

Task Order Plan (TOP)

Contract Number: NNM05AB50C

TO Title: *Engineering Directorate Program Management Support*

TO Number: 30-000002 **Revision:** 17

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

MSFC Initiator: *Pamela Caruso*

(b)(4)

Emergency: *No*

1.0 Task Order Description & Objectives

The purpose of this revision (-17) 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 (-16) is to add additional resources to Subelement-04 to support the Product Lifecycle Management activities of the Engineering Technical Management office. At the request of the customer, the scope of the consultant support to this subelement has increased. Subelement -04 was increased by (b)(4). Also, additional resources are being added to Subelement-06 to support increased scope for the Document Digitization efforts for the Engineering Technical Management Office. The estimate for this subtask was increased by (b)(4). In addition, Subelement-05 was decreased by (b)(4) due to a change in scope resulting in less travel on this subelement. The overall task estimate was increased by (b)(4).

The purpose of this revision (-15) is to add additional resources to Subelement-04 to support the Product Lifecycle Management activities of the Engineering Technical Management office. At the request of the customer, the scope of the consultant support to this subelement has increased. Subelement -04 was increased by (b)(4). In addition, the scope of Subelement-05 was updated to include additional travel and was increased by (b)(4) to accommodate this support. This revision also decreases the resources required on Subelement-00 by (b)(4) as the work has been accomplished with fewer resources than originally planned. The overall task estimate was increased by (b)(4).

The purpose of this revision (-14) is to add Subelement-06 and the necessary resources to support the Engineering Technical Management Office and Product Management Office in the area of document digitization. The task estimate was increased by (b)(4) to accommodate this support.

The purpose of this revision (-13) 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. Work from Subelements -01 and -02 is being moved to TO 30-000309. Work from Subelement -03 is being moved to TO 30-000302. These changes were made to realign the work on these subelements with the programs each support.

The purpose of this revision (-12) is to adjust the estimate based on the needed support for this task. The estimates for Subelements-00 and -03 were decreased, as the work has been accomplished with fewer resources than originally planned. Subelement-00 was reduced by (b)(4) Subelement-03 was reduced by (b)(4) The estimate was increased on Subelements-01 and -02, as additional engineering resources were needed to accomplish the work. Subelement-01 was increased by (b)(4) Subelement-02 was increased by (b)(4) The total task estimate was increased by (b)(4) The Schedule, Performance Plan, and Risk Assessment have not been modified.

The purpose of this revision (-11) is to reduce engineering support for Subelements -00, -02 and -03 and increase support for Subelement -01. Subelement -00 was reduced (b)(4) Subelement-02 was reduced (b)(4) Subelement -03 was reduced (b)(4) Subelement -01 was increased (b)(4) due to a change in labor category. Additionally, this revision increased the amount of travel estimates due to upcoming travel planned on Subelement -01. In total, the amount of resources required for this task was reduced by (b)(4) The work has been accomplished with fewer resources than originally planned.

The purpose of this revision (-10) is to add necessary resources to support the Engineering Directorate in the NASA Technical Standards Program. (b)(4) additional people will be brought on board to support the increased scope of subelement -01. This revision increased Subelement-01 by (b)(4) Subelement-02 by (b)(4), and reduced engineering support for Subelement -03 by (b)(4)

Revision 09: 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 (-08) is to better define and reduce engineering support and for -00, -01 and -03. Subelement -00 was reduced (b)(4) Subelement -01 was reduced (b)(4). Subelement -03 was reduced (b)(4) The work has been accomplished with fewer resources than originally planned.

The purpose of this revision (-07) is to add subelement -02 and necessary resources to support the ESTS COTR in the areas of technical (engineering/scientific/data) reports, proposals, conference papers/presentations/posters, brochures, organizational work instructions, etc. Subelement -03 adds resources to provide Project support to the NASA MSFC Engineering Directorate. This revision (-07) also reduces resources for subelements -00 and -01. The work has been accomplished with fewer resources than originally planned.

The purpose of this revision (-06) is to add subelement -01 and reallocate resources to provide additional support in areas described in this task order. The ESTS Group will provide analysis, operational planning, technical writing and logistics support to the NASA MSFC Engineering Directorate under subelement -00. Support to the ESTS COTR in the areas of logistics support, technical coordination and resources for technical meetings and conferences will be performed under subelement -01.

The purpose of this revision (-05) is to add resources to provide additional support in areas described in this task order.

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.

The purpose of this revision (-03) is to remove and reallocate resource estimates to account for additional staffing. The Schedule, Performance Plan, and Risk Assessment have not been modified.

The purpose of this revision (-02) is to remove and reallocate resource estimates to account for task staffing occurring later than expected and time an employee was out due to a personal injury. This revision defines and estimates work for the period 30 September 2006 through 28 September 2007. The Schedule, Performance Plan, and Risk Assessment have not been modified.

The purpose of this revision is to extend this task into Contract Year 2 of the NNM05AB50C ESTS contract. This revision defines and estimates work for the period 30 September 2006 through 28 September 2007. Additionally the Schedule, Performance Plan, and Risk Assessment have been revised to reflect changes in task activities for the new period of performance.

Program management support will be provided to the Engineering Directorate management staff.

Subelement -00 Technical Writing Support

The objectives of this subelement are to provide technical communication support to the Engineering Directorate. This subelement will provide consultation with NASA subject matter experts in developing technical documents, and technical writing, copyediting, and formatting NASA documents including, but not limited to, technical reports, conference papers/presentations, organizational work instructions, policy documents and directives, user manuals, requirements documents, posters, brochures, communication plans, etc. within the contract scope. Duties will include writing and editing technical reports and documents that support the Engineering Directorate. In addition to technical writing, this position will provide coordination and design of MSFC printed materials as well as coordination and support of program outreach efforts.

Subelement -01 Tech Standards Support (closed per Revision 13)

The objectives of this subelement are to provide analysis, technical communication, operational planning, and logistics support to the NASA MSFC Engineering Directorate management and to the Technical Standards Program (NTSP). Duties will include providing supporting resources for technical meetings and conferences on-site and provide space for off-site meetings, data process/configuration control, managing the development/approval process of each Technical Standard, support various NTSP teleconferences, monitor and provide status updates monthly, track action items as necessary and ensure the draft documents are edited and formatted for the review stage. Additional duties will include technical writing, copyediting, and formatting to the NTSP style guide, participation in technical reviews of NTSP products as requested

Subelement -02 Tech Standards Technical Writing Support (closed per Revision 13)

The objective of this subelement is to provide consultation with NASA subject matter experts who are developing NASA Technical Standards Program (NTSP) products, including standards, interim standards, specifications, and handbooks. Duties will include technical writing, copyediting, and formatting to the NTSP style guide, participation in technical reviews of NTSP products as requested, and coordination with Office of Primary Responsibility Designees as requested.

Subelement -03 Contractor Compliance Support (closed per Revision 13)

This subelement provides support to the NASA MSFC Engineering Directorate management in areas supporting the MSFC Engineering Directorate Contract Grants Database. Duties will include tracking New Technology Summary Reports submittals by contractors, updating NASA TechTracs System and tracking action items relating to the New Technology Reporting Activity and the Coordination of Engineering Directorate Technologies. In addition, the ESTS Group will provide support to the Exploration Technology Development Program by tracking changes to the database comprised of technical prioritization processes and capabilities. This position will assist with special projects as needed.

Subelement -04 (Product Lifecycle Management Support)

This subelement provides Product Lifecycle Management (PLM) and Product Data Management (PDM) support to the Engineering Directorate (ED) at MSFC. This effort will focus on methods and technology for the reliable capture, management, exchange, sharing and long term archival of product/system information. The consultant will support meetings one day per month to lead PLM/PDM discussions at MSFC.

Subelement -05 (Lessons Learned Support)

The objectives of this subelement are to provide support to the Lessons Learned program as the MSFC Center Data Manager. This subelement will establish and serve as a member of the MSFC Lessons Learned Committee. In addition, this subelement will coordinate the review of approved lessons learned for export control, patent, legal, and public affairs clearance and maintain Center lessons learned archives and metrics. This subelement will also serve on the Agency Lessons Learned Steering Committee and will promote the role of Lessons Learned at MSFC.

Subelement -06 (Engineering Document Digitization)

The objective of this subelement is to provide support for scanning (digitizing and indexing) of the information currently residing with individuals in ED10 and providing quality checks of the digitized products produced. Once digitized, the information will be stored in ED10 folders on the ED Shared Server.

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

The ESTS Group will provide analysis, operational planning, technical writing and logistics support to the NASA MSFC Engineering Directorate. This support will include providing logistics support and resources for technical meetings and conferences held on-site and off-site. This support will be continuous.

Subelement -00

The ESTS Group will provide support to the Engineering Directorate. The work provided will be in one of the following general categories:

- Provide technical communication support to Engineering Directorate with production of products such as technical (engineering/scientific/data) reports, proposals, conference papers/ presentations/posters, brochures, organizational work instructions, etc.
- Provide technical communication support that includes, but is not limited to, topic research, content organization, text development/verification/revision; coordination of Marshall Space Flight Center resources to produce printed materials; graphics development and design.
- Coordinate communication and outreach efforts to the Engineering Directorate to expand program/project visibility throughout the Center and the Agency.

Subelement -01 (closed per Revision 13)

The ESTS Group will provide support to the Engineering Directorate. It is envisioned that the work will be in one of the following general categories:

- Coordinate and provide speakers or facilitators for specialized on-site/off-site training on selective engineering disciplines.
- Provide selected surveys of technical topics and prepare associated papers describing results.

- Provide logistical support for the NTSP, ESTS Group, and Headquarters (HQ) Office of Chief Engineer (OCE).
- Coordinate conferences both on-site and off-site.
- Provide analytical reports on data received through NTSP.
- Design/Arrange technical presentations.
- Interface on a daily basis with the HQ OCE.
- Prepare minutes taken from NASA Engineering Standards Panel (NESP) meetings.
- Assist with the preparation of providing standards to HQ OCE for approval.
- Provide support to production of NTSP products, such as standards, interim standards, specifications, and handbooks.
- Provide support that includes, but is not limited to, topic research, content organization, text development/verification/revision, illustration development, and archiving of product development files on a NASA server.
- Support Topic Working Group Meetings and various teleconferences.
- Represent Technical Standards Manager during his/her absence.
- Review and integrate planning and implementation efforts to support NTSP developments, budgeting, advanced technologies, systems, processes and facilities.
- Provide management of Lessons Learned and Best Practices and integrate that knowledge into NASA's Engineering Training Courses.
- Develop Knowledge Capture Modules for the Handbook of Standards.
- Provide Project Management in Standards related work.
- Monitor Standards database and user issues.
- Serves as technical liaison on technical standards within the center/program and with other NASA centers and external agencies.

Subelement -02 (closed per Revision 13)

The ESTS Group will provide support to the Engineering Directorate. This support will be intermittent and on an as-required basis. The work provided will be in the following general categories:

- Provide support to production of NTSP products, such as standards, interim standards, specifications, and handbooks.
- Provide support that includes, but is not limited to, topic research, content organization, text development/verification/revision, illustration development, and archiving of product development files on a NASA server.

Subelement -03 (closed per Revision 13)

The ESTS Group will provide support to the Engineering Directorate in the following areas:

- Interface with MSFC Engineering Department Representatives and with Exploration Technology Development Program (EDTP) Representatives and provide updates to the capabilities database.
- Interface with NASA/MSFC COTRs and Contractors regarding New Technology Summary Reports (NTSRs).
- Interface with MSFC Procurement Office, MSFC Legal Office, NSSC Procurement Office and the NSSC Accounts Payable Office in reference to Certifications of New Technology Summary Reports (NTSRs).
- Track action items relating to the New Technology Reporting Activity and the Coordination of Engineering Directorate Technologies.
- Input of New Contracts, Modifications and COTR and Alternate COTR designations and etc., into the NASA TechTracS Database .

Subelement -04

The ESTS Group will provide Product Lifecycle Management (PLM) and Product Data Management (PDM) support to the Engineering Directorate on the following:

- Support ED leadership on PLM/PDM issues and concerns at MSFC.
- Routinely visit MSFC and lead discussions on PLM/PDM.
- Identify opportunities for MSFC in PLM/PDM.

Subelement -05

The ESTS Group will provide support to the Lessons Learned Program. The work will be provided in one of the general categories:

- Establishment of and membership on the MSFC Lessons Learned Committee.
- Facilitate new lessons learned by helping customers across the Center enter lessons into the Lessons Learned Information System (LLIS).
- Coordination of approved lessons learned for export control, patent, legal, and public affairs clearance.
- Manages content of Center lessons learned archive and monitors lessons learned metrics.
- Participation on the Agency Lessons Learned Steering Committee.
- Promotion of the Lessons Learned Program at MSFC to help increase visibility at the Center.

Subelement -06

The ESTS Group will provide support to the Engineering Technical Management Office and Product Management Office. The work will be provided in one of the general categories:

- Digitize ED10 documentation identified by the Task Initiator.
- Provide quality checks of the digitized products.
- Index digitized documents to aid in search capability.

3.0 Discussion of Skills Required

Subelements -00 and -05

This task will require experience in technical writing, communication and planning skills.

Subelement -04

This position requires a BS degree in business or engineering and 15 or more years of extensive experience in Product Lifecycle Management and Data Management in NASA space flight programs.

Subelement -06

Personnel supporting this task will have a working knowledge of computing technology to include the ability to scan documentation to a server for creation of an Adobe Portable Document Format (PDF) file.

4.0 Special Tools Required

None.

5.0 Participating Subcontractors

(b)(4)

6.0 Milestones & Deliverables

Subelement -00

Provide formal monthly activity reports. Provide reports, presentations and other deliverables as required by assigned tasks.

Subelement -04

Provide a training schedule and input for the monthly activity reports.

ESTS Contract Task Order Request Performance Plan

Task Order Title: [Engineering Directorate Program Management Support](#)

Task Order Number: [30-000002](#) Revision: 17

Category	Weighting Technical %	End of Period Technical Score
Technical Objectives <ul style="list-style-type: none"> • Provide full lifecycle technical communication support across the Engineering Directorate for a variety of products including technical papers and briefings. • Provide consultation with respect to technical reports that support the Engineering Directorate. Provide short term consultant and specialized talents to review engineering and ESTS operational requirements, provide assessments and comments, and prepare recommendations as necessary to meet ESTS needs. <ul style="list-style-type: none"> • Provide selected surveys of technical topics and prepare associated papers describing results. • Provide document digitization and quality support to the Engineering Directorate. 	65%	X <u>65%</u> = Justification
Schedule Objectives (Milestones) Monthly Activity Reports (MAR) delivered monthly. All other milestones are accomplished as per the Resource Plan associated with assigned task actions.	Weighting Schedule % <u>10%</u> (min 10%)	Schedule Score X <u>10%</u> = Justification
<u>Cost (actual vs. negotiated)</u>	Weighting Cost% <u>25%</u> (min.25%)	Cost Score X <u>25%</u> = Justification

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Task Order Number: [30-000002](#) Revision: 17

Weighting Total %	Total Score
100.00%	

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

Task Order Number: [Engineering Directorate Program Management Support](#)

Task Order Number: [30-000002](#) Revision: [17](#)

Comments:

Risk Assessment

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MSFC Initiator: Pamela Caruso

(b)(4)

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			There are no cost risks identified for this task.
Risk C2	Cost			
Risk T1	Technical			There are no technical risks identified for this task.
Risk T2	Technical			
Risk S1	Schedule			There are no schedule risks identified for this task.
Risk S2	Schedule			

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



