

## **Task Order Plan (TOP)**

**Contract Number:** NNM05AB50C  
**TO Title:** Support to the Director  
**TO Number:** 30-000001 **Revision:** 11

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**Period of Performance:** 10/02/2010 to 09/30/2011

**MSFC Initiator:** Barry Musick

(b)(4)

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**Emergency:** No

### **1.0 Task Order Description & Objectives**

The purpose of this revision (-11) is to extend this task into Contract Year 6 of the NNM05AB50C ESTS contract. This revision defines and estimates work for the period October 2, 2010 through September 30, 2011. Additionally, the Schedule, Performance Plan and Risk Assessment have been revised to reflect changes in task activities for the new period of performance.

The purpose of this revision (-10) is to extend this task into Contract Year 5 of the NNM05AB50C ESTS contract. This revision defines and estimates work for the period October 3, 2009 through October 14, 2010. Additionally, the Schedule, Performance Plan and Risk Assessment have been revised to reflect changes in task activities for the new period of performance. Task lead was changed from (b)(4)

(b)(4)

The purpose of this revision (-09) is to reduce engineering resources needed to support this task. Subelement -01 was reduced by (b)(4). Subelement -02 was reduced by (b)(4). The work has been accomplished with fewer resources than originally planned on each subelement.

The purpose of this revision (-08) is to reduce the resources needed to support Subelement -02 by (b)(4). The work has been accomplished with fewer resources than originally estimated. This revision also adds scope of work to Subelement -01 to support Project Lifecycle Management development. The additional scope in Subelement -01 will be accomplished within the original cost estimate.

The purpose of this revision (-07) is to add support to the Engineering Directorate under subelement -02.

Revision 06: The purpose of this revision is to extend this task into Contract Year 4 of the NNM05AB50C ESTS contract. This revision defines and estimates work for the period September, 27, 2008 through October 2, 2009. Additionally, the Schedule, Performance Plan and Risk Assessment have been revised to reflect changes in task activities for the new period of performance.

The purpose of this revision (-05) is to remove the remaining subcontractor and labor estimate from subelement –CB due to the completion of work supporting that subelement.

The purpose of this revision (-04) is to extend this task into Contract Year 3 of the NNM05AB50C ESTS contract. This revision defines and estimates work for the period 29 September 2007 through 26 September 2008. Additionally, the Schedule, Performance Plan and Risk Assessment have been revised to reflect changes in task activities for the new period of performance. This revision also reflects that Subelement –CA task has been completed and will not continue into the next contract year. In addition, it changes the (b)(4)

The purpose of this revision (-03) is to reduce the resources needed to accomplish Subelement -01 and Subelement–CB.

Revision 02: This revision accomplishes the following:

Adds Subelement –01

Revision 01: This revision accomplishes the following:

1. Extends the period of performance of this task from 4/1/07 to 9/28/07
2. Extends Subelement –CA from 04/01/07 to 04/30/07 with no impact to cost
3. Adds Subelement –CB
4. Changes the (b)(4)

### **Subelement -01**

Provide support to the NASA MSFC Engineering Directors office and the Engineering Programs and Systems Office. Develop, support and maintain organizational and programmatic requirements. Integrate and coordinate planning and reporting activities across the engineering directorate. Support the development of an engineering wide Product Lifecycle Management (PLM) strategy and plan. Support the development of engineering processes, tools and practices.

### **Subelement -02**

Provide advanced planning and management support to the Engineering Directorate (ED). This will include all divisions within the Engineering Directorate and their subordinate organizations. Customer requires operational planning/analysis and support to assist MSFC Engineering Directorate management to identify, assess, evaluate, and plan strategic direction.

## **2.0 Technical Approach (Including required input, guidelines & assumptions)**

### **Subelement -01**

This Team shall focus on the management and operations of the Engineering Directorate to establish and maintain the organization's programmatic requirements. This will require that the Team review the ED organization and existing integration plans to establish the effectiveness for various programs and customers.

Tasks Include:

1. Develop, support and maintain organizational and programmatic requirements.

2. Develop or assess IT and other products to integrate and coordinate planning and reporting activities across the engineering directorate.
3. Develop briefings for internal and external use.
4. Develop and maintain integrated calendars and schedules.
5. Support reviews and associated meetings.
6. Assess relevant reports and metrics for impacts to the engineering directorate.

### **Subelement -02**

The ESTS Group shall focus on the management and operations of the Engineering Directorate. This will require that the ESTS Group assist the Directorate-level, department-level, and lab-level **operational planning, integration, and implementation**. This includes providing support to the following tasks:

- 1) Assess organizational systems and implement necessary changes.
- 2) Determine goals and objectives to be met for meetings.
- 3) Monitor meetings and make course corrections as necessary.
- 4) Record action items and track action items to fruition.

## **3.0 Discussion of Skills Required**

### **Subelement -01**

The skills required include a combination of demonstrated performance and experience in systems engineering and integration. Engineering or Science degrees are desirable to facilitate communication and planning of technical aspects of the offsite. A minimum of 12–15 years of progressive experience is required.

### **Subelement -02**

The skills required include a combination of demonstrated performance and experience in systems engineering and integration. Engineering or Science degrees are desirable to facilitate communication and planning of technical aspects of the offsite. A minimum of 12–15 years of progressive experience is required.

## **4.0 Special Tools Required**

None.

## **5.0 Participating Subcontractors**

Sirius Innovations. (Subelement -01)

## **6.0 Milestones & Deliverables**

- a) Monthly Status/Activity Report
- b) Other as required by tasks

## **7.0 Special Considerations (Recruiting, Special Equipment / Material, Safety, etc.)**

None.

## **8.0 Work Shelf**

The following activities could be accomplished as part of the Task Order performance by personnel that are temporarily available due to program or funding delays on other Tasks. Specific assignments will be coordinated with the Task Initiator to ensure appropriate skills and experience.

TO/Subelement	Description	Due Date	Skill
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**9.0 Schedule**

Task Order #	SubElement	Task Work Element	2011											
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
30-000001	01	Org. and Prog. Req. Support												
30-000001	02	ED Technical Planning Support												

# ESTS Contract Task Order Request Performance Plan

Task Order Title: [Support to the Director](#)

Task Order Number: [30-000001](#) Revision: 11

Category	Weighting Technical %	End of Period Technical Score
<b>Technical Objectives</b>	65%	X <u>65%</u> = <b>Justification</b>
Operational planning and analysis to assist engineering directorate management to identify, assess, evaluate and plan strategic direction.		
<b>Schedule Objectives (Milestones)</b>	Weighting Schedule % <u>10%</u> (min 10%)	Schedule Score X <u>10%</u> = <b>Justification</b>
Monthly status/activity reports and others as required by the task.		
<b>Cost (actual vs. negotiated)</b>	Weighting Cost% <u>25%</u> (min.25%)	Cost Score X <u>25%</u> = <b>Justification</b>
	Weighting Total % <u>100.00%</u>	<b>Total Score</b>

## Technical, Schedule, and Cost Grading Scale

Score	Description
9.0-10.0	Exceeded TO Performance Plan objectives resulting in major benefit(s)
8.0-8.9	Exceeded TO Performance Plan objectives resulting in modest benefit(s)
7.0-7.9	Met TO Performance Plan objectives
3.0-6.9	Did not meet all TO Performance Plan objectives resulting in minimal impact or requiring additional agency funds
0.0-2.9	Did not meet TO Performance Plan objectives resulting in substantial impact and/or requiring additional agency funds

## ESTS Contract Task Order Request Performance Plan

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**Comments:**

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**Risk Assessment**

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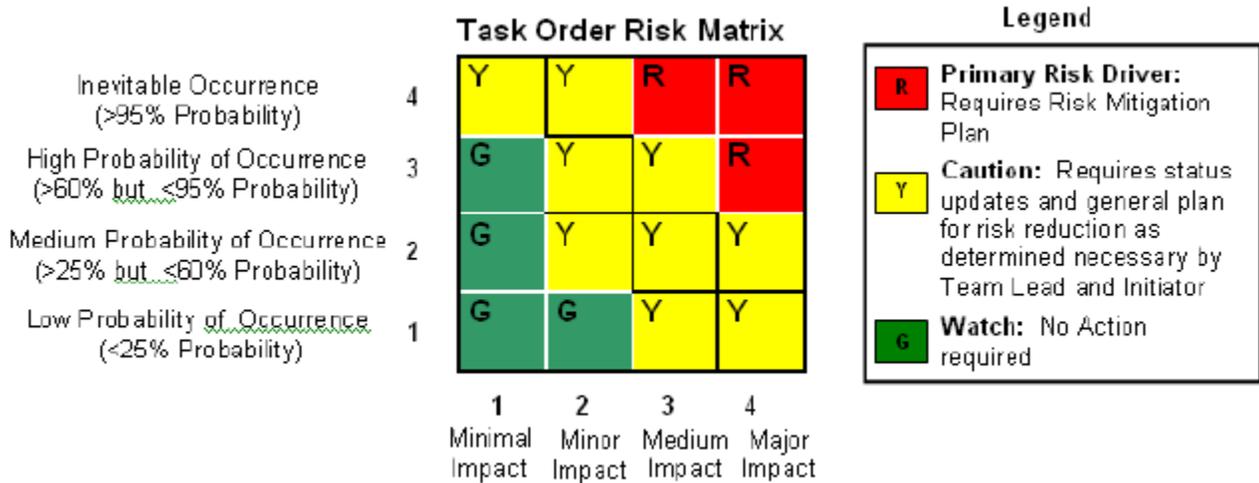


**Task Order Risk Assessment to Cost, Technical, and Schedule**

List identified risk associated with Task Order performance as related to task cost, technical, and schedule. Classify the risk(s) according to probability of occurrence and impact as defined below and enter the risk into risk matrix.

Risk	Risk Type	Probability (1-4)	Impact (1-4)	Risk Description
Risk C1	Cost			No cost risks have been identified for this task.
Risk C2	Cost			
Risk T1	Technical			No technical risks have been identified for this task.
Risk T2	Technical			
Risk S1	Schedule			No schedule risks have been identified for this task.
Risk S2	Schedule			

\*Note: See page 2 for risk mitigation plan for those risks which are Primary Risk Drivers.



**Risk Mitigation Plan**

Complete the following chart for those risks identified on page 1 as “Primary Risk Drivers”. The following chart will serve as the Risk Mitigation Plan.

