

Contract Performance Report (CPR)

Purpose

The CPR is the primary document used throughout the Federal government to monitor and report earned value for projects. It has been used for many years on Department of Defense (DoD) projects, and the Federal Acquisition Regulation (FAR) has required use of the CPR for information technology projects since 2006. Earned value management is a project management technique that has been used for over a century, everywhere from the factory floor to the Internet, to monitor and control costs and schedules of projects.

The CPR may be used, as is or as modified, on any project, but it must be completed monthly on information technology investments whose cost is expected to be \$1 million or more through the end of the investment.

Document Lifecycle

The CPR is required monthly on information technology investments whose cost is expected to be \$1 million or more through the end of the investment, whether it is for DME (development, maintenance, or enhancement) or “steady state” (operations & maintenance) work. As contracts are developed or completed over the life of an investment, the contracts’ CPRs will start and end being produced.

CPR reporting should begin as early as possible, once a work breakdown structure is outlined, and certainly by the time the Integrated Baseline Review (IBR) is completed. The CPR may need to be submitted prior to the IBR’s affirmation of the milestones, so that the comprehensive, investment-level CPR can be completed for the Department of Health and Human Services (DHHS).

The comprehensive, investment-level CPR resides in the database of the DHHS “portfolio management tool” (PMT, Primavera ProSight) and is only accessible on the DHHS wide-area network (WAN). Contractor personnel will not have access to this tool. It will present a high-level view of the investment, with each contract perhaps being represented by a single “Milestone,” or line, on the CPR.

Audience

The target audience for the CPR includes business, technical, governance, and project team stakeholders, such as the project sponsor, the investment owner, and the ultimate users of the project’s products. EVM data on investments is extracted monthly by DHHS, and is provided quarterly by DHHS to the Office of Management and Budget.

Roles and Responsibilities

The following stakeholders have a prescribed interest in the development, content, review, and use of the CPR.

Stakeholder	Interest
Project Manager	Ensures a CPR is appropriately completed each month, by either the project team or its contractor(s). Monitors the Cost and Schedule variances to identify early warnings of problems. Develops and applies corrective actions, as necessary, in conjunction with other stakeholders.
Government Task Leader (GTL)	Ensures that the CPR is delivered in accordance with the requirements of the Contract or Task Order.
Business Owner	Reviews the monthly CPR with the Project Manager and ensures that any corrective actions planned are appropriate to the goals and resources of the project. Insures the necessary funding is available for rebaselined work.
System Developer Or System Maintainer	Prepares a CPR as specified in the contract and as agreed in the IBR. Monitors the Cost Variance and Schedule Variance, and addresses any items whose trends negatively impact the project.
OIS Stakeholder Not Otherwise Listed	Uses the monthly CPR to see if current and forecast status' of the project would impact any of their work.
IV&V Contractor	Reviews the CPR to identify potential problems before they occur; recommends corrective actions.

Related Deliverables

The content of the following deliverables should be considered during the development of the CPR:

- Project Charter
- Integrated Master Schedule
- Integrated Baseline Review
- Project Management Plan
- Test Plan
- Implementation Plan
- Training Plan
- Budget/Funding Deliverables & Activities
- Other Project Management Deliverables & Activities
- Change Requests
- Corrective Action Plan

Framework Reviews

For new development projects, as well as operations and maintenance projects, the CPR serves as input to the following System Lifecycle Framework review.

Integrated Baseline Review (IBR) – During the IBR, the CPR is reviewed to ensure that it is consonant with the Work Breakdown Structure, the Schedule, and the Budget (the latter two often combined as a “time-phased budget”). This allows the government and the contractor to evaluate the readiness to start work with assurance that all required work will be monitored and controlled by the project team.

Template

The CPR is DD Form 2734/1 through 2734/5. The templates for the five CPR formats are available at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm> as fillable Acrobat pages. They are also available as an Excel workbook at http://www.acq.osd.mil/pm/currentpolicy/cpr_cfsr/CPR_81466.xls.

Other Available Guidance

The DoD CPR DID (Data Item Description) that prescribes what information is entered into each element of the CPR is at http://www.acq.osd.mil/pm/currentpolicy/cpr_cfsr/CPR%20Final%203-30-05.pdf.

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