

# IBR Checklist



Technical



Schedule



Resource



Cost



Management



I have traced the effort in my Control Accounts from the contract through applicable technical artifacts (such as the Initial Capabilities / Development / Production Docs (ICD / CDD / CPD), System / Technical Requirements Docs (SRD / TRD), Systems Engineering [Mgmt] Plan (SEMP), Test & Evaluation Master Plan (TEMP) to my respective portions of the SOW, Statement of Objectives (SOO), WBS, IMP, IMS & am confident the relationships are sound, accurate & complete.



I have reviewed, understand & can demonstrate the applicable CDRLs & deliverables that apply to my Control Accounts.



I have reviewed, understand & can demonstrate the Contract / Subcontract Line Item Numbers (CLINs / SLINs) applicable to my effort.



I have reviewed, agree with & can demonstrate the WBS Dictionary & associated SOW references to the work scope, including deliverables for my Control Account.

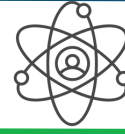


I have reviewed & agree with the costed Responsibility Assignment Matrix (RAM) & confirmed that the Control Account budgets align with the Work Authorization documents for my Control Account.





I have reviewed & can reconcile the Basis of Estimates (BOEs) to my Control Account budgets.



I have reviewed & agree with the Work Authorization to assure that the budget by element of cost is complete, sufficient to execute the scope & match that shown on the RAM.



I have reviewed the SOW & Work Authorization documents applicable to each Control Account I am responsible for & I do not have any unbudgeted work.



I have reviewed & agree with the sections of the Integrated Master Plan (if applicable) & the Master Phasing Schedule (if applicable) which reflect major events or control milestones that precede or succeed my Control Accounts.



I understand & can demonstrate the entrance & exit criteria for my effort.



I have reviewed & agree with the sections of the Integrated Master Schedule (IMS) that are assigned to my Control Accounts or to me, including work packages, planning packages, & logic tasks or milestones (if applicable).



I have reviewed & agree with the detail planning (including any planning packages) in my Control Accounts & agree this accurately represents the SOW & schedule in the Control Account & provides me a good tool to manage & control my effort.



I have reviewed the durations of the tasks in my Control Accounts & agree the durations are realistic & reflect the way the work will be executed.



I have reviewed & understand the EV methods used in my detail planning & agree those used are the appropriate methods for this program.



My planning does not use the rolling wave concept; all my tasks are detail planned through completion.  
- OR - My planning includes planning packages using the rolling wave concept & I understand & can demonstrate this process.



I understand the critical path concept, how it is used on this program & can demonstrate how I determine if my effort is on the driving or critical paths.



I understand & can demonstrate what negative total float means, how it may impact my tasks & how to develop a mitigation plan to eliminate or mitigate negative total float.



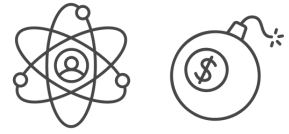
I have reviewed, understand & can demonstrate the handoffs or interdependencies between my Control Accounts & other Control Accounts or external efforts such as Government / Customer Furnished Equipment (GFE / CFE), Government / Customer Furnished Info (GFI / CFI), Inter-Organizational Transfers (IOTs), Subcontractors, & Contractors.



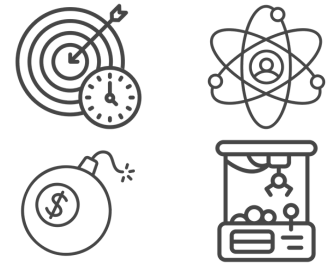
I have reviewed & understand the staffing profile of my Control Accounts & can reconcile any peaks & valleys.



I have reviewed any material in my Control Account plans; I understand & can demonstrate how & why the material was planned as shown, if applicable.



I have reviewed, understand & can demonstrate how any Government Furnished Equipment / Government Furnished Property (GFP), & Government Furnished Information is planned & reported in my Control Accounts.



I have reviewed the actual costs to date for each of my Control Accounts & they are accurate.



I have reviewed, understand, & can demonstrate the use of Estimated Actuals in my Control Accounts for situations requiring its use to align Actual Cost of Work Performed (ACWP) with Budgeted Cost for Work Performed (BCWP) to avoid a false underrun or other incorrect cost variance.



I understand the concept of cost / schedule integration & can demonstrate how this applies to my effort.



I have reviewed & agree that the amount of resources I have in my Control Accounts is adequate & available to accomplish the effort.



I have reviewed, agree with, & can reconcile the planning, status, & EACs of any outsourced (Subcontractor / IOT) effort in my Control Accounts.





I have reviewed, agree with, & can reconcile with the status in my Control Accounts including any Quantifiable Backup Data (QBD) used to substantiate the % EV for any work packages with the Percent Complete (PC) Earned Value Technique (EVT) as applicable to my Control Accounts.



I understand & can demonstrate the statusing process & how to claim progress earned value and update the forecast on my effort.



I have reviewed & agree with the remaining work (unearned work) for ongoing or future work packages or planning packages in my Control Accounts.



I have reviewed & agree with the most recent Variance Analysis Report(s) for my Control Accounts.



I have reviewed & agree with the Estimate at Completion (EAC) for each of my Control Accounts.



I understand & can demonstrate the use & purpose of Management Reserve (MR) & when it would be appropriate for requesting MR for a Control Account.



I understand the Baseline Change Request process & my responsibilities when presenting BCRs for approval.



I have reviewed & agree with the risks & opportunities for my work found in the program Risk Register (or equivalent).



I have received EVM training, or will within the next 30 days.