

Task Order Plan (TOP)

Contract Number: NNM05AB50C
TO Title: Innovative Partnerships Program Support
TO Number: 30-000302 **Revision:** 10

Period of Performance: 10/02/2010 to 9/30/2011

MSFC Initiator: James Dowdy

(b)(4)

Emergency: No

1.0 Task Order Description & Objectives

Revision 10: The purpose of this revision is to extend this task into Contract Year 6 of the NNM05AB50C ESSTS 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.

Revision 09: The purpose of this revision 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.

The purpose of this revision (-08) is to reduce the estimated labor resources and to redefine task activities. Per the task initiator's request all support provided to the Engineering Directorate management staff in implementation of the MSFC SHE Program and the tracking of the SHE Program metrics has ceased. Subelement 00 has been reduced by (b)(4). The work has been accomplished with fewer resources than originally planned.

The purpose of this revision (-07) 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 (-06) is to reduce the estimated labor resources. Subelement 00 has been reduced by (b)(4). The work has been accomplished with fewer resources than originally planned.

The purpose of this revision (-05) is to reduce the estimated labor resources and add estimate for travel to San Francisco, CA for Occupational Health and Safety Management System training.

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 reduce the estimated resources and to add scope to this task. The work has been accomplished with fewer resources than originally planned. This revision adds support to Materials and Processes Laboratory (M&P Lab) safety initiatives.

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.

Support will be provided to the Engineering Directorate management staff in implementation and tracking of the NASA safety program.

Subelement-00

This subelement provides support to the MSFC ED10 Innovative Partnerships Program in the development of Performance Management (Quality) documents for the IPP office and as a scientific technical advisor on IPP projects. This position will assist with special projects as needed.

Subelement-01

This subelement provides support to the MSFC IPP team 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.

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

Subelement-00

The ESTS Group will interface with IPP team members to support the development of Performance Management (Quality) documents within the IPP office. The ESTS group will review MSFC IPP Quality documents to ensure that they are within the guidelines of Marshall's Management System, ISO 9001:2002, & AS9100. The ESTS Group will serve as a technical advisor on MSFC IPP projects.

Subelement-01

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.

ESTS Contract Task Order Request Performance Plan

Task Order Title: [Innovative Partnerships Program Support](#)

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Category	Weighting Technical %	End of Period Technical Score
Technical Objectives	60%	X 60% = Justification
Provide support to the IPP staff in development of quality documents such as OWIs. Maintain a documented status and support for databases within the Engineering Directorate. In addition, this position will assist with special projects as needed.		
Schedule Objectives (Milestones)	Weighting Schedule % 15% (min 10%)	Schedule Score X 15% = Justification
a) Monthly activity reports b) OWIs as needed c) All other milestones are accomplished as per the Resource Plan associated with assigned task actions		
Cost (actual vs. negotiated)	Weighting Cost% 25% (min.25%)	Cost Score X 25% = Justification
	Weighting Total % 100.00%	Total Score

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:

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	1	2	Task cost may increase due to unanticipated overtime.
Risk C2	Cost			
Risk T1	Technical	1	1	Change in MSFC Quality System could cause a delay in producing documents.
Risk T2	Technical	3	1	Change in databases could slow down document inputs and cause documents to have to be manually developed
Risk S1	Schedule			
Risk S2	Schedule			

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



