

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

**Contract Number:** NNM05AB50C  
**TO Title:** NASA Tech Standards Program Technical Support  
**TO Number:** 30-000309 **Revision:** 02

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

**MSFC Initiator:** Steve Lide

(b)(4)

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**Emergency:** No

The purpose of this revision (-02) 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 (-01) is to decrease resources and travel needed for Subelement -00 by (b)(4). This work has been accomplished with fewer resources and travel was reduced as directed by the customer. Additionally, this revision changes the (b)(4) (b)(4)

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

The ESTS Group will provide analysis, technical communication, operational planning, and logistics support to the NASA Technical Standards Program (NTSP).

#### **Subelement -00 (Technical Standards Support)**

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

Additionally, this subelement will provide consultation on an intermittent basis 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.

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

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

### **Subelement -00**

The ESTS Group will provide support to the NTSP. 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.
- Review and integrate planning and implementation efforts to support NTSP developments, budgeting, advanced technologies, systems, processes and facilities.
- Support the Outreach Program and coordinate training events.
- 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.

The following support to the NTSP 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.

### **3.0 Discussion of Skills Required**

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

### **4.0 Special Tools Required**

None.

### **5.0 Participating Subcontractors**

None.

### **6.0 Milestones & Deliverables**

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



# ESTS Contract Task Order Request Performance Plan

Task Order Title: [Engineering Programs and Systems Office](#)

Task Order Number: [30-000309](#) Revision: [02](#)

Category	Weighting Technical %	End of Period Technical Score
<b>Technical Objectives</b>	65%	X <u>65%</u> = <u>0.00</u> <b>Justification</b>
<ul style="list-style-type: none"> <li>• Provide logistics support and resources for technical meetings and conferences held on-site and off-site as required.</li> <li>• Coordinate and provide speakers or facilitators for specialized on-site/off-site training on selective engineering disciplines as requested.</li> <li>• Provide selected surveys of technical topics and prepare associated papers describing results.</li> <li>• Maintain a documented status and support for databases within the Engineering Directorate. In addition, this position will assist with special projects as needed.</li> <li>• Provide support to production of NTSP products, such as standards, interim standards, specifications, and handbooks.</li> <li>• 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.</li> <li>• Review and integrate planning and implementation efforts to support NTSP developments, budgeting, advanced technologies, systems, processes and facilities.</li> <li>• Support the development of the Outreach Program and its implementation.</li> </ul>		
<b>Schedule Objectives (Milestones)</b>	<b>Weighting Schedule %</b> <u>10%</u> <i>(min 10%)</i>	<b>Schedule Score</b> X <u>10%</u> = <u>0.00</u> <b>Justification</b>

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<p>Monthly Activity Reports (MAR) delivered monthly. All other milestones are accomplished as per the Resource Plan associated with assigned task actions.</p>		
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	<b>Weighting</b>	<b>Cost<sup>o</sup>%</b>	<b>Cost Score</b>	
		<u>25%</u>		$X \ 25\% = 0.00$
<b><u>Cost (actual vs. negotiated)</u></b>		<i>(min.25%)</i>		<b>Justification</b>
	<b>Weighting</b>		<b>Total Score</b>	
	<b>Total %</b>	100.00%	<b>0.00</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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(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.



