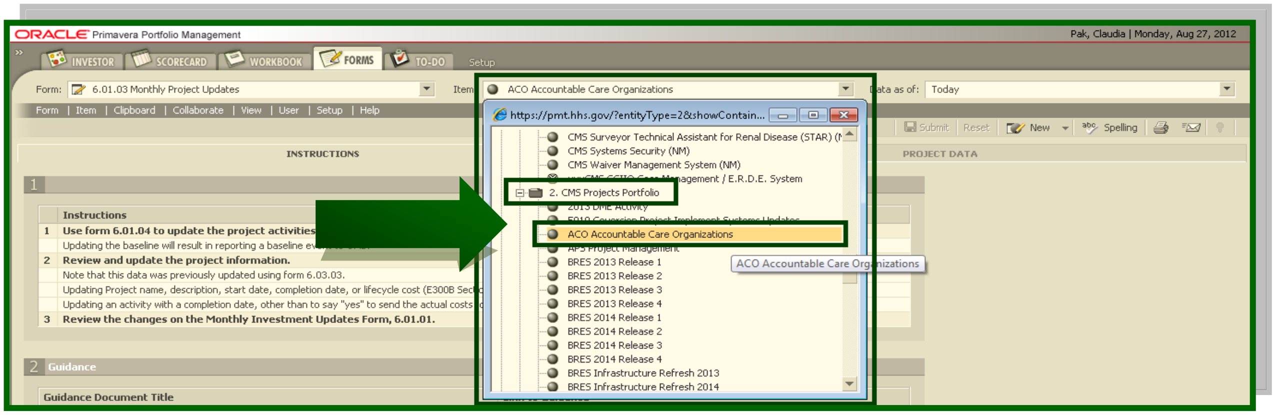
Last Updated August 28, 2012

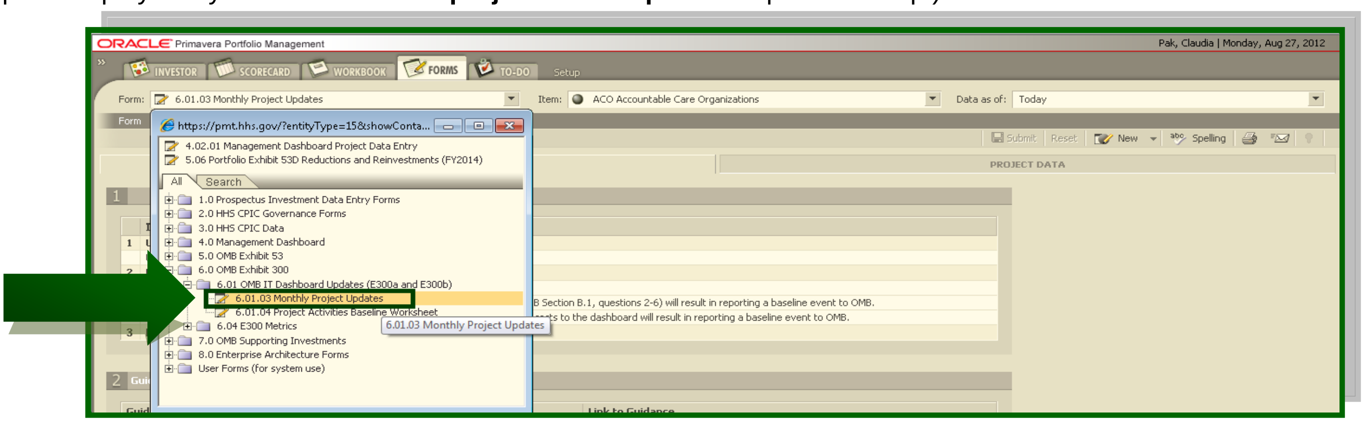
OPPM Monthly Cost & Schedule Data Update Instructions

Step 1. Log in to HHS's Portfolio Management Tool (PMT) or the Oracle Primavera Portfolio Management (OPPM) at https://pmt.hhs.gov/prosight/. If you've forgotten your password, or if it's expired, contact your OIS/EASG/DITIM investment analyst or OIS/EASG/DITG EVM analyst to get it reset.

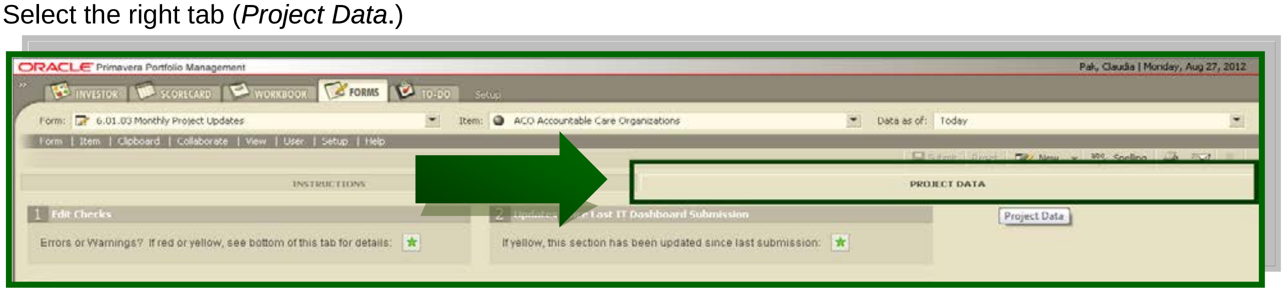
Step 2. In the top-center, "*Item*" drop-down box, select your project's title from **section 2** (*CMS Projects Portfolio*) of the list.



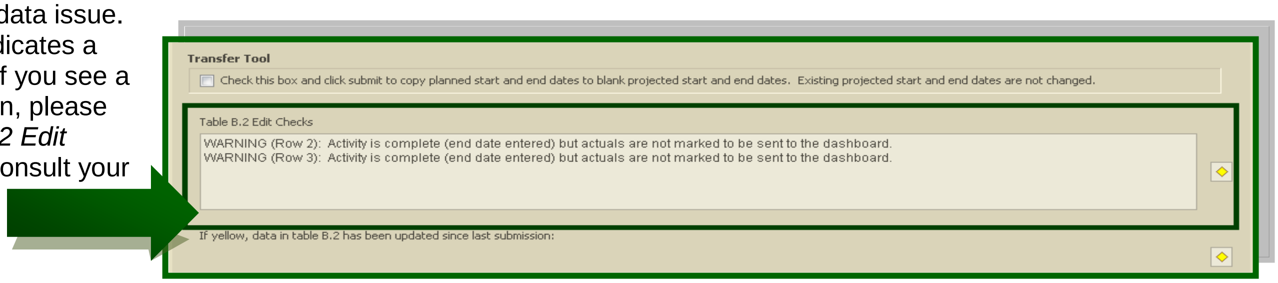
Step 3. In the top-left, "Form" drop-down box, select **Form 6.01.03** (*Monthly Project Updates*). (You will **not** see this option displayed if you did **not** select a **project** from **step 2** or the previous step.)



Step 4. Select the right tab (*Project Data*.)



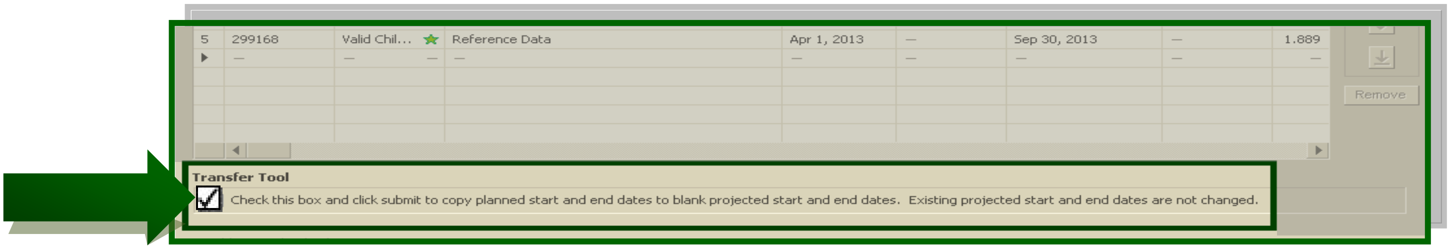
On the project data page, section 1 (*Edit Checks*) refers to the data quality of your monthly cost and schedule data submission. The icons can be red, yellow or green. A green icon indicates OPPM/PMT does not see a data issue. A red icon is presented when there is a data issue. A yellow icon indicates a potential issue. If you see a yellow or red icon, please refer to *Table B.2 Edit Checks* and/or consult your EVM analyst.



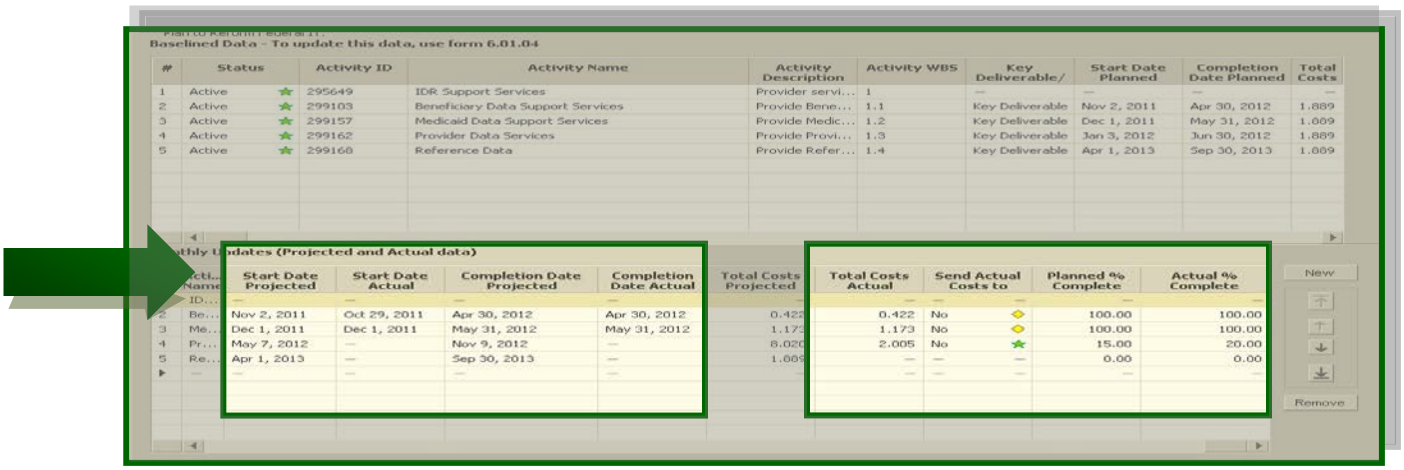
Section 2 (*Updates Since Last IT Dashboard Submission*) refers to the timeliness of your monthly cost and schedule data submission. Last month's data transmits from PMT/OPPM to the Federal IT Dashboard (http://www.itdashboard.gov). After data

gets transmitted to the Federal IT Dashboard, the status indicator becomes green. Upon your cost and schedule data submission this month, the indicator should turn yellow.

Step 5. When a **recent re-baseline** event/activity occurs, the changes appear on the 1st table (*Table B.2 - Baselined Data - To update this data, use form 6.01.04*), please check off the box at the bottom of the 2nd table. The check-off box is labeled "Check this box and click submit to copy planned start and end dates to blank projected start and end dates. Existing projected start and end dates are not changed." This will copy the baseline project data (planned dates into the monthly updates table.)



Step 6. To make your monthly cost and schedule updates, scroll down to the 2nd table in Section 4 (*Table B.2 - Monthly Updates (Projected and Actual data)*).



Each month enter:

Total Costs Actual (from reports or invoices), cumulative, in millions (enter 6.075 for $6,075,000)

Planned % Complete (from the monthly Contract Performance Report (CPR) format 1 or other report where BCWS/BAC * 100). For 60%, enter 60 and not 0.60.

Actual % Complete (from the monthly CPR format 1, other report where BCWP/BAC * 100 or Microsoft Project Schedule). For 60%, enter 60 and not 0.60.

Start Date Projected (from Microsoft Project Schedule indicating new start dates) for activities which have not yet started.

Completion Date Projected (from Microsoft Project Schedule indicating new completion dates) for activities which have not yet completed.

<u>Also, if the Activity actually started or completed in the month you are reporting on, enter:</u>

Start Date Actual, or **Completion Date Actual** (Please only enter completion date actual when you have received and signed off on the final invoices/reports for that activity from your contractor.)

And, there's a new **"Send Actual Costs to Dashboard"** column. For old, completed Activities for which you have received all invoices, this entry should be "Yes." For the time being, leave this "No" for each current Activity.

Please do not add/change/delete activities without consulting your assigned DITIM investment analyst.

Click on the "Submit" button in the upper-right of the page. If you change an entry, Submit.