

MSL High Flow Regulator Contract Plans and Deliverable Documentation

DELIVERABLE DOCUMENTATION

The documentation deliverable under this Contract is summarized in Article 1, Statement of Work and Delivery Instructions, which identifies the items to be delivered and when delivery is required. The Data Requirement Description (DRD) describe the specific requirements for the item(s) to be delivered, reference documents, and other instructions as to content, format, and preparation.

The following shall apply to all submittals:

Non-Design Document Identification.

The Contractor shall display on the cover or title page of all deliverable non-design documentation (all documents except drawings) the following minimum information:

- (1) Document title
- (2) Contractor's name
- (3) Contract number
- (4) Document number (JPL and/or Contractor assigned)
- (5) Subsystem or support equipment name, if applicable
- (6) Approval signatures: Contractor and JPL; two (2) spaces for JPL signatures, as appropriate
- (7) Project identification: "MSL"
- (8) Documents containing information pertaining to a subsystem or its support equipment shall use the applicable subsystem or support equipment reference designation number
- (9) Date of issue or publication
- (10) Contract paragraph number and DRD numbers
- (11) Revision or change identification

The DRDs are alphanumerically listed by the following disciplines:

MS Management System

Approval Requirements

After receipt of a submittal, JPL reviews the Contractor's submittal and either provides written review comments or written approval from JPL. In the event JPL does not provide a formal disapproval of the submittal in a period of time designated in the Statement of Work, then the Contractor may assume the submittal has an approval as tendered.

If the submitted document requires Contractor modification before JPL approval, the following steps shall be taken:

- (a) The required modifications will be transmitted or discussed between the cognizant parties.
- (b) The Contractor shall submit an updated document, containing the required modifications, within 10 working days (unless otherwise specified) after the modifications have been defined.
- (c) If the updated document is approved by JPL, JPL will transmit the signed cover or title page to the Contractor. The Contractor shall then prepare and deliver final copies as indicated in Article 2.

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Note: The requirements and approvals for data item revisions shall be the same as applied to the original data item submittal unless otherwise specified in Article 2 or the DRD.

Due Date

Unless otherwise specified, all due dates identified in Article 1 are in working days. Documentation shall be delivered as early as available, but not later than the date specified in the Article.

Delivery Process

Two copies of all data shall be delivered by a letter of transmittal (or by e-mail) one copy to the JPL Contract Negotiator and one copy to the JPL Contract Technical Manager.

Data Requirement Description (DRD) List

Management System (MS)

MS-1	Schedules
MS-2	Work Breakdown Structure (WBS) and Dictionary
MS-3	Baseline Cost Estimate
MS-4	Financial Reports
MS-5	Monthly Management Review Package and Weekly Status Report

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		Contract # SPECIMEN	
DATA REQUIREMENT DESCRIPTION			
1. TITLE SCHEDULES		2. NUMBER MS 1, page 1 of 1	
3. USE The Schedules provide a basic program plan consistent with Contract requirements. They display project activities and milestones with their expected performance durations in their planned sequence of events. They provide Management with schedule analysis and a clear picture of overall project status.		4. DATE 07/21/03	
		5. ORGANIZATION N/A	
7. INTERRELATIONSHIP Work Breakdown Structure & Dictionary Baseline Cost Estimate Financial Reports		6. REFERENCES N/A	
8. PREPARATION INFORMATION			
<p>The Contractor shall prepare schedules that portray the plan for accomplishing all of the activities necessary to meet the requirements of the Statement of Work within the time constraints imposed by the performance and delivery schedule of the contract.</p> <p>The initial schedules shall show the planned start and completion dates. Monthly updates to the schedules shall, in addition to showing the planned dates, reflect any progress the Contractor has made toward accomplishing the scheduled activities, and any projected changes to the planned start and completion dates.</p> <p>All schedule activities shall be cross-referenced to the WBS. Interdependencies of the schedule tasks will be identified. Activities which fall on the “critical path” shall be identified by a distinctive marking.</p>			

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		Contract # SPECIMEN	
DATA REQUIREMENT DESCRIPTION			
1. TITLE WORK BREAKDOWN STRUCTURE (WBS) AND DICTIONARY		2. NUMBER MS 2, page 1 of 1	
3. USE The Work Breakdown Structure (WBS) and Dictionary establishes the basic framework within which all effort necessary to meet the requirements of the Contract is identified and defined. It provides the logical structure for planning and controlling costs		4. DATE 07/21/03	
		5. ORGANIZATION N/A	
7. INTERRELATIONSHIP Schedules Baseline Cost Estimate Financial Reports		6. REFERENCES N/A	
1. PREPARATION INFORMATION			
<p>The purpose of the Work Breakdown Structure is to provide a logical framework that organizes program budgets and schedules. It shall be presented in both tabular and graphic form and shall be an expansion of the summary WBS provided by JPL, if any, and shall be product-oriented.</p> <p>The lowest level of the WBS shall correspond to at least the lowest level at which work scheduled and actual costs can be compared. This level shall be agreed upon during contract negotiations. The WBS shall be coded to establish the relationship among all of its levels. The established coding shall be used to identify each particular WBS Item on all program budgets, schedules and financial reports. The WBS shall indicate which Items require monthly financial reporting.</p> <p>A WBS Dictionary shall be prepared to define each Item of the WBS. These definitions shall describe the work to be performed, the criteria for completing the work, the organization responsible for the work and the major deliverable(s) involved (if applicable).</p> <p>After initial approval, the WBS and Dictionary shall be modified only with the prior consent of JPL.</p>			

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		Contract # SPECIMEN	
DATA REQUIREMENT DESCRIPTION			
1. TITLE BASELINE COST ESTIMATE		2. NUMBER MS 3, page 1 of 1	
3. USE The Baseline Cost Estimate is a time-phased cost and schedule plan for the entire length of Contract performance. It is the key element of financial planning and management of the Contract.		4. DATE 07/21/03	
		5. ORGANIZATION N/A	
7. INTERRELATIONSHIP Schedules Work Breakdown Structure Financial Reports		6. REFERENCES N/A	
8. PREPARATION INFORMATION The Contractor shall prepare Baseline Cost Estimates at the lowest levels of the WBS. These shall be summarized at successively higher levels of the WBS, and at the total program level. A Baseline Cost Estimate shall be submitted to JPL for each WBS item requiring 533 reporting. Each estimate shall be broken out by element of cost and summarized through total cost. It shall also be time-phased by month and subtotaled by government fiscal year, and then totaled for the entire period of performance. The initial Baseline Cost Estimate for the total program shall equal the original negotiated Contract cost less any Management Reserve. All negotiated changes to the scope of the Contract shall be incorporated in the Baseline Cost Estimate. On occasion, authorized but un-negotiated changes to the Contract may be incorporated into the Baseline Cost Estimate with JPL approval.			

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		Contract # SPECIMEN	
DATA REQUIREMENT DESCRIPTION			
1. TITLE FINANCIAL REPORTS		2. NUMBER MS 4, page 1 of 1	
3. USE The Financial Reports provide cost status for Contract monitoring and control.		4. DATE 07/21/03	
		5. ORGANIZATION N/A	
7. INTERRELATIONSHIP Schedules Work Breakdown Structure Baseline Cost Estimate		6. REFERENCES NPG 9501.2D	
8. PREPARATION INFORMATION			
<p>The NASA Form 533M or equivalent report shall be completed in accordance with instructions in NASA Procedures and Guidelines (NPG) 9501.2D "NASA Contractor Financial Management Reporting". A 533M shall be prepared at Levels 1 and 2 of the WBS. Reporting categories on each 533M shall be the elements of cost (e.g. labor hours, labor dollars, overhead, material, subcontracts, other direct cost, G&A, cost of money) and profit or fee.</p> <p>A reconciliation report shall be prepared in accordance with instructions in NPG 9501.2D.</p> <p>The potential termination liability (PTL) shall be identified as well as a projection of the PTL for the current and subsequent government fiscal year.</p>			

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		Contract # SPECIMEN
DATA REQUIREMENT DESCRIPTION		
1. TITLE Monthly Management Review (MMR) Package and Weekly Status Report	2. NUMBER MS 5, page 1 of 1	
3. USE To keep the JPL and Contractor management informed on a monthly and weekly basis of current accomplishments and of major problems that require management assistance, resolution, or action to resolve or eliminate the identified problems	4. DATE 07/21/03	
	5. ORGANIZATION N/A	
7. INTERRELATIONSHIP N/A	6. REFERENCES N/A	
8. PREPARATION INFORMATION		
MMR PACKAGE		
<p>Each month, the Contractor shall prepare and hold a Monthly Management Review (MMR) with an agenda mutually agreed-upon in advance with the JPL CTM and Negotiator. In the oral presentations, the Contractor Project Manager shall address overall progress issues, with each lead engineer presenting his/her detailed technical, schedule, and material/subcontracting reports. An MMR Package shall be prepared and presented to JPL at the MMR. The contents of the package shall include, but not be limited to, the following information:</p> <ul style="list-style-type: none"> • Schedule, cost, and workforce status against plan • Contractual issues/Technical liens • Major accomplishments met and missed • Technical Progress • Major issues and concerns • Status against technical requirements • Status of Procurements (Subcontracts and materials) • Action item status • Plans for next month 		
<u>WEEKLY STATUS REPORT</u>		
<p>Each week, the Contractor shall prepare and submit via e-mail, to the CTM and Negotiator, a concise weekly status report, with the exception of the week in which the MMR occurs, with the following information:</p> <ul style="list-style-type: none"> • Accomplishments/schedule status. Identify progress versus planned accomplishments for the past week and any major (to JPL) status of activities and anticipated changes in schedule milestones, rationale for missed milestones, and specific actions to prevent impact to the critical path. • Problem status. State progress toward solving or averting problems previously identified. Discuss new major problems identified during the past week and any actions by or assistance from Contractor's management or JPL. Identify potential problem areas and recommend actions for JPL. • Action Items. Provide a running action item list with due dates, the individual responsible for each item, a listing of dates when action items were closed, and identification of the closure action. 		

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