

Guidelines for Completing the VDOT Form C-13CPM

CONSTRUCTION DIVISION

1. OVERVIEW

The VDOT Form C-13CPM is required to prepare and submit the Contractor's Progress Earnings Schedule as specified in the Category IV and V and Design-Build specifications. At the Contractor's discretion, Form C-13CPM may also be used to prepare the Progress Earnings Schedule for other projects, provided the Progress Schedule was cost-loaded in accordance with the Category IV Progress Schedule specifications. This guide provides guidelines for preparing the Form C-13CPM.

2. DOWNLOADING THE VDOT FORM C-13CPM FILES

The VDOT Form C-13CPM (MS Excel spreadsheet) and related Primavera P6 ".erp" report files needed for preparing the Activity Cost-loading Report (ACR) and Contractor's Progress Earnings Schedule (Form C-13CPM) are available on the VDOT website and can be downloaded as follows:

1. Click on the following link to access the VDOT Construction Scheduling Webpage.

http://www.virginiadot.org/business/const/ConstrSchResSpecs.asp

🖉 Construction Scheduling - Windows Internet Explorer provided by Virginia IT Partnership
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V Construction Scheduling
Post-award Construction Scheduling
o VDOT Post-award Scheduling Guide (pdf) (DRAFT)
o Guidelines for Accessing and Using the VDOT Scheduling Application (Not available at this time)
 VDOT Primavera P6 Schedule Scrubber (New - 6/19/13) Zipped
 Project Category (pdf) (Revised 5/31/12)
o CD-2008-14 (Cat I & II Progress Schedule Specifications) (pdf)
<u>Cat M</u> Special Provision for Schedule of Operations (pdf)
o Cat Special Provision for Progress Schedule (pdf)
CatII Special Provision for Progress Schedule (pdf)
 Cat III Special Provision for Progress Schedule (pdf)
o Cat IV Special Provision for Progress Schedule (pdf)
 Guidelines for <u>Conducting a Scheduling Conference</u> (pdf)
o VDOT P6 Standard Bid Item Resources (ver.7.0.xer)
 Form C-13C Contractor's Progress Earnings Schedule (Excel Spreadsheet) (1/12/12)
o Guidelines for preparing the VDOT Form C-13C (pdf)
 Form C-13CPIM Contractor's Progress Earnings Schedule (Excel Spreadsheet)
 Guidelines for preparing the VDOT Form C-13CPM (pdf) NEW
o Primavera (P6) Activity Cost-loading Report (ACR) (P6 ACR Report File)
o Primavera (P6) Form C-13CPM Monthly Progress Earnings Schedule Data Export Report - update 1/17/13
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2. Click on the Form C-13CPM link and then click on the Save button to download and save a copy of the Form C-13CPM to your computer.

File Download	<
Do you want to open or save this file?	
Name: C13CPM.xls Type: Microsoft Office Excel 97-2003 Worksheet, 338KB From: www.virginiadot.org	
Open Save Cancel	
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	

3. Click on the Primavera P6 Activity Cost-loading Report (ACR) link and then click on the Save button to download and save a copy of the ACR "erp" report file to your computer.

File Download	×
Do you want to open or save this file?	
Name: Contractors_ACR.zip Type: Compressed (zipped) Folder, 4.32KB From: www.virginiadot.org	
Open Save Cancel	
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	

4. Click on the Primavera P6 Form C-13CPM Monthly Progress Earnings Schedule Data Export Report link and then click on the Save button to download and save a copy of the Form C-13CPM "erp" report file to your computer. The Primavera P6 Form C-13CPM report will be used to generate/export the monthly cost data needed to complete the Form C-13CPM.

File Download	\mathbf{X}
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Open Save Cancel]
While files from the Internet can be useful, some files can potentiall, harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	y

3. IMPORTING THE PRIMAVERA P6 "ERP" REPORTS

The Primavera P6 ACR and Form C-13CPM monthly cost data "erp" reports downloaded from the VDOT website can be imported to your Primavera P6 database for use in preparing the ACR and for generating/exporting the time-distributed (monthly) cost data needed to complete the Form C-13CPM. The following are guidelines for importing the Primavera P6 "erp" reports:

1. In the Reports window in Primavera P6, select a Report Group under which the new report will be created, then click on the Imports button in the Command bar.

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8	■ 届 Report Group: Standard Construction Reports		Run Batch
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	Portfolio: All Projects User: admin Data Date: 02-01	-12 Access Mode: Shar	red Baseline: Current Pro

2. Locate the Contractor's_ACR.erp file, select, and then click on Open.

Import Report I	Definition	? 🗙
Look in:	🔁 Form C-13CPM 🗨 🛨 🖻 📸	
📁 Recent	Contractor's Monthly Progress Earnings Schedule Report (Form C-13CPM).erp	
Desktop		
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My Network Places	File name: Contractors_ACR.erp Files of type: Report definition files (".ERP)	Open Cancel

3. Click on the OK button after the report has been imported successfully.

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	Portfolio: All Projects User: admin Data Date: 02	-01-12 Access N	lode: Shared	Baselin	e: Current Pro

4. Repeat Steps 1 through 3 to import the Contractor's Monthly Progress Earnings Report (Form C-13CPM). The Primavera P6 Form C-13CPM report will be used to generate/export the monthly cost data needed to complete the Form C-13CPM.

🖸 Primavera	P6 : C00012345C01_B01 (Example Project #1 - Baseline #01 (DD: 2/1/12))	_ 🗆 🛛
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	Portfolio: All Projects User: admin Data Date: 02-01-12 Access Mode: Shared	🧭 Wizard Baseline: Current Pro

4. MODIFYING MICROSOFT EXCEL SOFWARE SECURITY SETTING

The VDOT Form C-13CPM uses MS Excel Add-ins formulas and built-in macros. Your software security software setting must be modified to enable macros when using the VDOT Form C-13CPM. The following are guidelines for modifying the MS Excel software security settings:

- A. <u>For Microsoft Excel 2003 (or earlier)</u>: Please note that the following user settings are required prior to using the Form C-13CPM. These are onetime (unless changed by the user) user settings necessary to ensure that the form functions properly. Prior to completing the form *for the first time*, users must first:
 - 🛚 Microsoft Excel Book1 Eile Edit View Insert Format Iools Data Window Help Adobe PDF - _ 8 🗧 🗄 Arial Spelling.. F7 🗋 💕 🛃 10 .00 E Alt+Click Research.. Þa 💅 💡 4 Error Checking... Speech Shared Workspace... Share Workbook... <u>T</u>rack Changes Compare and Merge Workbooks. Protection Online Collaboration Goal Seek.. Scenarios. Formula Auditing Macros. Alt+F8 Add-Ins. Record New Ma AutoCorrect Options... ⊆ustomize.. ⊻isual Basic Editor Alt+F11 Options.. Microsoft Script Editor Alt+Shift+F11 H\Sheet1 / Sheet2 / Sheet3 / < > MUM
 - 1. Click on Tools from the main menu, then Macro, and then Security.

2. Then select the Medium security level, and then click OK. (*Note: Medium macro security setting is the maximum level macro security setting required to allow the built-in macros to function properly. Users may elect to change the setting as desired when not using the VDOT Form C-13CPM*).

Security ?X	
Security Level Irusted Publishers	
 Very High. Only macros installed in trusted locations will be allowed to run. All other signed and unsigned macros are disabled. 	
 High. Only signed macros from trusted sources will be allowed to run. Unsigned macros are automatically disabled. 	
Medium. You can choose whether or not to run potentially unsafe macros.	
Low (not recommended). You are not protected from potentially unsafe macros. Use this setting only if you have virus scanning software installed, or you have checked the safety of all documents you open.	
Virus scanner(s) installed. OK Cancel	

3. Click on Tools from the main menu, and then click on Add-Ins.



4. Click on the Analysis ToolPak and Analysis ToolPak – VBA checkboxes, and then click OK to activate additional functions needed for the form to function properly.



- **B.** <u>For Microsoft Excel 2007 or 2010</u>: Please note that the following user settings are required prior to using the Form C-13CPM to ensure that the form functions properly (these are onetime user settings unless changed by the user). Prior to completing the form *for the first time*, users must first:
 - 1. Click on the Windows Office Button, and then click on the Excel Options button.

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2. Click on the Trust Center link, and then click on the Trust Center Settings button.

Excel Options	? 🛛
Popular Formulas	Help keep your documents safe and your computer secure and healthy.
Proofing	Protecting your privacy
Save	Microsoft cares about your privacy. For more information about how Microsoft Office Excel helps to protect your privacy, please see the privacy statements.
Advanced	Show the Microsoft Office Excel privacy statement
Customize	Microsoft Office Online privacy statement
Add-Ins	Customer Experience Improvement Program
Trust Center	Security & more
Resources	Learn more about protecting your privacy and security from Microsoft Office Online.
	Microsoft Windows Security Center
	Microsoft Trustworthy Computing
	Microsoft Office Excel Trust Center
	The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.
	OK Cancel

3. Click on the Add-Ins link and ensure that the Add-ins boxes are unchecked.

Trust Center	? 🗙
Trusted Publishers Trusted Locations Add-ins ActiveX Settings Macro Settings Message Bar External Content Privacy Options	Add-ins
	OK Cancel

4. Click on the Macro Settings link, then specify Enable all macros, and then click OK and OK again. (*Note: The enable all macro setting is a one-time setting that allows the built-in macros to function properly. However, users may elect to change the setting as desired when not using the VDOT Form C-13CPM*).

Trust Center	? 🗙
Trusted Publishers Trusted Locations Add-ins ActiveX Settings Macro Settings Message Bar External Content Privacy Options	Macro Settings For macros in documents not in a trusted location: Disable all macros without notification Disable all macros with notification Disable all macros except digitally signed macros Image: Set the set t
	OK Cancel

5. PREPARING A BASELINE PROGRESS EARNINGS SCHEDULE (FORM C-13CPM)

The VDOT Form C-13CPM is required by specifications to prepare the Baseline Progress Earnings Schedule for Category IV and V and Design-Build projects to show the Contractor's anticipated progress each month, as of the Contractor's progress estimate date. The Baseline Progress Earnings Schedule will be based on time-distributed monthly cost data generated from the cost-loaded Baseline Progress Schedule. The following are guidelines for preparing a Baseline Progress Earnings Schedule using Form C-13CPM:

1. Open a copy of the VDOT Form C-13CPM in MS Excel. (*Note*: For Microsoft Excel 2003 (or earlier) users, a macro security warning will be displayed when opening the Form C-13CPM file. Click on the Enable Macros button to enable the built-in macros needed for the form to function properly.

Security Warning
"C:\Documents and Settings\frank.gbinije\My Documents\Form C-13CPM\Copy of C13CPM.xls" contains macros.
Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.
Disable Macros Dore Info

2. Save the file with a unique file name using the Contract ID as a prefix followed by the submission number, type of submission, and the current data date of the Progress Schedule on which the C-13CPM is based (i.e. C00012345C01_B01_C-13CPM_2-01-12.xls).

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	Excel 97-2003 Workbook (*.xls)	×
Tools -		<u>Save</u> Cancel

3. Click on the Controls Chart Data tab to open the Controls Chart Data worksheet, and then enter the Contractor's name, submission number, and Progress Schedule data date. Then enter the required Contract ID and other required project information.

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4. Enter the required Contract time and financial data. (*Note: The Adjusted Total Contract Value is required and is the currently approved Contract amount at the time the C-13CPM is prepared, which must equal the Original Total Contract Value or as subsequently adjusted by an approved Work Order*).



5. Prior to running the Primavera P6 Contractor's Monthly Progress Earnings Schedule Report (Form C-13CPM) to generate/export the monthly cost data, your User Preferences in Primavera P6 must be modified as follows:

User Preferences	
User Preferences Time Units Dates Qurrency E-Mail Agsistance Application Password Resource Analysis Calculations Startup Ejiters	All Projects When All Projects are shown in the Resource Usage Profile and Spreadsheet, all opened projects are included as well as the closed projects specified below. All closed projects (except what-if projects) All closed projects with a leveling priority equal/higher than • Opened projects only Time-Distributed Data In the Resource Usage Profile and Spreadsheet, display time-distributed Remaining Early data using • Remaining Early dates • Forecast dates
	Forecast dates Interval for time-distributed resource Calculations: Display the Role Limit based on Custom role limit Calculated primary resources' limit Help Elemetric

- i) In Primavera P6, click on Edit in menu bar, then User Preferences to open the User Preferences dialog box.
- ii) Then click on the Resource Analysis tab.
- iii) Then specify Remaining Early dates to display the time-distributed data based on remaining early dates.
- iv) Then select Day as the Interval for time-distributed resource calculations.
- v) And then click on Close.

6. In the Reports window in Primavera P6, select Contractor's Monthly Progress Earnings Schedule Report (Form C-13CPM), then click on the Run Report button in the Command bar.

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Projects	Report Name	Report S	cope	^	<u> </u>	
8	Contractor's Monthly Progress Earnings Schedule Report (Form C-13CPM)	Global				Run Batch
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7. Specify ASCII Text File (with the Field Delimiter and Text Qualifier specified as shown), then provide a filename and location for the Output file. Then mark the View file when done checkbox, and then click OK to create and open the time-distributed monthly cost data "csv" spreadsheet file in MS Excel.

Run Report		×
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Output file		
ttings\frank.gbinijeWy Documents\C00012345_B01_C13CPM.csv		
View file when done		
Notes		

8. In the C-13CPM "csv" worksheet generated from Primavera P6, click on Cell C3, then drag down to Cell C7 (Column C, Rows 3 thru 7), and then across to the Total column to select the values for each pay period and Total column. Then right-click and click on Copy to copy the selected cost data. (*Note: The Form C-13CPM may have more estimate periods than the monthly cost data "csv" worksheet generated from P6, if the calculated finish date of the project is earlier than the Contract completion date).*

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3	C00012345C01	Actual							
4		Remaining Early	\$10,000.00	\$119,000.00	\$366,060.04	\$654,239.96	\$525,200.00	\$418,000.00	\$418,000.00
5		Remaining Late		\$88,333.33	\$224,666.70	\$441,999.97	\$380,000.00	\$446,030.00	\$728,350.00
6		At Completion	\$10,000.00	\$119,000.00	\$366,060.04	\$654,239.96	\$525,200.00	\$418,000.00	\$418,000.00
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9. In the Form C-13CPM Earnings Data Input worksheet, click on Cell C3 in the Baseline Monthly Cost (Earnings) Data section, then right-click and click on Paste to paste the monthly values copied from the C-13CPM "csv" worksheet. Review to make sure that the monthly values for each estimate period and Total column align with the "csv" worksheet, adjust as necessary. (*Note: If there are additional estimate periods in Earnings Data Input worksheet and the Total values are misplaced, cut/paste the Total values into the Total column, as necessary. And then copy the Cum At Completion Cost (CACC) value from the last estimate period with a CACC value and paste into each of the following blank estimate periods preceding the Total column).*

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1	1 BASELINE MONTHLY COST (EARNINGS) DATA														
2	Payment Estimate Dates	2/4/2012	3/4/2012	4/4/2012	5/4/2012	6/4/2012	10/31/2012	Total							
3	Actual Cost							S -							
4	Remaining Cost (Early)	\$ 10,000.00	\$ 119,000.00	\$ 366,060.04	\$ 654,239.96	\$ 525,200.00		\$ 2,614,800.00	D						
5	Remaining Cost (Late)		\$ 88,333.33	\$ 224,666.70	\$ 441,999.97	\$ 380,000.00		\$ 2,614,800.00	D						
6	At Completion Cost	\$ 10,000.00	\$ 119,000.00	\$ 366,060.04	\$ 654,239.96	\$ 525,200.00		\$ 2,614,800.00	D						
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12	Remaining Cost (Late)														
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10. In the Form C-13CPM Earnings Data Input worksheet, copy the values from the Baseline Monthly Cost (Earnings) Data section and paste into the Current Update Monthly Cost (Earnings) Data section to establish the Contractor's current projected monthly earnings. Review to make sure that the values for each estimate period and Total column for the baseline and current update sections are in alignment, adjust as necessary.

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2	Payment Estimate Dates	2/4/2012		3/4/2012		4/4/2012		5/4/2012		6/4/2012	10/31/2012	Tota		
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4	Remaining Cost (Early	\$ 10,000.00	S	119,000.00	\$	366,060.04	\$	654,239.96	S	525,200.00		\$ 2,614,80	00.00	
5	Remaining Cost (Late		\$	88,333.33	\$	224,666.70	\$	441,999.97	s	380,000.00		\$ 2,614,80	00.00	
6	At Completion Cos	t \$ 10,000.00	\$	119,000.00	\$	366,060.04	\$	654,239.96	s	525,200.00		\$ 2,614,80	00.00	
7	Cum At Completion Cos	t \$ 10,000.00	\$	129,000.00	\$	495,060.04	\$	1,149,300.00	S	1,674,500.00	\$ 2,614,800.00	\$ 2,614,80	00.00	
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9	Payment Estimate Dates	2/4/2012		3/4/2012		4/4/2012		5/4/2012		6/4/2012	10/31/2012	Tota		
10	Actual Cos	t										S	-	
11	Remaining Cost (Early	\$ 10,000.00	s	119,000.00	S	366,060.04	S	654,239.96	S	525,200.00		\$ 2,614,80	00.00	
12	Remaining Cost (Late)	s	88,333.33	S	224,666.70	S	441,999.97	S	380,000.00		\$ 2,614,80	00.00	
13	At Completion Cos	t \$ 10,000.00	s	119,000.00	s	366,060.04	s	654,239.96	S	525,200.00		\$ 2,614,80	00.00	
14	Cum At Completion Cos	t <u>s 10,000.00</u>	s	129,000.00	s	495,060.04	s	1,149,300.00	s	1.674.500.00	S 2,614,800.00	\$ 2,614,80	00.00	
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11. Click on the Controls Chart Data to review the monthly and cumulative values for accuracy. Compare against the "csv" cost worksheet.

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16	02/04/12	\$ 10,000.00	\$ 10,000.00	0.4%	s		s	-	0.0%	0.0%			
17	03/04/12	\$ 119,000.00	\$ 129,000.00	4.9%	s	88,333.33	\$	88,333.33	3.4%	0.0%			
18	04/04/12	\$ 366,060.04	\$ 495,060.04	18.9%	s	224,666.70	\$	313,000.03	12.0%	8.9%			
19	05/04/12	\$ 654,239.96	\$ 1,149,300.00	44.0%	s	441,999.97	s	755,000.00	28.9%	34.0%			
20	06/04/12	\$ 525,200.00	\$ 1,674,500.00	64.0%	s	380,000.00	s	1,135,000.00	43.4%	54.0%			
21	07/04/12	\$ 418,000.00	\$ 2,092,500.00	80.0%	s	446,030.00	s	1,581,030.00	60.5%	70.0%			
22	08/04/12	\$ 418,000.00	\$ 2,510,500.00	96.0%	s	728,350.00	s	2,309,380.00	88.3%	86.0%			
23	09/04/12	\$ 45,257.14	\$ 2,555,757.14	97.7%	s	220,160.00	\$	2,529,540.00	96.7%	87.7%			
24	10/04/12	\$ 59,042.86	\$ 2,614,800.00	100.0%	s	85,260.00	\$	2,614,800.00	100.0%	90.0%			
25	10/31/12	s -	\$ 2,614,800.00	100.0%	s	_	s	2,614,800.00	100.0%	100.0%			
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12. Click on the Hide Blank Rows button at the bottom of the form to hide any unused rows after setting or resetting either the Contract Completion Date or Projected Completion Date.

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13. Click on the Progress Chart to view/print the Progress Earnings Schedule S-Curve. Click the Update Progress Chart button to plot/update the chart. Lastly, save the file.



6. PREPARING A PROGRESS EARNINGS SCHEDULE UPDATE (FORM C-13CPM)

The VDOT Form C-13CPM is required by specifications to prepare the Progress Earnings Schedule Update for Category IV and V and Design-Build projects to show the Contractor's current progress on the project based on the total earnings to date, as of the progress estimate date. The Progress Earnings Schedule Update must also show the current projected monthly earnings for the remaining periods based on monthly values generated from the current Progress Schedule Update. The following are guidelines for preparing a Progress Earnings Schedule Update using the VDOT Form C-13CPM:

1. Open a copy of the previously accepted Form C-13CPM, then save/rename the file using a unique filename to indicate the submission number, type, and current data date of the update (i.e. C00012345C01_U01_C-13CPM_2-4-12.xls). Update the following information to reflect the current submission:

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2	2 DR'S PROGRESS EARNINGS SCHEDULE (FORM C-13CPM)										
3	Monthly	Update #	01 Submis	sion (DD: 2	-04-13)						
4		-				CONTRACT	NIP DATE:	February 1, 2012			
5		-				CONTRACT	COMPLETION	October 31, 2012			
6		-	\ / Г			PROJECTE	D COMPLETIO	October 4, 2012			
7			VL			ORIGINAL 1	TOTAL CONTR	\$	2,614,800	.00	
8			Virginia De	epartment of Tran	nsportation	ADJUSTED	TOTAL CONTR	\$	2,614,800	.00	
9						FIRST PRO	GRESS ESTIM	February 4, 2012			
10		-				CURRENT F	ROGRESSES	February 4, 2012			
11											
12 13 14	BASELINE CUMULATIVE EARNINGS (LATE)	BASELINE PROGRESS PERCENT COMPLETE (LATE)	10 % BEHIND BASELINE PROGRESS CONTROL LIMIT	ACTUAL MONTHLY EARNINGS	ACTUAL CUMULATIVE EARNINGS	ACTUAL PROGRESS PERCENT COMPLETE	CURRENT PROJECTED MONTHLY EARNINGS	CURRENT CUMULATIVE AT COMPLETION EARNINGS	CURRENT PROJECTED PROGRESS PERCENT COMPLETE	PROGR VARIAN (CURREN BASELIN	ESS ICE T%- E%)
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- i) Update the submission title to indicate the current update submission (i.e. Monthly Update #01 (DD: 2-04-13).
- ii) Update the Projected Completion Date to reflect the scheduled project completion date in the current Progress Schedule Update.
- iii) Update the Adjusted Total Contract Value, if the Contract amount has been adjusted since the last update.
- iv) Update the Current Progress Estimate Date to indicate the current estimate.

2. Follow the steps described in subsections 5.6 and 5.7 above to generate the Form C-13CPM "csv" worksheet from the current Progress Schedule Update in Primavera P6. Then place your cursor on Cell C3, drag to Cell C7 and then across to the Total column to select the monthly and Total values, and then right-click and click on Copy to copy the selected values.

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3	Actual	\$50,000.00									
4	Remaining Early		\$79,000.00	\$366,060.04	\$654,239.96	\$525,200.00	\$418,000.00	\$418,000.00	\$45,25	7.14	
5	Remaining Late		\$47,222.22	\$215,777.81	\$441,999.97	\$380,000.00	\$446,030.00	\$728,350.00	\$220,16	0.00	
6	At Completion	\$50,000.00	\$79,000.00	\$366,060.04	\$654,239.96	\$525,200.00	\$418,000.00	\$418,000.00	\$45,25	7.14	
7	Cum At Completion	\$50,000.00	\$129,000.00	\$495,060.04	\$1,149,300.00	\$1,674,500.00	\$2,092,500.00	\$2,510,500.00	\$2,555,75	7.14	÷
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3. In the Earnings Data Input worksheet, click on Cell C10 in the Current Update Monthly Cost (Earnings) Data section, then right-click and click on Paste to paste the values copied from the "csv" worksheet.

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1 BASELINE MONTHLY COST (EARNINGS) DATA																
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4	Remain	ning Cost (Early)	S	10,000.00	S	119,000.00	\$	366,060.04	\$	654,239.96	S	525,200.00		\$ 2,61	4,800.00)
5	Remai	ning Cost (Late)			S	88,333.33	\$	224,666.70	S	441,999.97	s	380,000.00		\$ 2,61	4,800.00)
6	At C	Completion Cost	S	10,000.00	S	119,000.00	\$	366,060.04	S	654,239.96	S	525,200.00		\$ 2,61	4,800.00)
7	Cum At C	Completion Cost	S	10,000.00	S	129,000.00	\$	495,060.04	\$	1,149,300.00	\$	1,674,500.00	\$ 2,614,800.00	\$ 2,61	4,800.00	1
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9	Payment	t Estimate Dates	2/4	/2012		3/4/2012		4/4/2012		5/4/2012		6/4/2012	10/31/2012	T	otal	
10		Actual Cost	S	50,000.00										\$ 5	0,000.00	
11	Remair	ning Cost (Early)			s	79,000.00	S	366,060.04	s	654,239.96	s	525,200.00		\$ 2,56	4,800.00	
12	Remai	ning Cost (Late)			S	47,222.22	S	215,777.81	\$	441,999.97	S	380,000.00		\$ 2,56	4,800.00)
13	At C	Completion Cost	S	50,000.00	s	79,000.00	\$	366,060.04	\$	654,239.96	s	525,200.00		\$ 2,61	4,800.00	1
14	Cum At C	Completion Cost	S	50,000.00	S	129,000.00	S	495,060.04	S	1,149,300.00	S	1,674,500.00	\$ 2,614,800.00	\$ 2,61	4,800.00	<u>_</u> -
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4. In the Actual Monthly Earnings column in the Controls Chart Data worksheet, type in the actual monthly earnings for the current estimate period, as reflected on the Contractor's current approved progress estimate, and then hit the Enter key on your keyboard. (*Note: if you copy/paste the current actual monthly earnings value into the form, you must click on the formula bar and then hit the Enter key on your keyboard to activate the built-in macros*).

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15	02/01/12	Notice to Procee	ed Date	0.0%	s -	s -	0.0%	0.0%	s -	s -	П	
16	02/04/12	\$ 10,000.00	\$ 10,000.00	0.4%	s -	s -	0.0%	0.0%	\$ 50,000.00	\$ 50,000.00		
17	03/04/12	\$ 119,000.00	\$ 129,000.00	4.9%	\$ 88,333.33	\$ 88,333.33	3.4%	0.0%				
18	04/04/12	\$ 366,060.04	\$ 495,060.04	18.9%	\$ 224,666.70	\$ 313,000.03	12.0%	8.9%				
19	05/04/12	\$ 654,239.96	\$ 1,149,300.00	44.0%	\$ 441,999.97	\$ 755,000.00	28.9%	34.0%				
20	06/04/12	\$ 525,200.00	\$ 1,674,500.00	64.0%	\$ 380,000.00	\$ 1,135,000.00	43.4%	54.0%				
21	07/04/12	\$ 418,000.00	\$ 2,092,500.00	80.0%	\$ 446,030.00	\$ 1,581,030.00	60.5%	70.0%				
22	08/04/12	\$ 418,000.00	\$ 2,510,500.00	96.0%	\$ 728,350.00	\$ 2,309,380.00	88.3%	86.0%				
23	09/04/12	\$ 45,257.14	\$ 2,555,757.14	97.7%	\$ 220,160.00	\$ 2,529,540.00	96.7%	87.7%				
24	10/04/12	\$ 59,042.86	\$ 2,614,800.00	100.0%	\$ 85,260.00	\$ 2,614,800.00	100.0%	90.0%				
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5. Click on the Progress Chart worksheet to view/print the Progress Earnings Schedule S-Curve. Click the Update Progress Chart button to plot/update the chart. Lastly, save the file.



For questions, issues, or assistance on using the VDOT Form C-13CPM, please contact:

Frank Gbinije Email: <u>frank.gbinije@VDOT.Virginia.gov</u> Phone: (804) 786-2980