# Deltek Cobra Fundamentals Training Class

✓ **Learn how to set up Deltek Cobra for real-world purposes**

✓ **Integrate Cobra with the project's master schedule**

✓ **Run a complete update cycle**

✓ **Be able to manage the system to meet EIA-748 standards**

✓ **Learn with an experienced and trusted training provider**

## Course information

Learn the fundamentals of Deltek Cobra in just 2 days.

Do you need to know how an earned value management system works in real life? Are you about to start using Deltek Cobra? If so, this is the perfect course for you. Our introductory Deltek Cobra training is designed to get you started. Join one of our experienced instructors for classroom or online training to develop your skills and start using Deltek Cobra confidently.

You'll leave the course with a detailed understanding of the Deltek Cobra software system. You'll also benefit from understanding how Deltek fits into earned value management – all the pieces will come together during the training so you can fully support your organization on your return to work.

Our curriculum has been written by consultants with years of experience implementing and using Deltek Cobra as part of a complete earned value management system (EVMS). Our consultants bring their personal experience and expertise to the classroom, and the data used in the hands-on exercises reflects what you will see in your project environment.

**During this class you will…**

- See an overview of Deltek Cobra and the navigation system
- Learn how to set up a new program with WBS, OBS, Calendars and codes
- Discover how to set up and calculate rates and resources
- Create the Integrated Master Schedule (IMS) in Microsoft Project
- Learn how to use Level of Effort
- Find out how to load the IMS with budgets into Deltek Cobra
- Go through the monthly update cycle

- Calculate the earned value and forecasts
- Load actual costs into Deltek Cobra managing errors and warnings
- Understand how to run Deltek Cobra EVM reports

The course starts with an orientation of Deltek Cobra where you are introduced to the system's basic architecture and interface navigation. The course does cover some basic administrative functionality, but largely focuses on the day-to-day operational use of Cobra.

## Who should take this course

This beginners' Cobra training course is for:

- New Cobra system administrators
- Team members responsible for earned value management reporting
- People who have previous Cobra experience in a prior version who would like an introduction to the features in the current version

**Prerequisites:** None, but it would help to have a desire to learn new skills and a basic grasp of earned value management principles.

## What's included

- Two days of live instructor-led training, online, at one of our training centers or your own location
- Access to a Sandbox environment for practical experience
- Comprehensive training manual

We take you through a complete update cycle so that you understand and have experience with each of the common steps. We even teach you how to deal with errors or warnings that can occur during integration with third-party systems. In short, we've streamlined this class to give students absolutely everything they need to know to get started with Deltek Cobra. As with all things, if you have great fundamentals, you will always succeed!

## Ways to take this course

You can join our Deltek Cobra Fundamentals training in-person at our training venue in Virginia, or online from wherever you are based. Alternatively, we can come to you! Get in touch to find out when we can run this course at your site.

## Dates and Prices

**Price: $1,900**

Includes instructor-led live training during the course dates and course materials.

Do you have more than 3 people wanting to attend? Call us for our group rates.

Wondering what you'll learn? Here's the complete syllabus for the 2-day course.

**Lesson 1: Introduction**

- Training course introduction
- Learning objectives

**Lesson 2: Lesson 2: Navigating Cobra**

- Cobra's architecture
- Navigating Cobra's interface
- Controlling and formatting the data columns in table windows
- Opening projects and other data tabs

**Lesson 3: Setting Up a new Program**

- Creating the work breakdown structure (WBS) in an ancillary code file
- Loading a WBS from a CSV formatted file
- How to define and apply thresholds
- Create the OBS
- Creating a fiscal calendar

**Lesson 4: Rates and Resources**

- Creating a rate table
- Loading rates from a CSV file
- Defining Full Time Equivalent rates
- Creating a resource calculation file
- Loading resources and calculations from a CSV file

**Lesson 5: Building the Cobra Project**

- The purpose of creating a shell project
- Building a new shell project in Cobra
- Creating a backup of the shell project

**Lesson 6: Adding Control Accounts**

- Earned Value Technique (EVT) for work packages explained
- The meaning of the term Level of Effort in earned value systems
- Creating control accounts and work packages
- Loading resources onto work packages to build the budget values

**Lesson 7: Microsoft Project/Primavera P6 Integration**

- Creating mapping fields in the schedule for Cobra integration
- Setting a baseline in the IMS

- Methods for saving the IMS to an XML project file
- Loading the IMS using the integration wizard
- Running a Control Account Plan (CAP) report
- Starting the Cobra audit log to baseline the project
- Entering contract information

### Lesson 8: Managing the Forecast

- The general concept of Cobra forecasting
- The types of forecasts available in Cobra
- Forecast classes
- Adding new forecast classes
- Initializing a forecast
- Verifying your new forecast class data

### Lesson 9: Monthly Updates

- Updating the IMS to get ready for the monthly update process (MS Project and/or P6)
- Backing up the current Cobra program
- Advancing the calendar
- Loading and updating work package status from Microsoft Project and/or P6)
- Understanding when the system is ready for earned value calculations
- Calculating earned value

### Lesson 10: Loading Actual Costs

- Types of actual costs that can be loaded into Cobra
- Loading actual cost data from a CSV file
- Calculating forecast after actual costs are loaded
- How and when to update/modify Calendar Set 19 for CPR Format 4 reports
- Cost sets and how they are used for reporting and displaying data

### Lesson 11: Reporting

- The standard reports that ship with Cobra
- Running CPR reports
- Working with Filters
- Time-phased Reporting
- Creating a custom Calendar Set for time-phased reporting
- Using the Analyze feature to drill down and explore your data
- Configuring a new batch report
- Exporting the program to a wInsight XML formatted file

### Lesson 12: Optional Exercise and Update Process Cheat Sheet

- Exercise to practice running the periodic EVM cycle
- Cheat sheet to help you learn and use the steps for a reporting cycle update

To learn more about this class, please contact Ten Six (703) 910-2600 or email us at
training@tensix.com