVM-CR	CSDR-SR & Program Planning Module (IMM)     DACIMS     oFet	
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	Or submit a question or com	ment using the following form:	
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