

Guidelines for Closing a Control Account

- What** These guidelines serve as reference information for use in developing a resource loaded project schedule.
- Why** Using these guidelines during the process of schedule development can improve the ease of use with EVMS.

1 Glossary of Terms and Acronyms

CA – Control Account
CAM – Control Account Manager
CTC - Chargeable Task Code
DOE – U.S. Department of Energy
DTI – Desk Top Instruction
EV – Earned Value
EVMS - Earned Value Management System
FO - Financial Officer
MS - Milestone
PCS – Project Controls Specialist
PM – Project Manager
WAD – Work Authorization Document
WP – Work Package

Control Account (CA) - A key management control point located at the natural intersection point of the WBS and the OBS, where functional responsibility for work is assigned. It represents the point at which budgets (resource plans) and actual costs are accumulated and compared to earned value for management control purposes.

Control Account Manager (CAM) – The member of the project team responsible for the performance defined in a Control Account and for managing the resources authorized to accomplish the tasks.

Work Package (WP) – Commonly defined as “a task or set of tasks performed within a control account.” However, this term is often confusing due to its use in various tools. For example, in Cobra, a WP, and its ID refers to a P6 Task and its “Activity ID.” This usage is acceptable in Cobra because in EVMS terms a WP is any level of activity below the Control Account. However, in P6, a WP is sometimes referred to as an element of the Work Breakdown Structure (WBS). Throughout this document, WP, Task, and Activity are interchangeable, synonymous terms and do not refer to a particular level of the WBS.

2 Intent of Desk Top Instruction (DTI)

The intent of this DTI is to provide further clarification of intent and direction found in Fermi Research Alliance (FRA) Earned Value Management System (EVMS) procedures. It is expected that all Project personnel is first familiar and compliant with the EVMS procedures, and then seek clarification from the DTI. Compliance with the procedures is expected; therefore, if there are conflicts between procedures and the DTI, the EVMS procedures are to be followed.

3 Closing a Control Account:

3.1 Responsibility:

Control Account Manager (CAM) – Verify Control Account (CA) scope and Work Packages (WP) have been completed. Ensure all accruals or costs have been placed or received. Notify Procurement Officer, Financial Officer and Project Controls Specialist (PCS) of the need to close CA. CAM will coordinate efforts to close the CA.

Procurement Officer – Verify there are no outstanding Purchase Order/Vender claims.

Financial Officer – Verify all CA costs have been received and Chargeable Task Codes (CTC) are ready to close. De-obligate all outstanding Purchase Orders

Project Controls Specialist – Ensure all Schedule activities, and milestones are complete. Ensure all actual costs are reflected in Cobra. Ensure all reports and systems reflect the CA has been closed.

3.2 Steps to Closing CA:

When all work scope and Work Packages (WP) are completed within a CA, the Control Account Manager (CAM) will notify the PCS, Procurement Officer, and FO that the CA is ready for closure.

The Procurement Officer will contact any vendor, Contractor, University, or other contractual entity which may have claims against the CA, giving them notice of intent to final close with appropriate time to process final claims. Once all claims are resolved the Procurement Officer will contact the FO and CAM that all claims have been submitted.

The FO staff will work with the Budget Office and Procurement to confirm all costs have been reconciled and close the appropriate codes. Due to the closeout of subcontracts, some CTCs will have to remain open longer than the expected period of performance, but accruals should be made to ensure proper financial and EVMS status. When all CTCs associated with the CA are closed, the FO will notify the PCS and CAM.

The PCS will ensure all the CA schedule activities, and milestones are 100% complete. The PCS will ensure that all actual costs are reflected in the EVMS tools and reports. The PCS will ensure all Cobra WPs have been completed by ensuring they have an actual start and finish dates as shown below.

General		Resource Assignments		Milestones/Steps		Notes	
Status:	Description:						
Completed	BNL Equipment Disassembly & Transport						
Dates:		Start:		Finish:			
Baseline:	07/01/2015		08/03/2015				
Actual:	07/01/2015		08/04/2015				
Forecast:	07/01/2015		08/04/2015				
Early:	07/01/2015		01/01/2016				
Late:	07/01/2015		01/01/2016				
Pending:	07/01/2015		07/01/2015				

The PCS shall verify that all WPs and the CA have a closed status (see example below).

	Cntrl Acct	WP	Description	CAM	Status
☰	476.05		BNL Equipment Disassembly & Transport	15147N	Completed
⋮	476.05	476.T001	5.1 Ring Disassembly		Completed
⋮	476.05	476.T002	5.2 Ring Transport		Completed
⋮	476.05	T001BASE	T001 Cost through Baseline (31 July 2015)		Completed
⋮	476.05	T002BASE	T002 Cost through Baseline (31 July 2015)		Completed

Additionally, the PCS will ensure the WAD, RAM, and other appropriate reports reflect the CA is closed and filled with project records, as needed. Once the CA has been closed, monthly reporting for the closed CA will no longer be required. Once all schedule and Cobra data has been verified to reflect 100% complete or closed the PCS will notify the CAM.

4 Document Revision History

Date	Version	Author	Description
1/2/2017	0.0	Richard Marcum	Developed DTI