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| DID | VSY | Program Controls EVM  | N/A | N/A | All |

**Data Item Description**

**Weekly Progress Report**

**FIN 209**

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| **WEEKLY PROGRESS REPORT** | **FIN209** |

1. This document sets out the guidance for EVM reporting structure throughout the D&PE phase of the program.

**REQUIREMENTS**

1. Weekly Reporting
* The Subcontractor must report the work packages to VSY as a Contract Work Breakdown Structure (CWBS) in the format provided in an Excel template provided by VSY.
* Each document shape in below represents a separate worksheet embedded within the Weekly Progress Report excel workbook:
	+ Earned value is calculated in hours;
	+ Detailed timesheets must reconcile to actual invoices submitted on a monthly basis as validation for reported Actuals.



* The Subcontractor must submit a weekly progress report by close of business 17:00 PST each Tuesday for the term of each Task, this will include but is not limited to the following information:
	+ Weekly Progress Reports, must be provided using excel template provided by VSY which calculates Earned Value based on hours;
	+ On a weekly basis, reports must summarize progress that occurred Sunday to Saturday of the previous week and;
	+ Changes to Performance Measurement Baseline to be reported on weekly basis;
	+ Cost / Schedule variance to be reported, with root cause analysis and mitigation actions that might request after the fact by VSY;
	+ A copy of the excel workbook template is provided in **“FIN209 Attachment 1”**;
	+ Reports must be submitted via email to: Name: Carlos Palacios Viviani

Title: Program Control Specialist

Email: cpalaciosviviani@Seaspan.com with copy to JSSsubcontracts@seaspan.com

1. EVM
* Subcontractor to compile with one of the international standard for Earned Value Management Systems, e.g. ANSI/ EIA-748-C, Practical Standard for Earned Value Management –PMI or PM Book 5th.
* WBS (Work Breakdown structure) - to be provided by VSY. Subcontractor to identify activities, logic and resources to execute each work package. No changes to VSY WBS structure without VSY approval.
* OBS (Organization breakdown structure) - Subcontractor to submit OBS for VSY approval. Changes to OBS to be submitted to VSY as higher revision.  An OBS reflects the way in which the project has organized the people who will achieve the work. A WBS reflects the way in which work has been subdivided. To assign work responsibilities to appropriate organizational elements the WBS must be interrelated with the OBS. The assignment of lower-level work breakdown elements to responsible organizations provides a key control point for management purposes and cost collection. The integration of the WBS and the OBS at the control account level can be displayed as a matrix, with the OBS elements listed on one axis and the WBS elements on the other. This is the responsibility assignment matrix, where each element is a control account (CA) with a control account manager (CAM) responsible for its completion to budget. A control account will normally comprise a number of work packages (WPs). In some cases, a control account may be a single work package. Each work package should have the following attributes:
	+ defined scope of work;
	+ measure of achievement;
	+ traceability up through the WBS;
	+ budget;
	+ assignment of responsibility;
	+ Start and finish dates.
* Actual hours and dollar amounts $ - Activity based cumulative time sheets to be submitted to VSY for approval. Actual hours for EVM calculations to be based on the approved time sheets. Timesheet template to be provided by VSY as part of the Excel workbook template;
* Planned Value - The sum of the budgets for all work packages, planning packages etc. scheduled to be achieved (including in-process work packages), plus the amount of level of effort and apportioned effort scheduled to be achieved. This may be expressed as the BCWS/PV within a given time period, such as period BCWS/PV or cumulative BCWS/PV. The time phased budget must be as per the approved performance measurement baseline. VSY approval is required for any change to performance measurement baseline.
* Earned Value - The sum of the budgets for completed work packages and completed portions of open work packages, plus the applicable portion of the budgets for level of effort and apportioned effort. Whenever possible discrete earned value measurement technique to be used – According to the agreed rules of credit with VSY-. Since there are certain task’s effort that by itself is not readily measured or divisible into discrete work packages but which is related in direct proportion to the planning and performance on other measured effort; Apportioned effort technique to be used. It’s not advisable to use Level of effort technique where Effort of a general or supportive nature which does not produce definite ends products. However, in case it has been agreed to VSY to use this technique for certain tasks, Earned value for LoE always equals the planned budget to date (BCWS/PV) whether or not any work is performed.
* CPI/SPI to be reported on both summary level and activities level
* EAC/ETC calculation must have comprehensive bottom-up EACs developed at control account level. Subcontractor to report EAC/ETC basis of calculations. The following should be considered when defining a detailed EAC:
	+ past performance;
	+ required efficiency to recover;
	+ costs (incurred and committed) to date;
	+ the use of contract charging rates (incorporating overhead cost pools) to obtain the cost of labour based estimates;
	+ technical assessment of tasks remaining;
	+ cost and schedule variances incurred to date;
	+ expected future efficiency;
	+ percentage of task already completed and remaining risks (risk review and probability of cost impact);
	+ ongoing or outstanding management actions;
	+ forecast schedule completion of the task;
	+ anticipated changes to the scope of work;
	+ future economic conditions, forecast rate changes and escalation indices;
	+ Previous EAC trend.