

## EVMS Center Business Practice 7

Effective Date: June 1, 2018  
Subject: Earned Value Management System (EVMS) Compliance Test Metric  
Configuration Management  
Process Output: Consistent ongoing test metric change control  
DAI Code(s): IDS04 Policy development  
Point(s) of Contact: DCMA-PIP EVMS Policy Lead, Kevin Carney, 804-416-9166

**References:** EVMS Interpretation Guide (EVMSIG), Test Metric Specification Sheets

**Purpose:** Business Practice 7 defines a uniform process of configuration control and change management for the test metric specifications utilized by the EVMS Center personnel to assess contractor EVMS compliance.

### Roles and Responsibilities:

1. Director, EVMS Center (referred to as “Director” in this issuance). Approves changes to the Test Metric Specification Sheets. Assigns personnel to participate on the test metric Configuration Control Board (CCB).
2. CCB Team Lead. Facilitates CCB meetings. Delegates and coordinates CCB efforts and external communication.
3. Team Member, EVMS Center or Team Lead, EVMS Center (referred to as “CCB Team Member” in this issuance). Executes the activities as directed in accordance with the process defined below.

### Process:

**Overview.** EVMS surveillance assessments will be conducted IAW DCMA- MAN XXX at all contractor sites where there is a contractual requirement for EVMS oversight. A significant portion of the EVMS ongoing compliance process will utilize test metrics, which assess the risk of the implementation of contractor processes and the EVMS system. The configuration management process to be used to review and update the EVMS test metrics is defined in Figure 1. The most current version of the test metrics will be maintained on the DCMA public internet site.

Note – NAVSEA-05C (referred to as “Navy” hereinafter) maintains a separate EVMS Standard Surveillance Operating Procedure that governs surveillance assessment at facilities under its contractual management authority. In order to capture Navy experiences from executing the EVMS Test Metrics, special consideration will be given to include Navy personnel in CCB activities.

## EVMS Center Business Practice 7

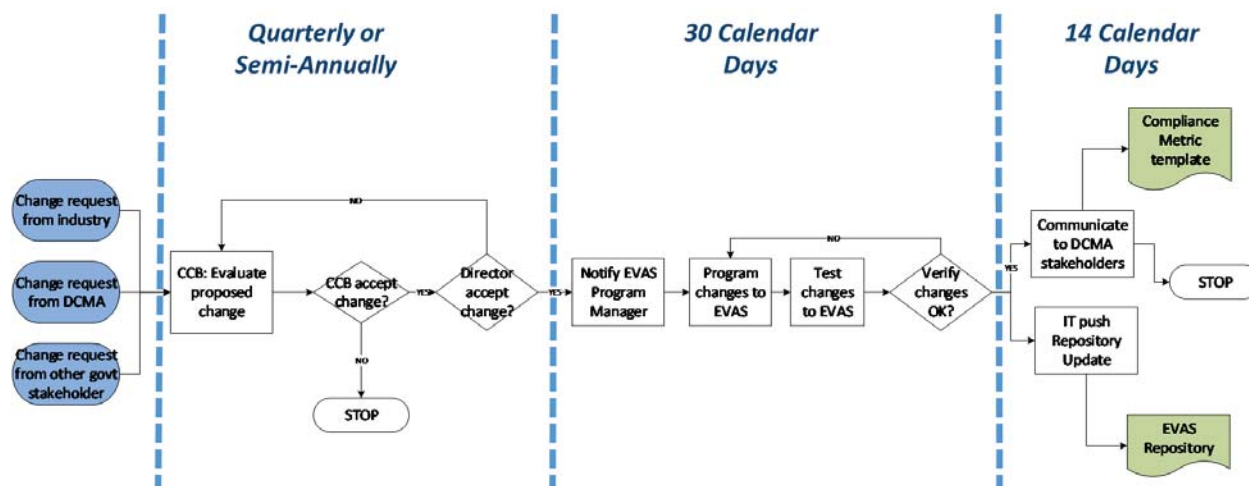


Figure 1. EVMS Test Metric Configuration Management Process

1. CCB Membership – The Director will assign personnel to participate on the CCB:
  - a. the Director will assign a CCB team lead;
  - b. the chosen team lead will make other role assignments to personnel on the CCB as required (e.g., the person responsible to collect the proposed changes;
  - c. the CCB members will primarily consist of EVMS Center personnel, but may include other DCMA personnel (PM&BI Policy Guidance and Talent Management representative);
  - d. the Director will request support from other government stakeholders as appropriate (e.g., PARCA);
  - e. the Director will request a team member from the Navy;
  - f. the Director will assign CCB Team Member(s) to modify the test metric specification templates and incorporate changes into the deployed software (EVAS) as required.
2. Sources for test metric changes. The CCB will document all requests for test metric changes in an EVMS Test Metric Change Log (Attachment A) on the DCMA 360 page at the following location: [https://360.dcma.mil/projects/PH-PI/PIX/BP\\_Library/Forms/AllItems.aspx](https://360.dcma.mil/projects/PH-PI/PIX/BP_Library/Forms/AllItems.aspx). Sources may include:
  - a. a change request from industry, either directly from a contractor or through an industry group (e.g., NDIA);
  - b. a change request submitted to the DCMA external internet (PIXinbox@dcma.mil);
  - c. a change request from a DCMA representative;
  - d. a change request from the Navy based on its EVMS surveillance assessment activities;
  - e. a change request from another government stakeholder (e.g., PARCA).
3. Frequency of CCB Meeting – At least semi-annually, the CCB team lead will schedule a CCB meeting to review requested changes. Prior to the meeting, the team lead will share all requested changes with the CCB team members.

## EVMS Center Business Practice 7

4. Evaluate Changes – The CCB will evaluate all of the proposed changes during each meeting. Criteria for evaluation may include:
  - a. whether the proposed change is duplicative/redundant with other test metrics;
  - b. whether the proposed change adds meaningful insight/indicators into the EVMS data;
  - c. whether the proposed change addresses a gap in the existing test metrics.
5. Each change will be dispositioned as follows:
  - a. accept the change as requested;
  - b. reject the change;
  - c. partially implement the change (e.g., change a threshold, alter the existing metric but generate a more acceptable alternative).
6. The outcome of the CCB meeting (proposed changes) will be submitted to the Director for approval. The Director may request clarification or changes to the proposal, and will typically respond with any requested changes within five business days.
7. Upon approval by the Director, the team lead will work with the CCB member(s) assigned to make the test metric specification template changes and with the EVAS Program Manager (assigned by IT) to make the EVAS software changes as required and to answer any questions. The team lead will also communicate to the EVAS Program Manager that there will be changes upcoming (which may require an IT software push).
8. The changes to EVAS should be completed within 30 calendar days from notification to IT. The CCB will be responsible to test all metric changes and validate all metric results prior to pushing them out to all EVMS Center personnel. Upon completion of the testing (and approval of the Director), the actions taken by the CCB and the resulting metric changes will be documented for review and final release approval by the Director. Upon approval, the EVAS Repository will be updated to include all of the incorporated changes.
9. Communicate changes - Upon completion of the test metric coding/testing, the CCB is responsible for the following:
  - a. update the test metric specifications and post them to the DCMA external 360 site;
  - b. communicate the upcoming changes to all EVMS Center personnel;
  - c. communicate the test metric changes to PARCA for distribution to stakeholders via the EVM IPT (led by PARCA);
  - d. communicate the disposition of all test metric request changes to the submitters;
  - e. request (through an IT Service Center Ticket) that the update be pushed to the EVAS Repository.
10. IT Software Push. The IT personnel (as directed by the EVAS Program Manager)

## EVMS Center Business Practice 7

must push the repository to all EVMS Center personnel within 14 days of the update to the EVAS software with the test metric revisions.

11. Implementation of the Revised Test Metrics - The DCMA EVMS Center is required to implement the revised metrics upon notification of changes. If the approved test metric changes are not incorporated into the EVAS software at this time, the new test metrics must be run manually until notification of EVAS implementation and update.

This business practice will remain in effect until further notice.

### Attachments:

#### A. EVMS Test Metric Change Log

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Russ Rodewald  
Acting Director, EVMS Center  
Portfolio Management and Business Integration

<i>Rev Number</i>	<i>Description of Change</i>	<i>Sections Affected</i>	<i>Date</i>
v1.0	Initial version		06/01/2018