

Task Order Plan (TOP)

Contract Number: NNM05AB50C

TO Title: Knowledge Management Engineering and Technical Development

TO Number: 30-000310 **Revision:** 01

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

MSFC Initiator: Paul Caraccioli

(b)(4)



Emergency: No

The purpose of this revision (-01) 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.

1.0 Task Order Description & Objectives

Subelement -00: Knowledge Management Support

The ESTS Group will provide engineering and technical development for the MSFC Engineering Knowledge Management Project. Principle tasks include performing Knowledge Management system deployment tasks such as hardware activation activities, development of application requirements, software evaluation, integration, verification and validation. Identification of data interface requirements and supporting data system interface acquisitions. Assist in the development of detailed design development process workflows supporting Crew Launch Vehicle propulsion component designs. Developing application problem and trouble listings, including team member complaints/suggestions and perform technical assessments, determine solutions and evaluate the adequacy of resolution of KM project issues and actions. Other duties will include, supporting development of system administration processes, assistance in system administration, development of application development status review documentation and briefings, and performance of other Knowledge Management Project development tasks as required.

2.0 Technical Approach

Subelement -00: Knowledge Management Support

1. Provide support to the Marshall Engineering Knowledge Management program office.
2. Define and implement Knowledge Management System functionality.
3. Serve as liaison between Knowledge Management system developers and NASA Knowledge Management Team members.
4. Perform evaluation of implemented Knowledge Management system, and develop problem solutions and provide recommendations for improving the system.

3.0 Discussion of Skills Required

ESTS Contract Task Order Request Performance Plan

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Category	Weighting Technical %	End of Period Technical Score
Technical Objectives	65%	X 65% = Justification
1. All products / services delivered meet negotiated scope and objectives. 2. All products / services delivered demonstrate quality in both content and presentation. 3. All tools and methodologies utilized are sufficient for intended use. 4. All resources assigned exemplify appropriate technical knowledge. 5. Results, issues, actions items, etc., are appropriately communicated and documented. 6. Personnel demonstrate continuous improvement.		
Schedule Objectives (Milestones)	Weighting Schedule % 10% (min 10%)	X 10% = Justification
1. Schedule milestones are met. 2. Work progression is appropriate for resources assigned. 3. Responses to action items are timely. 4. Exemplify ability/willingness to adjust to changing priorities.		
Cost (actual vs. negotiated)	Weighting Cost% 25% (min.25%)	X 25% = Justification
	Weighting Total % 100.00%	Total Score

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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			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.



