

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. **Please do not return your form to the above organization. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.**

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY: TDP _____ TM _____ OTHER _____
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D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
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1. DATA ITEM NO.	2. TITLE OF DATA ITEM Integrated Program Management Data and Analysis Report (IPMDAR)	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-81861C	5. CONTRACT REFERENCE SOW PARA X.X.X.	6. REQUIRING OFFICE EVM Organization
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7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY MONTHLY	12. DATE OF FIRST SUBMISSION SEE BLK 16	14. DISTRIBUTION		
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION SEE BLK 16	a. ADDRESSEE	b. COPIES	
					Draft	Final
					Reg	Repro

16. REMARKS The Contractor shall provide monthly IPMDARs per DID DI-MGMT-81861C; modified per the following: 1. Block 12 - Date of First Submission: 1.8.1. Monthly Submission Requirement: The IPMDAR authoritative data consisting of the Contract Performance Dataset (CPD), Schedule (Native Schedule File and Schedule Performance Dataset (SPD)) and Performance Narrative (Executive Summary and Detailed Analysis) shall be submitted as a single submission no later than 16 business days after the end of the first full accounting period following Authorization to Proceed (ATP). 2. Block 13 - Date of Subsequent Submission: 1.8.1. Monthly Submissions Requirement: IPMDAR authoritative data consisting of the Contract Performance Dataset (CPD), Schedule (Native Schedule File and Schedule Performance Dataset (SPD)) and Performance Narrative (Executive Summary and Detailed Analysis) shall be submitted as a single submission no later than 16 business days after the close of the contractor's monthly accounting period. 3. Block 14 - Distribution: All UNCLASSIFIED IPMDAR files must be electronically submitted to the DOD EVM Central Repository (EVM-CR). The EVM-CR can be located through the OSD IPM website (https://www.acq.osd.mil/asda/ae/ada/ipm/index.html). 4. Block 16 - Remarks: 1.6.1.1. Non-Cumulative Time Phased to Date: A Historical Contract Performance Data file will be required in place of the normally provided CPD monthly/annually/upon request [choose, delete as appropriate]. 2.3.2. Performance Data: The CPD shall be submitted in dollars and hours down to the control account/work package level [choose level, delete as appropriate].	EVM-CR		1	
15. TOTAL →	0	1	0	

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

DATA ITEM DESCRIPTION

Title: Integrated Program Management Data and Analysis Report (IPMDAR)

Number: DI-MGMT-81861C

AMSC Number: 10265

DTIC Applicable: No

Preparing Activity: OUSD (A&S) ADA

Approval Date: 20210830

Limitation: N/A

GIDEP Applicable: No

Project Number: MGMT-2021-011

APPLICABLE FORMS: N/A

1. USE/RELATIONSHIP:

- 1.1 The Integrated Program Management Data and Analysis Report (IPMDAR) contains data for measuring contract execution progress on Department of Defense (DoD) acquisition contracts. The IPMDAR's primary purpose to the Government is to reflect current contract performance status and the forecast of future contract performance. This Data Item Description (DID) contains the format, content requirements, and intended use of information for the data deliverable resulting from the work task described in the solicitation.
- 1.2 The IPMDAR consists of the following three components:
 - 1.2.1 Contract Performance Dataset (CPD). Provides performance/execution data from the contractor's existing management systems.
 - 1.2.2 Schedule (Comprised of both the Native Schedule File and the Schedule Performance Dataset (SPD)). Provides data from the contractor's Integrated Master Schedule (IMS).
 - 1.2.3 Performance Narrative Report (Comprised of both the Executive Summary and the Detailed Analysis Report). Provides narrative analysis of data provided in the CPD and the Schedule.
- 1.3 IPMDAR Outline.
 - 1.3.1 Data reported shall reflect all negotiated contract work and include the total scope of Authorized Unpriced Work (AUW) efforts.
 - 1.3.2 Data reported shall reflect the output of the contractor's Earned Value Management System (EVMS).
 - 1.3.3 Data reported in the CPD, Schedule, and Performance Narrative Report shall be as of the same reporting period.
- 1.4 Direct Reporting Contractor Role.
 - 1.4.1 A Direct Reporting Contractor is any contractor required to provide the IPMDAR directly to the Government. This includes prime contractors, subcontractors, intra-government work agreements, and other agreements, based on the contract type, value, duration, nature of the work scope, and the criticality of the information. In this document, instances of "Contractor" are synonymous with "Direct Reporting Contractor." ¹

¹ In the event that the Direct Reporting Contractor is a contractor other than the prime, the Direct Reporting Contractor will additionally report to the prime. Subcontractor data shall be provided to the prime in a manner that supports the contractor's submission to the Government.

- 1.5 Data Repository. The Office of the Under Secretary of Defense (OUSD) Acquisition, Data and Analytics (ADA) Integrated Program Management (IPM) Division maintains a secure website, the Earned Value Management Central Repository (EVM-CR)², for all unclassified, proprietary, and non-proprietary data from programs and contracts that have EVM reporting requirements, regardless of a program's Acquisition Category (ACAT) designation or a contract's value. The EVM-CR is housed on an unclassified computer system designed to control sensitive and proprietary contractor data. The system will accept only unclassified data including contracts with EVM data that are marked as Controlled Unclassified Information (CUI) (formerly known as For Official Use Only (FOUO)), Business Sensitive, and/or Proprietary. No classified material shall be provided to the EVM-CR. Refer to DoD Manual 5200.01 Volume 4 for information regarding designation and marking of Controlled Unclassified Information (CUI).
- 1.6 Electronic Submission and Files. Refer to the ADA IPM Website and the IPMDAR Implementation Guide for information about electronic data submission format requirements as defined in the File Format Specifications (FFS) and Data Exchange Instructions (DEI).³ The FFS provides clarification for technical requirements of the files themselves and does not supersede data requirements outlined in this document.
 - 1.6.1 The CPD shall be formatted in accordance with the applicable DoD-approved FFS and DEI.⁴
 - 1.6.1.1 Non-Cumulative Time Phased to Date. This refers to a CPD delivery with time phased historical data from contract award. The Government may request Historical Contract Performance Data in place of the normally provided CPD, typically no more than annually (specific encoding definitions of Historical Contract Performance Data can be found in the FFS and DEI).
 - 1.6.2 The Schedule shall be provided electronically as follows:
 - 1.6.2.1 The Schedule Performance Dataset (SPD) in accordance with the applicable DoD-approved FFS and DEI.
 - 1.6.2.2 The Native Schedule File consistent with the contractor's schedule tool (e.g., MPP, XER). The Data Dictionary shall be included as part of the contractor's Native Schedule File, or in a human-readable file format (e.g., PDF, XLSX, DOCX), containing searchable text, in accordance with the contractor's internal system description.
 - 1.6.3 The Performance Narrative Report (Executive Summary and Detailed Analysis) shall be provided electronically in the contractor's human-readable file structure (e.g., DOCX, PDF), containing searchable text.
 - 1.7 Signatures. The contractor's program manager or designee shall sign the final Performance Narrative Report or a separate signature page to note the completion of the data submission. This signature confirms the information reported in all of the provided components is authoritative and used by the contractor to manage the program. Electronic signatures are acceptable.
 - 1.7.1 Proprietary Disclosure Statement. A company proprietary disclosure statement is required and shall be provided as part of the Performance Narrative Report submission or separate

² <https://www.acq.osd.mil/evm/>

³ Conversion utilities and tools can be found at: <https://www.acq.osd.mil/evm/>

⁴ <https://www.acq.osd.mil/evm/>

signature page and shall be notated in the CPD and SPD files. (Refer to CPD FFS 2.2.2 and SPD FFS 2.2.1)

- 1.8 Delivery Timing.
 - 1.8.1 Monthly Submission Requirement. IPMDAR data shall be required at least monthly. The reporting frequency shall be specified in the Contract Data Requirements List (CDRL). All reports shall reflect data from the same accounting period and shall be provided at any time after the close of the contractor's accounting period, but no later than sixteen (16) business days after the contractor's accounting period end date.
 - 1.8.1.1 Incremental Delivery. Reports may be provided incrementally, including preliminary data, with the number of days for delivery of each submittal tailored in the CDRL. Data delivered is not considered authoritative until the final submission and signature. The recommended incremental delivery process is the Schedule, followed by the CPD and the Executive Summary, Government review of submittals, Government directed Detailed Analysis, Contractor Detailed Analysis delivery and all final data.⁵

2. DOCUMENT REQUIREMENTS:

- 2.1 Data Submission. The IPMDAR shall be provided to the ADA EVM-CR. The EVM-CR will only accept unclassified, proprietary, and non-proprietary data from programs and contracts that have EVM reporting requirements, regardless of a program's Acquisition Category (ACAT) designation or a contract's value.
- 2.2 Common Heading Information. This section shall provide information for metadata fields that are common across the datasets. (Refer to CPD FFS 2.2.2 and SPD FFS 2.2.1)
 - 2.2.1 Contractor. Provide the reporting contractor's name, division (if applicable), facility location, mailing address, and Commercial and Government Entity (CAGE) or Data Universal Numbering System (DUNS) code.
 - 2.2.2 Contract. Provide the contract name (e.g., Low Rate Initial Production (LRIP) Lots 1-4), contract number, contract type, and applicable effort name (e.g., LRIP 1, Contract Line Item Number 1, Task 1). Effort name shall refer to the subdivision of reporting below the contract level.
 - 2.2.3 Program. Provide the program name, or enter the type, model, and series or other military designation of the prime item or items purchased on the contract. The program phase (e.g., development, production) shall also be provided.
 - 2.2.4 Report Period. Identify the current period covered by the reported data.
- 2.3 Contract Performance Dataset (CPD). This section shall include the following:
 - 2.3.1 Heading Information. This section shall provide information for metadata fields that are resident in the CPD. All values provided in the Heading Information shall be reported in dollars, and shall include the following: (Refer to CPD FFS 2.2.4)
 - 2.3.1.1 Negotiated Contract Cost (NCC). The NCC shall not contain profit or fee, the estimated value of undefinitized change orders (known as AUW), or cost growth (overrun) above the original estimated cost.

⁵ Reference the IPMDAR Implementation Guide for an example of the incremental delivery timeline.

- 2.3.1.2 Estimated Cost of AUW. Provide the total dollar value (excluding fee or profit) of the approved work scope associated with AUW. AUW is a contract scope change that is directed by the Government contracting officer, but has not yet been fully negotiated/definitized.
- 2.3.1.3 Target Fee. Provide the applicable fee that applies to the NCC.
- 2.3.1.4 Target Price. Provide the target price (NCC plus target fee) applicable to the definitized contract effort.
- 2.3.1.5 Estimated Price. Provide the estimated final contract price. The estimated price shall be based on the contractor's Most Likely Estimate at Completion (EAC) for all authorized work, including: the appropriate fee, incentive, and cost sharing provisions.⁶
- 2.3.1.6 Contract Ceiling. Provide the contract ceiling price applicable to the definitized effort. This is only applicable to contracts with a ceiling.
- 2.3.1.7 Estimated Contract Ceiling. Provide the estimated ceiling price applicable to all authorized contractual efforts including both definitized and undefinitized efforts. This is only applicable to contracts with a ceiling.
- 2.3.1.8 Program Management EACs. These values represent the contractor program manager's EACs which may differ from Performance Measurement Baseline (PMB) EAC provided in 2.3.2.2.4.1 due to risk, opportunities, and other identifiable factors and executive insight.
 - 2.3.1.8.1 Best Case EAC. Provide the contractor program manager's Best Case EAC, defined as the best case scenario for the estimate of costs to complete all work on the program.
 - 2.3.1.8.2 Worst Case EAC. Provide the contractor program manager's Worst Case EAC, defined as the worst case scenario for the estimate of costs to complete all work on the program.
 - 2.3.1.8.3 Most Likely EAC. Provide the contractor program manager's Most Likely EAC, defined as the value that the contractor's management believes is the most possible outcome based upon the estimate of costs to complete all work on the program.
- 2.3.1.9 Original NCC. Provide the dollar value (excluding fee) negotiated in the original contract.
- 2.3.1.10 Contract Budget Base (CBB). Provide the CBB. The CBB shall be defined as the total amount of performance measurement budget that is allocated to contract work and is the sum of 2.2.1.1, NCC, and 2.2.1.2, Estimated Cost of AUW.
- 2.3.1.11 Total Allocated Budget (TAB). Provide the sum of all budgets allocated to the performance of the contractual effort (includes CBB and any additional performance measurement budget that may have been established if an OTB has been implemented).
- 2.3.1.12 Contract Start Date. Provide the date the contractor was authorized to start work on the contract, regardless of the date of contract definitization.
- 2.3.1.13 Contract Definitization Date. Provide the date the contract was originally definitized. If the contract is not definitized, the contract definitization date shall be left blank.
- 2.3.1.14 Baseline Completion Date (previously known as Planned Completion Date). Provide the completion date for which the budgets allocated in the PMB have been planned. This date represents the planned completion of all efforts on the contract and shall reflect the time to complete the work scope.

⁶ This number shall reconcile with the estimated price in the Contract Funds Status Report (CFSR), as applicable.

- 2.3.1.15 Contract Completion Date. Provide the contract completion date in accordance with the latest contract modification.
- 2.3.1.16 Forecast Completion Date (previously known as Estimated Completion Date). Provide the contractor program manager's latest forecast completion date. This date represents the projected completion of all effort on the contract, consistent with the Schedule forecast completion date. This date shall be consistent with the Most Likely EAC.
- 2.3.1.17 Over Target Baseline/Over Target Schedule (OTB/OTS) Date. Provide the first report date that all reprogramming adjustments were fully incorporated in the PMB, if applicable.
- 2.3.1.18 Calculated Values. The following values are calculated and are not reported separately.
- 2.3.1.18.1 Negotiated Contract Changes. Provide the total cost (excluding fee) of all definitized contract changes which shall be defined as changes that have occurred since definitization of the original contract and is the difference between 2.2.1.1 (NCC) and 2.2.1.9 (Original NCC).
- 2.3.2 Performance Data. The data provided in the CPD shall be reported in both dollars and hours unless tailored in the CDRL.
- 2.3.2.1 Structures. The following items shall be represented in the CPD structures. These structures are encoded as tables as described in the DEI.
- 2.3.2.1.1 Work Breakdown Structure (WBS). Provide the contractor's WBS. (Refer to CPD FFS 2.2.10)
- 2.3.2.1.2 Organizational Structure. Provide the organizational categories that reflect the contractor's internal management structure. Organizational categories can reflect different organization types, such as functional or Integrated Product Team (IPT), and can be arranged in a hierarchical structure. (Refer to CPD FFS 2.2.11)
- 2.3.2.1.3 Control Accounts.
- 2.3.2.1.3.1 Provide the list of control accounts established at the intersection of the WBS and organizational structure. Control accounts shall be traceable to the WBS and organizational structure, such that each control account is associated with a single WBS element and a single organizational structure element. (Refer to CPD FFS 2.2.12)
- 2.3.2.1.4 Work Packages. If work package data is required by the CDRL, work packages shall be traceable to the associated control accounts. A work package is the point at which work is planned, progress is measured, and earned value is computed. (Refer to CPD FFS 2.2.15)
- 2.3.2.1.5 Subcontractors. Efforts being conducted by major subcontractors shall be clearly marked as such in the organizational structure. Subcontractors with an EVM flow down requirement shall be considered major subcontractors. (Refer to CPD FFS 2.2.9)
- 2.3.2.1.6 Reporting Calendar. Provide the list of reporting periods for which detail data is reported. The reporting calendar shall span the time-phasing of the entire baseline and forecast. Accounting period start and end dates and working hours shall be included. (Refer to CPD FFS 2.2.18)
- 2.3.2.1.7 Planning Packages. If planning package data is required by the CDRL, it shall be identified separately from work packages in the appropriate structure. A planning package is a logical aggregation of future work within a control account that cannot yet be planned in detail at the work package or task level. (Refer to CPD FFS 2.2.15)

- 2.3.2.1.8 Summary Level Planning Packages (SLPP). If applicable, identify summary level planning packages separately from control accounts. SLPPs are aggregations of work for far-term efforts that are not yet able to be identified at the control account level, but are traceable to WBS and organizational structure elements. (Refer to CPD FFS 2.2.12)
- 2.3.2.2 Summary Data. The following items shall be represented in the CPD at a summary level.
 - 2.3.2.2.1 Indirect Costs are costs that cannot be identified specifically against a particular program or activity, and must be controlled and budgeted at a functional or organizational level. Indirect Costs shall be reported as both cumulative-to-date and time phased non-cumulative-to-complete data. (Refer to CPD FFS 2.2.5, 2.2.7, and 2.2.8)
 - 2.3.2.2.1.1 Cost of Money (COM). Provide summary-level performance data for the Facilities Capital COM allocated to the contract. Indicate “add” or “non-add” status of summary-level values. “Non-add” means detail dollar values include burdening for COM; “add” means detail dollar values do not include burdening for COM.
 - 2.3.2.2.1.2 General and Administrative (G&A). Provide summary-level performance data for the applicable G&A costs. Indicate “add” or “non-add” status of summary-level values. “Non-add” status means detail dollar values include burdening for G&A; “add” status means detail dollar values do not include burdening for G&A.
 - 2.3.2.2.1.3 Overhead (OH). Provide summary-level performance data for the sum of all indirect costs, excluding COM and G&A. Indicate “add” or “non-add” status of summary-level values. “Non-add” status means detail dollar values include burdening for OH; “add” status means detail dollar values do not include burdening for OH.
 - 2.3.2.2.2 Undistributed Budget (UB). (Refer to CPD FFS 2.2.5)
 - 2.3.2.2.2.1 Provide the amount of budget applicable to contract work scope that has not yet been distributed in the baseline per the contractor’s EVM system description.
 - 2.3.2.2.2.2 Provide the EAC for the scope of work associated with UB.
 - 2.3.2.2.3 Management Reserve (MR). Provide the value of the contractual budget held for management control purposes, risks, and unplanned in-scope effort. (Refer to CPD FFS 2.2.5)
 - 2.3.2.2.4 Summary Cross-Check Data. Non-calculated, hard encoded (manually entered) summed values used as a validation reference for calculated values. (Refer to CPD FFS 2.2.5)
 - 2.3.2.2.4.1 Provide the PMB subtotals for cumulative-to-date values for Budgeted Cost of Work Scheduled (BCWS), Budgeted Cost of Work Performed (BCWP), Actual Cost of Work Performed (ACWP), and Reprogramming Adjustments (Cost Variance, Schedule Variance, and Budget), as well as total values for EAC and Budget at Complete (BAC). The values provided shall be inclusive of the cumulative totals for UB, OH, G&A, and COM. All values shall be provided in both dollars and hours, as appropriate.
 - 2.3.2.3 Detail Data. Detail data shall be comprised of the BCWS, BCWP, ACWP, and Estimate to Complete (ETC), reported by control account unless reporting by work package level is specified in the CDRL. Detail Data shall be identified by Element of Cost (EOC), and shall consist of Labor, Material, Other Direct, and Subcontractor costs. Detail Data is reported as both cumulative-to-date and time-phased-to-complete data.

- 2.3.2.3.1 Cumulative-To-Date Data. Cumulative-to-date values shall be provided for BCWS, BCWP, and ACWP. (Refer to CPD FFS 2.2.19, 2.2.20, and 2.2.21)
- 2.3.2.3.2 Time-Phased-To-Complete Data. To-complete data shall be provided for both BCWS and ETC as time-phased non-cumulative values. BCWS values shall be time-phased by reporting period starting with the next consecutive reporting period and continue through the end of the Baseline Completion Date. ETC values shall be time-phased by reporting period starting with the next consecutive reporting period and continuing through the end of the Forecast Completion Date. (Refer to CPD FFS 2.2.22 and 2.2.23)
- 2.3.2.4 Calculated Values. The following values are calculated.
 - 2.3.2.4.1 Cost Variances. The cost variances are calculated by subtracting ACWP from BCWP values.
 - 2.3.2.4.2 Schedule Variances. The schedule variances are calculated by subtracting BCWS from BCWP values.
 - 2.3.2.4.3 Budget at Completion (BAC). In addition to the manually entered summary cross check value, the BAC values are calculated by summing the BCWS values.
 - 2.3.2.4.4 Estimate at Completion (EAC). In addition to the manually entered summary cross check value, the EAC values are calculated by summing the ACWP and ETC values.
 - 2.3.2.4.5 Variance at Completion (VAC). The VAC values are calculated by subtracting the EAC from the BAC values.
 - 2.3.2.4.6 Hierarchical Totals. The values associated with the WBS and organizational structure are calculated by summing the data provided at the control account or work package level (if applicable).
- 2.3.2.5 Contract Performance Over Target Baseline (OTB) and/or Over Target Schedule (OTS) Data Elements. (Refer to CPD FFS 2.2.24)
 - 2.3.2.5.1 Cost Variance Adjustments. If the contractor adjusts or eliminates variances applicable to completed work, the adjustments made to the cost variances shall be provided by control account. Note: adjustments made shall be reported as amounts added to the old variances to reach the new variances (or to eliminate the variances, as applicable).
 - 2.3.2.5.2 Schedule Variance Adjustments. If the contractor adjusts the schedule variances for completed work, the adjustments made to the schedule variances shall be provided by control account. Note: adjustments made shall be reported as amounts added to the old variances to reach the new variances (or to eliminate the variances, as applicable).
 - 2.3.2.5.3 Budget Adjustments. Provide the total amounts added to the budget, consisting of the sum of the budgets used to adjust variances applicable to completed work, plus the additional budget added for remaining work.
 - 2.3.2.5.4 Programming Adjustments. The values provided shall represent cumulative adjustments for all previous and current reprogramming adjustments, in hours or dollars or both. If a reprogramming adjustment has occurred, it must be reported in all future reports.
 - 2.3.2.5.5 Formal Reprogramming Timeliness. Formal reprogramming can require more than one month to implement. During formal reprogramming, reporting shall continue, at a minimum, to include ACWP, and the latest reported cumulative BCWS and BCWP will be maintained until the OTB/OTS is implemented.

- 2.4 Schedule (Native Schedule File and Schedule Performance Dataset (SPD)). Unless otherwise specified, all items below pertain to both the Native Schedule File and SPD.
- 2.4.1 Requirements.
- 2.4.1.1 Content. The Schedule consists of horizontally and vertically integrated discrete tasks/activities, consistent with all authorized work, and relationships necessary for successful contract completion. The Schedule is a single integrated network that also contains significant external interfaces, subcontractor discrete work, Government furnished equipment/ information/property and relationship dependencies for the entire contractual effort.
- 2.4.1.1.1 Production Contract Schedule. Production contracts utilizing a Manufacturing Requirements Planning (MRP) or an Enterprise Requirements Planning (ERP) system will include a representation of the discrete effort contained in the MRP/ERP in the Production Contract Schedule.
- 2.4.1.2 External Interfaces. The Schedule shall contain and identify significant external dependencies that involve a relationship or interface with external organizations, including Government-furnished items (e.g., decisions, facilities, equipment, information, and data). The required and projected delivery dates shall also be identified.
- 2.4.1.3 Calendars. The Schedule shall contain all calendars that define working and nonworking time periods. (Refer to SPD FFS 2.2.6, 2.2.7, and 2.2.8)
- 2.4.1.4 Schedule Progress. The schedule shall reflect accurate remaining durations, start dates, and finish dates for all tasks/activities and milestones with respect to the status date. (Refer to SPD FFS 2.2.10)
- 2.4.2 Required Content. The following items shall be represented in the Schedule:
- 2.4.2.1 If a Statement of Work (SOW) or Integrated Master Plan (IMP) are used for vertical schedule integration, those references shall be provided in both the SPD and native schedule. (Refer to SPD FFS 2.2.9)
- 2.4.2.2 Milestones. Provide zero duration schedule events marking the due date for accomplishment of a specified work scope or objective. Milestone may mark the start, an interim step, or the end of one or more activities. (Refer to SPD FFS 2.2.9)
- 2.4.2.3 Tasks/Activities. Provide elements of work with duration and logical relationships/dependencies. Task/activity names shall be concise and unique in respect to other names within the Schedule. The name of each task/activity shall clearly reflect the scope, output (e.g., deliverable), and place within the Schedule architecture so that the content can be understood without the subproject task structure, if applicable. (Refer to SPD FFS 2.2.9)
- 2.4.2.4 Duration. Provide the length of time estimated, realized, and/or remaining to accomplish a task/activity. (Refer to SPD FFS 2.2.10)
- 2.4.2.5 Baseline Dates and Information. Provide baseline dates for all items within the PMB. (Refer to SPD FFS 2.2.3 and 2.2.10)
- 2.4.2.6 Control Account/Work Package Identification. (Refer to SPD FFS 2.2.9)
- 2.4.2.6.1 Every discrete task/activity, work package, and planning package shall be traceable to a control account.

- 2.4.2.6.2 Control accounts and, if applicable, work packages, planning packages, and SLPPs shall tie to the CPD.
- 2.4.2.7 Level of Effort (LOE) Identification. If tasks/activities within an LOE work package are included in the Schedule, clearly identify them. (Refer to SPD FFS 2.2.9, field EarnedValueTechniqueID)
- 2.4.2.8 Schedule Percent Complete. Provide the calculated and, if applicable, physical schedule percent complete values. (Refer to SPD FFS 2.2.10)
- 2.4.2.8.1 The calculated schedule percent complete is a time-based status calculated by the schedule tool without regard to task/activity scope accomplishment. This is not used to status BCWP (i.e., depicts the “time” percent complete based on the forecast completion date, not earned value percent complete based on work accomplished).
- 2.4.2.8.2 The schedule physical percent complete is based on actual task/activity scope accomplishment.
- 2.4.2.9 Earned Value Technique (EVT). Identify the EVT (e.g., apportioned effort, level of effort, milestone). (Refer to SPD FFS 2.2.9)
- 2.4.2.10 Total Float/Slack. Provide the amount of time a task/activity or milestone forecast finish date can slip before delaying contract completion or constraint date. (Refer to SPD FFS 2.2.10)
- 2.4.2.11 Free Float/Slack. Provide the amount of time a task/activity or milestone can slip before it delays any of its successor tasks/activities or milestones. (Refer to SPD FFS 2.2.10)
- 2.4.2.12 Driving Path(s). The driving path(s) shall be clearly identified in the Schedule. (Refer to SPD FFS 2.2.10)
- 2.4.2.12.1 The Government may specify which interim contract milestone is the destination for the driving path.
- 2.4.2.12.2 Without Government direction, the contractor will report the driving path to the next contractor identified event.
- 2.4.2.13 Critical Path(s). Shall be clearly identified in the Schedule. (Refer to SPD FFS 2.2.10)
- 2.4.2.14 Subcontractor Tasks. Identify the tasks that are unique to the scope of a major subcontractor, if any. (Refer to SPD FFS 2.2.9)
- 2.4.2.15 Risk Mitigation Tasks. Both the Native Schedule and the SPD delivery shall identify items that came from the Risk/Opportunity Management System and include authorized risk mitigation activities, as applicable. (Refer to SPD FFS 2.2.9, field TaskSubtypeID)
- 2.4.2.16 Schedule Visibility Tasks (SVT). If SVTs are used, clearly and consistently identify all SVTs. (Refer to SPD FFS 2.2.9, field TaskSubtypeID)
- 2.4.2.17 Lead/Lag. Provide the durations of leads or lags between predecessor and successor tasks. Justification for each lead/lag shall be included in both the Native Schedule and the SPD. (Refer to SPD FFS 2.2.13)
- 2.4.2.18 Constraints. Identify the constraints applied to tasks. Justification for each constraint shall be included in the Native Schedule and SPD submissions. (Refer to SPD FFS 2.2.13)
- 2.4.2.19 Schedule Margin. If Schedule Margin is used, clearly and consistently identify all schedule margin tasks. (Refer to SPD FFS 2.2.9, field TaskSubtypeID)

- 2.4.2.19.1 Use schedule margin only as the last task before key contractual events, significant logical integration/test milestones, end item deliverables, or contract completion.
- 2.4.2.19.2 Explain changes to the status of schedule margin tasks that impact the program's primary critical path in the Detailed Analysis section of the Performance Narrative Report. See the Detailed Analysis table in Section 2.4.3 for additional information.
- 2.4.2.20 Data Dictionary for Native Schedule File. Provide a list of all contractor defined fields, definitions, and code structures used within the Native Schedule File. The Data Dictionary shall be delivered with the initial submission of the Native Schedule File and resubmitted with subsequent submissions if changes occur to the Data Dictionary, or upon request.
- 2.4.2.21 Schedule Risk Assessment (SRA). SRAs are required prior to an IBR, implementation of an OTB or OTS, and as specified in the contract. The inputs (e.g., three-point estimates) from the most recent SRA shall be provided in the Native Schedule File submission. Results of the SRA shall be discussed in the Performance Narrative Report.
- 2.4.3 Optional Content. If required by the CDRL, the following items shall be represented in the Schedule.
 - 2.4.3.1 Custom/User-Defined Fields. Custom/user-defined fields may be required for specific information not otherwise included in the Schedule. (Refer to SPD FFS 2.2.4, 2.2.5, 2.2.11, and 2.2.12)
 - 2.4.3.2 Resources. Resource loading may be required as part of the Schedule in either the Native Schedule File, or both the SPD and Native Schedule File. (Refer to SPD FFS 2.2.16, 2.2.17, 2.2.18, and 2.2.19)
- 2.5 Performance Narrative Report. The Performance Narrative Report is comprised of the Executive Summary and the Detailed Analysis. The Executive Summary and the Detailed Analysis shall reflect both dollars and hours where applicable or as specified in the CDRL. The Government may request additional specific and/or clarifying information in the following month's report.
 - 2.5.1 Delivery Options. Delivery of the Performance Narrative Report is either Incremental Delivery or Single Delivery.
 - 2.5.1.1 Incremental Delivery. The Performance Narrative Report is delivered in the increments as defined in Section 1.8.1.1. The Executive Summary will be delivered with the CPD file. The Detailed Analysis shall be delivered no later than the final delivery date as specified in the CDRL.
 - 2.5.1.2 Single Delivery. The Executive Summary and Detailed Analysis report are delivered as defined in Section 1.8.1 against a standard agreed-upon set of criteria or as specified in the CDRL.
 - 2.5.2 Executive Summary. The Executive Summary shall address items listed below. The Executive Summary of the Performance Narrative Report is required regardless of monthly variance reporting selection direction.
 - 2.5.2.1 Program/Contract Overview. A brief paragraph containing the program/contract description, PoP, contract value, and contract type (including share ratio, if applicable, and estimated price).

- 2.5.2.2 Contract Performance Overview. Overview of contract performance to include an integrated schedule, cost, and technical performance summary. Significant differences in the CPD and the SPD shall be reconciled and explained in the Executive Summary section of the Performance Narrative Report. Include potential impacts and drivers to the Most Likely EAC, contract objectives, and/or PoP, as well as any corrective actions underway, and provide the following as applicable:
 - 2.5.2.2.1 Contract Modifications. Summary of major contract modifications since last report.
 - 2.5.2.2.2 Integrated Baseline Review. The date the most recent IBR was completed along with a statement of achievability/executability and the dates of upcoming IBRs if applicable.
 - 2.5.2.2.3 Formal Reprogramming Analysis (OTB/OTS). Information on OTB/OTS to include date of request and rationale, decision status of OTB/OTS request, impact to IPMDAR submissions, and implementation status. If there have been multiple OTBs/OTSs, track and discuss them separately.
- 2.5.2.3 Contractor Program Manager's Cost and Schedule Forecast. Stability and realism of contractor program manager's Most Likely, Best Case, and Worst Case EAC and schedule forecast to major milestones in the context of major risks, opportunities, and drivers from prior report.
- 2.5.2.4 Associated Information. If requested or specified in the CDRL, provide additional information of interest to the program and/or summary level information to amplify and explain data provided within the IPMDAR.
- 2.5.3 Detailed Analysis. The Detailed Analysis section for the Performance Narrative Report shall address items included in the Detailed Analysis Table, following Section 2.4.3.5.
 - 2.5.3.1 Variance Analysis Reporting Level. The default reporting level for variance analyses shall be at the control account level unless a higher level is specified in the CDRL.
 - 2.5.3.2 Variance Analysis Categories. The list of requested items for variance analysis will draw from any combination of the following points of variance:
 - 2.5.3.2.1 Cost Variances (CV) (Current Period and Cumulative). Provide explanations that clearly identify the root cause, impact, and mitigation plan for the cost variance. If the cost variance cannot be mitigated, this must be stated and explained.
 - 2.5.3.2.2 Schedule Variances (SV) (Current Period and Cumulative). Provide explanations that clearly identify the root cause, impact, and mitigation plan for the schedule variance. If the schedule variance cannot be mitigated, this must be stated and explained.
 - 2.5.3.2.3 Variances at Completion (VAC). Provide explanations that clearly identify the root cause, impact, and mitigation plan for the VAC. If the VAC cannot be mitigated, this must be stated and explained.
 - 2.5.3.3 Variance Analysis Reporting Requirements. See Detailed Analysis Table following Section 2.4.3.5 for reporting requirements.
 - 2.5.3.4 Variance Analysis Selection. The selection of control account candidates for variance analysis reporting may occur in one of the three following methods as specified in the CDRL:

- 2.5.3.4.1 Government Identified Control Account Variance. The Government, upon review of the incrementally delivered Contract Performance and Schedule Datasets and Executive Summary, will identify the specific control accounts requiring variance analysis. The use of this method is limited to incremental delivery.
- 2.5.3.4.2 Government Specified Variance Analysis Thresholds. The Government shall establish thresholds for cost, schedule, and at completion variances in the CDRL. Each month the variances for the control account are compared to the thresholds. Control account variances that exceed the thresholds are selected and reported. The reportable control account variances may be further limited by a specific number and category (VAC, SV, and CV). Variance analysis thresholds will be reviewed periodically and adjusted as necessary to ensure they continue to provide appropriate insight and visibility to the Government. This method may be used for either incremental or single delivery.
- 2.5.3.4.3 Specific Number of Control Account Variances. The Government shall identify a specific number of control account variances and categories (VAC, SV, and CV) to report monthly. The number will be reviewed periodically and adjusted as necessary to ensure they continue to provide appropriate insight and visibility to the Government. This method may be used for either the incremental or single delivery.
- 2.5.3.5 Default Variance Reporting. In absence of Government direction for monthly variance analysis, the contractor will provide variance analyses by control account in any combination (SVcur, SVcum, CVcur, CVcum, VAC), based upon the contractor's assessment of performance drivers and risk, consistent with the contractor's internal variance analysis processes. The Executive Summary of the Performance Narrative Report is required regardless of monthly variance reporting selection direction.

Table 2.1 – Detailed Analysis Table – Required Elements	
Topic	Description
<i>Variances at Control Account Level</i>	<i>Provide the root cause, impact, and mitigation plan for variance analyses at the control account level.</i>
<i>Management EACs (Best, Most Likely, Worst)</i>	<i>Explain the assumptions, conditions, methodology, incorporation of risks/opportunities, and MR and UB assumptions for all three Management EACs (Best, Most Likely & Worst Case). Discussion shall include an assessment of the IMS status and the impact of schedule to the Most Likely EAC. Include any differences between the Most Likely EAC and CBB. Provide a brief explanation of difference(s) if the Best or Worst Case EACs differ from the Most Likely EAC, or if the Most Likely EAC differs from the PMB EAC. Provide the month the last Comprehensive EAC (CEAC) was performed, as well as the month the next CEAC is projected to be performed.</i>
<i>Baseline Changes</i>	<i>Changes to cost/schedule baseline; shifts in time phasing, changes in total budget, retroactive changes, and content changes.</i>
<i>UB Analysis</i>	<i>Identify the components of the UB as of the current reporting period and the estimated data month the components will be distributed from UB. Discuss changes, if any, from the previous IPMDAR.</i>
<i>MR Analysis</i>	<i>Identify the changes to or the allocation of MR during the reporting period by control account and provide a brief explanation for MR value change or allocation.</i>
<i>Critical Path</i>	<i>Narrative describing changes impacting the critical path(s) to the selected program end milestone with mitigation plan.</i>
<i>Driving Path</i>	<i>Destination of driving path, narrative describing changes impacting the driving path(s) to the selected tasks/milestones with mitigation plan.</i>
<i>Schedule Margin</i>	<i>If used, task(s) and duration(s) associated with schedule margin and explanation of schedule margin change from prior report.</i>
<i>Schedule Risk Assessment (SRA)</i>	<i>Dates of SRA, results of most recent SRA including assumptions, probability of result, analysis of results, and actions taken as a result of the analysis. Changes to schedule and Most Likely EAC based on SRA results.</i>
Items listed in this table are required for all contracts with IPMDAR requirement. The frequency for each item shall be monthly unless otherwise annotated in Block 16 of the CDRL and may be identified with a periodicity that meets management needs.	

Table 2.2 – Detailed Analysis Table – Tailorable Elements	
Topic	Description
<i>Staffing Changes</i>	<i>Major changes to staffing (reported by organization) and reasons for changes, major risks in staffing projections with explanation of impact(s)</i>
<i>Major Subcontractors/ Supplier Changes</i>	<i>Identification of major subcontractors with EVM flowdown requirements to include those not yet definitized</i>
<i>Rates</i>	<i>Identify impact of rate changes to EAC and/or MR at the contract level</i>
<i>Schedule Health</i>	<i>Results of any internal schedule health analysis</i>
<i>Supplemental Information</i>	<i>Summary level information to amplify and explain data provided within the IPMDAR</i>
Block 16 of the CDRL shall identify any additional tailored in items listed in this table. The frequency for each item shall be annotated in Block 16 of the CDRL and may be identified with a periodicity that meets management needs.	

End of DI-MGMT-81861C

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY: TDP _____ TM _____ OTHER _____	
D. SYSTEM/ITEM		E. CONTRACT/PR NO.	F. CONTRACTOR

16. REMARKS *(Continued)*

Detailed Loaded Contract Performance Metrics: Detailed **Control Account level /Work Package level** [per selection above in section 2.3.2] contract performance cost data metrics (e.g., To-Date BCWS, BCWP, ACWP, and To-Complete BCWS and ETC) are reported in Total and broken out by element of cost (e.g., Labor \$, Material \$, Subcontractor \$, and ODC \$). These detailed data items must be reported as including corresponding indirect costs consistent with the indirect “NonAdd” configuration settings outlined in the contractor’s system description.

2.3.2.2.1. Indirect Costs: Reported Indirect costs are Cost of Money (COM), General and Administrative (G&A) and Overhead (OH). NonAdd settings are used to indicate indirect metrics (OH, COM, and G&A) which are included in the detailed cost metrics (a NonAdd setting of TRUE, indicates that the corresponding indirect cost is included (burdened on) the details cost metrics).

Summary Performance: Summary performance cost and hours metrics (including total indirect values as well as the total PMB values) must be provided within the SummaryPerformance table as per the FFS/DEI. Summary performance metrics must be provided and consistent with the defined indirect NonAdd flags.

[Optional, delete as appropriate] Detailed contract performance *direct* cost data metrics (e.g., To-Date BCWS, BCWP, ACWP, and To-Complete BCWS and ETC) must also be reported in Total and broken out by element of cost (e.g., Labor \$, Material \$, Subcontractor \$, and ODC \$). These metrics must be reported at a consistent level (control account or work package) as the required “loaded” detailed cost metrics.

[Optional, delete as appropriate] Detailed contract performance *indirect* costs must be reported for each cost data metric (e.g., To-Date BCWS, BCWP, ACWP, and To-Complete BCWS and ETC). Indirect costs metrics are reported in total and not separated by element of cost. These indirect cost metrics must be reported at a consistent level (control account or work package) as the required “loaded” detailed cost metrics.

2.4.2.20. Data Dictionary for Native Schedule File: The first monthly analysis narrative submission for the Native Schedule shall include the ‘Schedule Assumptions’ and ‘Data Dictionary’. Any change, post-first submission, to the 'Schedule Assumptions' or 'Data Dictionary' requires re-submittal of the information with the first affected IPMDAR deliverable.

2.4.2.21. Schedule Risk Assessment (SRA): In addition to IPMDAR DID requirements for SRAs and the reporting of any SRAs conducted internally by the Contractor, the Contractor shall perform and report the results of additional SRAs on a **quarterly/semiannual/annual** [choose one, delete as appropriate] basis against any such milestones as the Government may direct, and with such inputs and participation as the Government requests. An SRA may also be requested to support Government Estimate-at-Complete (EAC) processes.

2.4.3.1. SPD Custom/User-Defined Fields: Contractor will reserve [x number] schedule fields as defined below for the purpose of helping the Government navigate, analyze, and health-check the IMS.

[x1 field definition/description]

[x2 field definition/description]

[xn field definition/description]

2.4.3.2. Resources: The submission of a **resource loaded native schedule and/or SPD** [choose one or both, delete as appropriate] **is/is not required** [choose one, delete as appropriate].

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY: TDP _____ TM _____ OTHER _____
D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR

16. REMARKS *(Continued)*

2.5.1. Delivery Options: Delivery of the Performance Narrative Report will be single delivery.

2.5.2. Executive Summary: The entirety of this section shall be a part of the required submission as outlined in the DID.

The Executive Summary shall include all items contained in the Required Elements Detailed Analysis Table (Table 2.1).

Staffing Changes and Rates, per the Tailorable Elements Detailed Analysis Table (Table 2.2), shall be reported if either element has or can be reasonably expected to have a major impact on the effort's cost and/or schedule forecast.

Major Subcontractors, per the Tailorable Elements Detailed Analysis Table (Table 2.2), shall be reported if there were any changes in the reported period or expected in the following three months.

Schedule Health metrics, per the Tailorable Elements Detailed Analysis Table (Table 2.2), shall be reported when that analysis is performed, but no less than annually.

2.5.3.4. Variance Analysis Selection: Variance analysis shall be presented using 'dollars' / 'hours' [choose, delete as appropriate] as the basis. If there are no changes to the reported element problem analysis, expected impacts, or corrective action status, the contractor may specify "no changes since the last reported analysis" and reference the IPMDAR date when the narrative was reported.

SELECT FROM THE FOLLOWING OPTIONS FOR VARIANCE REPORTING. DELETE OPTION NOT SELECTED:

OPTION 1

2.5.3.4.2. Government-Specified Variance Analysis Thresholds: Control account variances that exceed the category thresholds identified below are selected and reported:

Pool of Reportable Variances are determined by the following thresholds:

PLEASE CONSULT WITH YOUR PMO TO DETERMINE VARIANCE THRESHOLDS FOR YOUR CONTRACT.

- 1) Current cost variances exceeding +/- \$XXK or +/- Y%
- 2) Current schedule variances exceeding +/- \$XXK or +/- Y%
- 3) Cumulative cost variances exceeding +/- \$XXK and +/- Y%
- 4) Cumulative schedule variances exceeding +/- \$XXK and +/- Y%
- 5) Variances at completion exceeding +/- \$XXXXK and +/- Y%

Variance thresholds shall be reviewed periodically to ensure the threshold levels are commensurate with the changing program risks and may be adjusted by contract modification with no change in contract price.

OPTION 2

2.5.3.4.3. Specific Number of Control Account Variances: The contractor will report the variance analysis according to the requirement below (notional per program risk):

- 1) Current cost variances: top X variances*
- 2) Current schedule variances : top X variances*
- 3) Cumulative cost variances : top X variances*
- 4) Cumulative schedule variances exceeding : top X variances*
- 5) Variances at completion exceeding : top X variances*

*by dollar value or %

INSTRUCTIONS FOR COMPLETING DD FORM 1423

(See DoD 5010.12-M for detailed instructions.)

FOR GOVERNMENT PERSONNEL

Item A. Self-explanatory.

Item B. Self-explanatory.

Item C. Mark (X) appropriate category: TDP - Technical Data Package; TM - Technical Manual; Other - other category of data, such as "Provisioning," "Configuration Management," etc.

Item D. Enter name of system/item being acquired that data will support.

Item E. Self-explanatory (to be filled in after contract award).

Item F. Self-explanatory (to be filled in after contract award).

Item G. Signature of preparer of CDRL.

Item H. Date CDRL was prepared.

Item I. Signature of CDRL approval authority.

Item J. Date CDRL was approved.

Item 1. See DoD FAR Supplement Subpart 4.71 for proper numbering.

Item 2. Enter title as it appears on data acquisition document cited in Item 4.

Item 3. Enter subtitle of data item for further definition of data item (optional entry).

Item 4. Enter Data Item Description (DID) number, military specification number, or military standard number listed in DoD 5010.12-L (AMSDL), or one-time DID number, that defines data content and format requirements.

Item 5. Enter reference to tasking in contract that generates requirement for the data item (e.g., Statement of Work paragraph number).

Item 6. Enter technical office responsible for ensuring adequacy of the data item.

Item 7. Specify requirement for inspection/acceptance of the data item by the Government.

Item 8. Specify requirement for approval of a draft before preparation of the final data item.

Item 9. For technical data, specify requirement for contractor to mark the appropriate distribution statement on the data (ref. DoDD 5230.24).

Item 10. Specify number of times data items are to be delivered.

Item 11. Specify as-of date of data item, when applicable.

Item 12. Specify when first submittal is required.

Item 13. Specify when subsequent submittals are required, when applicable.

Item 14. Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in Item 16.

Item 15. Enter total number of draft/final copies to be delivered.

Item 16. Use for additional/clarifying information for Items 1 through 15. Examples are: Tailoring of documents cited in Item 4; Clarification of submittal dates in Items 12 and 13; Explanation of reproducible copies in Item 14.; Desired medium for delivery of the data item.

FOR THE CONTRACTOR

Item 17. Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423.

a. Group I. Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.

Estimated Price - Costs to be included under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.

b. Group II. Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, or quality of the data item.

Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.

c. Group III. Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.

Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government.

d. Group IV. Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

Item 18. For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.