

# PARS II Process Document

## OVERTARGET BASELINE (OTB) REPORTING IN PARS II

### PURPOSE

The purpose of this document is to describe the process by which contractors should conduct OTB reporting after OTB on the project was approved and implemented in the contractor system.

### SCOPE

This process applies to projects on which OVERTARGET BASELINE (OTB) was approved and implemented and identifies data elements, information, and processes by which contractor should report changes related to OTB in PARS II.

### PROCESS

Upon implementation of OTB, the following data elements must be provided by the contractor into PARS II. Contractor should validate accuracy of the data in each identified field by reviewing EV\_CPR\_HEADER table of the PARS II Upload Template file.

- **OTB/OTS Date:** Date when OTB/OTS was implemented in contractor system. If this data element does not reside in contractor system CPR Header data set or the value pulled by the extractor is not accurate, it should be manually populated/updated in **EV\_CPR\_HEADER** table of the PARS II Upload Template in **OTBDate** field.
- **Contract Budget Base (CBB):** Dollar value that represents total approved contractor budget. If this data element does not reside in contractor system CPR Header data set or the value pulled by the extractor is not accurate, it should be manually populated/updated in **EV\_CPR\_HEADER** table of the PARS II Upload Template in **CCONBGT** field in WHOLE DOLLARS.
- **Total Allocated Budget (TAB):** Dollar value that represents total budget allocated to the project, including OTB. Note that CBB + OTB should equal to TAB. If this data element does not reside in contractor system CPR Header data set or the value pulled by the extractor is not accurate, it should be manually populated/updated in **EV\_CPR\_HEADER** table of the PARS II Upload Template in **CTOTBGT** field in WHOLE DOLLARS.
- **Reprogramming Adjustments:** Dollar values of reprogramming adjustments to Cost Variance (CV), Schedule Variance (SV), and Budget (BAC & MR) as reported in CPR Format 1 12a, 12b, and 13 should be reported into PARS II in a form of a CPR Format 1 document attachment generated from contractor system. Reprogramming adjustments do not need to be included within the contractor automated CPP Upload at the Control Account level.
- **Variance Analysis Narrative:** VAR Narrative should be included at WBS level required by the contract in the period when OTB was implemented where reprogramming adjustment was applied. If contractor is currently required to submit VAR Narrative as part of automated CPP Upload, such narratives should also be included within the automated CPP Upload. Otherwise, complete CPR Format 5 generated from contractor system should be uploaded as the document into PARS II.

## **Implementation steps:**

- Contractor completes implementation of OTB in their system.
- Starting in the approved period, and all future uploads, all required data elements provided to APM through CPP Upload or document upload.
  - OTB/OTS Date – CPP Upload
  - CBB – CPP Upload
  - TAB – CPP Upload
  - CPR Format 1 – Document upload (.doc, .xls, .pdf, etc.)
  - CPR Format 5 – CPP Upload or Document upload (.doc, .xls, .pdf, etc.)
- PARS II System Administrator enters CPI/SPI Start Date for the project based on the OTB/OTS Date from CPP Upload/CPR Format 1 provided by the contractor.
  - NOTE: The date entered should be the beginning of a reporting period that follows the reporting period in which OTB was implemented. OTB would normally involve single-point adjustments to BCWS and BCWP, and performance measures should exclude these.
- System Administrator enters Reprogramming Adjustments for CV, SV, and BAC from CPR Format 1 at the project level into Project Attributes defined for this purpose.

## **Reporting**

Information provided through CPP Upload or entered into Project Attributes screen in PARS II will be reportable through PARS II Reports. For details of reprogramming adjustments at Control Account and VAR Narratives not included in CPP Upload, project analysts should refer to CPR Format 1 and CPR Format 5 reports provided by the contractor through document upload.