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Unpublished-rights reserved under the copyright laws of the United States. Unauthorized reproduction or distribution of this program or any portion thereof could result in severe civil or criminal penalties. All other trademarks are the property of their respective owners.
**Important:** The purpose of this certification is to demonstrate that you are a subject matter expert in all aspects of Deltek Cobra. If you have NOT used the full suite of Cobra functionality in an earned value management environment, then this certification is probably not suitable or relevant for you.

**What is the Deltek University Cobra Certification Program?**

The Deltek University Cobra Certification Program provides an opportunity for Deltek clients, partners, and employees to enhance their current Cobra system knowledge, and use Deltek tools to grow their skills and remain competitive in the workforce.

The Deltek Cobra Certification exam validates knowledge, skills, and experience within the Cobra product suite. Successful completion of the Certification exam is required to receive the professional certification.

**What Does the Certification Mean?**

A candidate who passes the Deltek Cobra Certification exam has demonstrated proficiency within multiple areas of Deltek Cobra. To receive Deltek Cobra certification, you must pass the knowledge-based exam.

**Benefits to Individuals Include:**
- Improved use of current systems
- Valuable experience and confidence
- Proof of skills and differentiator employers are looking for in the hiring process

**Benefits to Employers Include:**
- Better return on system investment and employee satisfaction
- Process improvements and efficiency
- Ability to identify qualified employment candidates and ensure users have a certain level of knowledge

**Preparing for the Exams**

Training is not required to be certified. Passing the exam confirms you have practical application knowledge required to be a Deltek Cobra certified user.
Requirements

Knowledge-Based Exam
This is an 80 question exam comprised of multiple choice and fill in the blank questions to test your knowledge of Cobra and how it applies to earned value management. This exam is randomly generated and provided via the Deltek Learning Zone.

Conditions
No written or online reference materials may be used during the exam.

The exams are taken online via the Deltek Learning Zone. Access to the exam is included for all users who have a subscription to use the Deltek Learning Zone. If you are not a subscribed customer, the course can be requested and purchased by following the steps shown on the screen. The exam must be completed in a single session of up to 90 minutes, with up to two attempts to successfully pass the exam.

Terms and Conditions
Following the purchase (if applicable) and launch of the exam, you must read and accept the Deltek Certification Program Terms and Conditions.

Maintaining Deltek Cobra Certification
Certification is valid for the life of the Cobra series on which you tested. For example, if you tested on version 8.2, your certification remains valid for any 8.n series versions. Retesting is only necessary when Deltek releases a major new version of Cobra.

Recommended Training or Background
All questions in the exam are tied to training series found on the DLZ; this includes all training types, such as Virtual Live Classes (VLC) and Recorded Sessions (RS). The following series are recommended. Go to the Deltek Learning Zone (Deltek.com/Learn) for more information on the certification program, Cobra courses, and registration instructions.

- Cobra Fundamentals Series
- Cobra Advanced Series

Note: While the bulk of the exam questions pertain to Cobra functionality, there are some earned value management questions that require a basic understanding of earned value principles, terminology, reporting requirements, and other earned value best practice methodologies. If you have not used Cobra in an earned value management environment, you may not be ready for this exam.
Study Suggestions

You need knowledge in all areas of Cobra in order to pass the exam. Use your knowledge from work, co-workers, Deltek University's Cobra Series trainings, and Knowledge Base articles. Here are some suggestions of areas to study to help with taking the exam. While this is not a complete list, use it as a springboard to your studies.

Fundamentals

Focus on:
You need a strong understanding of the navigation in Cobra. Knowledge of tasks such as creating code files and calendar sets, applying direct rates, budgeting, planning, forecasting costs, updating project status, integrating with other scheduling tools, and generating reports are needed.

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<tr>
<th>DLZ Assets</th>
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<td>Cobra 8 Fundamentals Series: Introduction, Overview, and Navigation</td>
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<td>Cobra 8 Fundamentals Series: Cobra Codes and Calendars (DLL)</td>
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<td>Cobra 8 Fundamentals Series: EPM Security Administrator</td>
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Advanced

Focus on:
You need a strong understanding of advanced reports, import and export processes, forecasting techniques, change control, apportionment, integration with other scheduling tools, weekly earned value, and batch processing.

DLZ Assets:

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<td>Cobra 8 Advanced Series: Results and Reporting</td>
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<td>Cobra 8 Advanced Series: Advanced Forecasting Techniques</td>
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<td>Cobra 8 Advanced Series: Processes</td>
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<td>Cobra 8 Advanced Series: Change Control</td>
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<td>Cobra 8 Advanced Series: Integration</td>
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<td>Cobra 8 Advanced Series: Apportionment</td>
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<td>Cobra 8 Advanced Series: API Scripts and SQL Statements</td>
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<td>Cobra 8 Advanced Series: Weekly Earned Value and Batch Processing</td>
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Sample Questions:
The Deltek Cobra Certification exam contains multiple choice and ‘fill in the blank’ types of question. Below are some examples of the types of questions in the exam, with the answers in bold.

1. Which code file type is considered the best option when you don’t want any special hierarchical elements in the code values list?
   - a. Punctuated Significant
   - b. **Non-Significant**
   - c. Fixed Form Significant
   - d. Either Punctuated or Fixed Form Significant

2. Fill in the blank: To automate some of the processes that I perform frequently in Cobra, I would create scripts that can be used with the ________ feature.
   - a. Calculated Fields
   - b. Integration Wizard
   - c. Data Tool
   - d. **Cobra API**

3. You have a spreadsheet that contains a complete WBS, including a punctuated significant code and description columns. Which of the following best describes your approach to loading such data into Cobra via the Integration wizard?
   - a. Create a new code file in Cobra, and then select the **File** button on the Integration ribbon to start the import process.
   - b. Create a new code file in Cobra, and then select the **MS Project** button on the Integration ribbon to start the import process.
   - c. **Create a new code file in Cobra, and then select the Ancillary Data button on the Integration ribbon to start the import process.**
   - d. None of these options. I’ll copy and then paste the data from the spreadsheet into the new WBS code file.

4. Which IPMR format is used to report changes to the baseline within a particular reporting period.
   - a. IPMR Format 1
   - b. **IPMR Format 3**
   - c. IPMR Format 2
   - d. IPMR Format 5
5. Which of the following best describes the content of the Project Planning Stats (Project Plng Stats) report?

a. Various metrics for EVTs, durations, and values of project control account, and work package values
b. Time-phased BCWS values for planned work packages in a project
c. A generic time-phased report of control account and work package values by WBS
d. Project data with cost sets and results in columns

6. Under which of the following circumstances might you make use of the Cobra API Batch Process feature?

a. To automate some of the processes that I perform frequently in Cobra
b. When I wish to write code to add a feature to the Cobra application
c. When I need to design complex calculations in a calculated field
d. When I need to access Cobra from a remote location

7. The Cobra backup feature creates a project backup file with what file extension?

a. .PDF
b. .CLF
c. .PRJ
d. .CMP
e. .XML

8. What is the process of apportionment used for?

a. Tracking actual costs from external subcontractors or systems
b. Copying resource assignments in subprojects
c. Creating new resource assignments based on other budgeted work
d. Tracking of estimated actual costs

9. What are Calculated Results?

a. A performance measurement technique (EVT)
b. A method of changing code values on multiple control accounts and work packages
c. A field in the resource time-phased table
d. Results that can be created on-the-fly for reporting, but are not available in the resource calculation’s results list