### **Fulfilling GAO Documentation Requirements using ACEIT**



### Abstract



- Presenters: Jermaine Garland & Michael O'Sullivan, Tecolote Research Inc.
- The often overlooked aspect of a high-quality cost estimate is the documentation. Documentation adds validity and repeatability to the estimate through proper sourcing of inputs and the identification of methodologies, respectively. This presentation takes a look into the documentation/reporting features of ACEIT and applies them to the documentation requirements listed in the Government Accountability Office (GAO) Cost Estimating and Assessment Guide. As a best practice, cost estimate documentation should address how the estimate satisfies the 12-step cost estimating process and corresponding best practices identified in GAO guide for creating high-quality cost estimates.





- GAO 12 Step Cost Estimating Process
- Documentation Steps
- GAO/ACEIT Crosswalk
- Documentation/Keywords Workscreen
- Report Building
- Report Descriptors
- Report Row Range
- Report Layout
- Report Favorite
- Export Template
- GAO Best Practice Checklist
- Live Demonstration



# GAO 12 Step Cost Estimating Process

- 1. Define estimate's purpose
- 2. Develop estimating plan
- 3. Define program characteristics
- 4. Determine estimating structure
- 5. Identify ground rules and assumptions
- 6. Obtain Data
- 7. Develop point estimate and compare it to an independent cost estimate
- 8. Conduct sensitivity analysis
- 9. Conduct risk and uncertainty analysis
- **10. Document the estimate**
- 11. Present estimate to management for approval
- 12. Update the estimate to reflect actual costs and changes

<sup>\*</sup>GAO Cost Estimating and Assessment Guide, March 2009



## **Documentation Steps**

- 1. System description
- 2. Program inputs
- 3. Estimating methodology and data by WBS cost element
- 4. Sensitivity analysis
- 5. Risk and uncertainty analysis
- 6. Management approval
- 7. Updates reflecting actual costs and changes

\*GAO Cost Estimating and Assessment Guide, March 2009



### **GAO/ACEIT Crosswalk**

### Estimating methodology and data by WBS cost element

GAO Documentation Description	ACEIT Reporting Area
Defines the cost element and describe how it was derived	WBS/CES/VAR Definition
Summarizes costs spread by fiscal year in constant year dollars, matching the current program schedule	Fiscal Year Phasing Results
Details the method, source, models, and calculations for developing the estimate	Estimating Methodology
Identifies direct and indirect labor rates, labor hours, material and subcontractor costs, overhead rates, learning curves, inflation indexes, and factors, including their basis	Estimating Methodology/Learning Curve Parameters/Variables/Variables-Time Phased/Cost Adjustments
Shows the calculation of the cost estimate, with a logical link to input data	Estimating Methodology
Identifies and discusses significant cost drivers	Estimating Methodology
Discusses the cross-check approach for validating the estimate	Estimating Methodology



# GAO/ACEIT Crosswalk (cont'd)

### Sensitivity analysis

GAO Documentation Description	ACEIT Reporting Area
Describes the effect of changing key cost drivers and assumptions independently	What if Definition
Identifies the major cost drivers that should be closely monitored	What if Definition

### Risk and uncertainty analysis

GAO Documentation Description	ACEIT Reporting Area
Discusses sources of risk and uncertainty, including critical assumptions, associated with the estimate	RI\$K Parameters
The effect of uncertainty associated with the point estimate is quantified with probability distributions, and	
the resulting S curve is fully documented; the method for quantifying uncertainty is discussed and backed	
up by supporting data	RI\$K Parameters/RI\$K Definition (S curves created in POST)
The basis for contingency reserves and how they were calculated is fully documented	RI\$K Parameters/RI\$K Definition



### Documentation/Keywords Workscreen

- Step 1: Apply documentation to each WBS/CES element in the specified definition/description column using the Documentation tab
  - Once documentation is entered on a row the specified definition/description column(s) will list keywords via the Keywords workscreen

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Our assumption is that you have a complete estimate and have rolled the cost up into a WBS



## **Report Building**

#### Step 2: Generate a Narrative Report using the Reports tab

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Step 3: Name the Narrative Report and select the appropriate Case, i.e., Point Estimate. Give the Narrative Report a title, i.e., Detailed LCCE Report

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### **Report Row Range**

#### Step 4: Select Row Range

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### **Report Layout**

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### **Report Favorite**

#### Step 6: View and Add Report to Favorites

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### **Export Template**

#### Step 7: Export Template to Organizer

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## **Export Template (cont'd)**

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## **GAO Best Practice Checklist**

- The documentation describes the cost estimating process, data sources, and methods step by step so that a cost analyst unfamiliar with the program could understand what was done and replicate it.
  - Supporting data are adequate for easily updating the estimate to reflect actual costs or program changes and using them for future estimates.
  - The documentation describes the estimate with narrative and cost tables.
  - It contains an executive summary, introduction, and descriptions of methods, with data broken out by WBS cost elements, sensitivity analysis, risk and uncertainty analysis, management approval, and updates that reflect actual costs and changes.
  - Detail addresses best practices and the 12 steps of high-quality estimates.
  - The documentation is mathematically sensible and logical.
  - It discusses contingency reserves and how they were derived from risk and uncertainty analysis and the LCCE funding profile.

\*GAO Cost Estimating and Assessment Guide, March 2009



### **Live Demonstration**

- ACEIT 7.2 Example Files
  - 07- Detailed LCC Estimate



Example file does not include any actual program data



# QUESTIONS