# How to Use the Variance Analysis Worksheet

**CAPW[3]**

**4.1.4 TRACKER**

**Reporting Period:** 2/28/02 3/31/02

<table>
<thead>
<tr>
<th>Item</th>
<th>BCWS</th>
<th>BCWP</th>
<th>ACWP</th>
<th>SV in $</th>
<th>SV in %</th>
<th>CV in $</th>
<th>CV %</th>
<th>SPI</th>
<th>CPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Current:</td>
<td>326</td>
<td>152</td>
<td>262</td>
<td>-174</td>
<td>-53%</td>
<td>-110</td>
<td>-73%</td>
<td>0.47</td>
<td>0.58</td>
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<tr>
<td>2) Cumulative:</td>
<td>4,161</td>
<td>3,884</td>
<td>4,276</td>
<td>-276</td>
<td>-7%</td>
<td>-391</td>
<td>-10%</td>
<td>0.93</td>
<td>0.91</td>
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<tr>
<td>3) BAC</td>
<td>EAC</td>
<td>VAC in $</td>
<td>VAC in %</td>
<td>CPI to BAC</td>
<td>CPI to EAC</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>At Complete:</td>
<td>9,696</td>
<td>9,696</td>
<td>0</td>
<td>0%</td>
<td>1.07</td>
<td>1.07</td>
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<tr>
<td>5) Thresholds Exceeded: Cumulative Cost</td>
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<tr>
<td>6) Explanation of Variance/Description of Problem:</td>
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<tr>
<td>7) Impact:</td>
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<td></td>
<td></td>
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<tr>
<td>8) Corrective Action:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9) Monthly Summary (to include technical causes of VARs, Impacts) and Corrective Action(s):</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**General Instructions:** Review items 1 through 5, fill in items 6 through 10, and return to your LAT PMCS contact.

**Line-by-Line Definitions/Instructions**

1) **BCWS** Budgeted Cost of Work Scheduled
2) **BCWP** Budgeted Cost of Work Performed
3) **ACWP** Actual Cost of Work Performed
4) **SV in $** Schedule Variance in $ (BCWP - BCWS)
5) **SV in %** Schedule Variance in % (SV/BCWS)
6) **CV in $** Cost Variance in $ (BCWP - ACWP)
7) **CV in %** Cost Variance in % (CV/ACWP)
8) **SPI** Schedule Performance Index (BCWP/BCWS)
9) **CPI** Cost Performance Index (BCWP/ACWP)
How to Use the Variance Analysis Worksheet

2) Current
   The incremental value for the current reporting period.
3) Cumulative
   The cumulative values since the beginning of the project.

4) At Complete
   - **BAC**: Budget at Completion
   - **EAC**: Estimate at Completion
   - **VAC in $**: Variance at Completion in $(BAC-EAC)$
   - **VAC in %**: Variance at Completion in % $(VAC/BAC)$
   - **CPI to BAC**: $(BAC-BCWP)/(BAC-ACWP)$
     This is the efficiency you must work in order to complete the subsystem within the BAC.
     In this case, 1.07 means that for every future $1 spent, you must earn $1.07 in Budget.
   - **CPI to EAC**: $(BAC-BCWP)/(EAC-ACWP)$
     This is the efficiency you must work in order to complete the subsystem within the EAC.

5) Threshold Exceeded:
   The LAT cumulative variance thresholds are set at 10% and greater than $10,000.
   Since Tracker exceeded the cumulative cost threshold, "Cumulative Cost" is printed.

6) Explanation of Variance/Description of Problem:
   This is where you would explain the cause or describe the problem that created your cumulative variance.
   (Items 6-8 deal with the cumulative variances.)

7) Impact:
   Is there any impact from the cumulative variance to the project schedule or subsystem cost.

8) Corrective Action:
   Share with us what can be done to bring the cumulative subsystem variance back on schedule or budget.

9) Monthly Summary (to include technical causes of VARs, Impacts) and Corrective Action(s):
   This is a summary of any monthly incremental variance that would be of interest.

10) Prepared by:
    Who prepared your variance form?

    Approved by:
    The subsystem manager approves these forms.