

Task Order Plan (TOP)

Contract Number: NNM05AB50C
TO Title: Risk Management and Assessment Support
TO Number: 32-090404 **Revision:** 09

Period of Performance: 10/2/2010 to 9/30/2011

MSFC Initiator: Vyga Kulpa

(b)(4)

Emergency: No

Subelement –TA: WBS 599489.02.07.08

Revision 9: The purpose of this revision 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 Branch name was also changed from Vehicle Systems Engineering Planning and Control to Systems Planning.

This revision affects the following Exploration Technology Project:

- Nano Energetic Propulsion Project (Subelement TA)

Subelement XB was administratively closed on July 2, 2010 due to the Constellation/Ares budget re-plan, and the scope was transferred to Task Order 32-000001-XA.

Revision 8: The purpose of this revision is to add subelement 11, revise the travel estimate for subelement XB due to program changes, and revise the task scope to add knowledge management. The resources for each subelement were revised as listed below. The overall task order estimate was increased by (b)(4). The Schedule, Performance Plan and Risk Assessment have been revised to reflect changes in task activities. (b)(4)

- Subelement 11: This subelement is new scope to provide Knowledge Management Source Data Identification and Preparation for the Launch and Space Systems E-Library (LaSSe) database. The work is being performed by Total Solutions Inc. The subcontractor scope of work will occur during June 1, 2010 - August 31, 2010 and due to invoicing cycles are estimated from July 1, 2010 – September 30, 2010. The estimate is (b)(4)
- Subelement XB: Due to changes in the Constellation Information Systems Office the number of trips estimated has decreased from nine to four. This change resulted in a decrease of (b)(4)

Revision 7: The purpose of this revision is to close subelement XA, support to the Level II Constellation Information Systems Office, effective at the end of October 2009. Some funds are estimated in November to account for the billing cycle. This results in a net decrease in the task order estimate of (b)(4)

Revision 6: 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.

This revision affects the following Constellation, Orion, and Shuttle elements

- Shuttle Propulsion Systems Engineering and Integration (subelement 09)
- Orion Launch Abort System (subelement EA)
- Constellation Information Systems Office (subelements XA and XB)

Revision 5: The purpose of this revision is to adjust estimated hours to reflect a 53 week period of performance; change the estimate for Travel and Other cost; and change the (b)(4)

(b)(4) These changes resulted in a net increase in the task order estimate of (b)(4)

Changes by subelement are described below:

- Subelement 09: Increased the Labor estimate to reflect an additional week in the period of performance and decreased the estimate for Travel and Other costs to reflect reduced requirements for both travel and training. These changes resulted in an increase of (b)(4)
- Subelement 10: Decreased the Subcontract cost estimate to more accurately reflect the effort required to accomplish the scope of this subelement during this period. This resulted in a decrease of (b)(4)
- Subelement EA: Increased the Labor estimate to reflect an additional week in the period of performance, increased the Travel estimate to reflect a requirement for an additional trip, and decreased the Other cost estimate to reflect a reduced requirement for training. These changes resulted in an increase of (b)(4)
- Subelement XA: Increased the Labor estimate to reflect an additional week in the period of performance and additional requirements for Product Data Management/Product Lifecycle Management process development and pilot support. Decreased the estimate for Travel and Other costs to reflect reduced requirements for both travel and training. These changes resulted in an increase of (b)(4)
- Subelement XB: Increased the Labor estimate to reflect an additional week in the period of performance, corrected a labor category error from (b)(4) increased the Travel estimate for additional trips to technical interchange meetings at other NASA centers, and decreased the Other cost estimate to reflect a reduced requirement for training. These changes resulted in an increase of (b)(4)

Revision 4: 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.

- –XA is new scope to provide Level II Constellation Computer Aided Design and Data Architecture Support.
- –XB is new scope to provide Level II Constellation Information Systems Office Operability Support.

Revision 3: Accomplish the following:

- 32-090404–09 is adjusted to more accurately reflect the effort required during this period of performance. Labor estimate was reduced by (b)(4) Travel estimates were reduced to better match end of year estimates. Training estimates were reduced to zero. The total reduction is (b)(4)
- 32-090404–10 is adjusted to more accurately reflect the effort required during this period of performance. The Subcontract amount is reduced by (b)(4)
- 32-090404–EA is adjusted to more accurately reflect the effort required during this period of performance. Labor estimate was reduced by (b)(4) Travel estimates were reduced to better match end of year estimates. Training estimates were reduced to (b)(4) The total reduction is (b)(4)

The Schedule, Performance Plan and Risk Assessment have not been revised since there are no expected changes in task activities for this period of performance. No additional budget is required.

Revision 2: Accomplishes the following

- Initiates Subelement–10 Engineering Directorate Technical Management Support for the Chief Engineer’s Office by a specialty subcontractor. This support was moved from 32-090401-CB due to a change in WBS funding for this work from (b)(4) which is outside Ares I. This is effective June 1, 2008. (b)(4)
- Removes references to CLV in Section 2.
- Adds additional special tools required that were previously not listed in Section 4.
- No other Subelements are affected by this revision.

Revision 1: This revision concludes support to the Level II Management Systems Organization Risk assessment and management –CC effective the end of April 2008. Some funds are estimated in May to account for the billing cycle.

This Task Order (TO) is a continuation of work being performed on TO 32-060103 of the NNM05AB50C ESTS contract. This TO realigns work performed previously in EV61, and now supports EV94 within the new ED organizational structure. This TO defines and estimates work for the period 1 March 2008 through 26 September 2008. TO 32-060103 will be revised for closure in March with an effective date of 29 February 2008.

Sub-element Mapping and WBS funding

New Subelement	WBS
09	197009.10.01.01.10
EA	644423.06.34.01.08
10	136905.01.01.08.10
XA	604746
XB	604746
11	432938.11.01.08.37

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

This Task Order, in direct support to EV94, Systems Planning Branch, will provide technical risk support to the Risk Management and Risk Assessment Group and its customers by providing direct support, expertise, and mentoring in the sound assessment and management of risks for their programs, projects and customers.

Using the above task description this task supplies these capabilities by subelement in order to track resource utilization and specific Program/project funding.

Subelement -TA is support to the Nano Energetic Propulsion Project (NEPP).

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

This task support requires the collection, interpretation, and preparation of information for presentation to internal and external customers to meet program/project goals. This task also requires systems engineering support associated with the development and evaluation of risk management processes and documentation and other system engineering functions.

Task personnel for subelement TA will work independently and collectively with the EV94 organization and its customers to organize risk assessment activities, create, collect, and interpret risk related data. Personnel will perform analysis of risk data and report periodically for each assigned customer area. Other typical tasks planned to be performed are as follows:

- develop risk assessment/management processes, plans and other analyses
- support and participate in trade studies and trade tree development
- support and participate in program/project product review meetings
- prepare and present risk traceability and rationale
- support development of risk mitigation plans
- mentor team members in risk assessment utilizing Root Source Analyses, other methodologies and use of risk tools
- support the management of risk tools
- facilitate risk statement development with stakeholders and other team members
- facilitate Risk Management Panel meetings and activities
- communicate Knowledge Management processes, practices, status, and current/archived information
- provide appropriate knowledge management documentation to the LaSSe administrator for storage in that eLibrary
- provide facilitation support for knowledge capture events
- identify candidate Knowledge Based Risks for knowledge capture and transfer
- facilitate Risk Management Case Studies for training purposes

3.0 Discussion of Skills Required

Task personnel will be a blend of experienced system engineers and risk management engineers and professionals with experience in Aerospace hardware and Space systems. Task personnel will provide system management support for the programs and projects of interest utilizing proven system engineering and project management processes and techniques. Where specialized techniques are involved, Subject Matter Experts will be sought out to provide the best capability and efficiency for the NASA customer to provide direct support and customer education in the methodology utilized.

4.0 Special Tools Required

Microsoft Project 2007 (Government furnished)
Thinktank (Government furnished)
Adobe Acrobat Professional

5.0 Participating Subcontractors

None.

6.0 Milestones & Deliverables

Monthly reports of activity and accomplishments are required.

Final documents (briefings and reports) will be delivered to meet schedule needs, as negotiated by the task initiator or their designated representative and recorded as a part of the monthly activity report.

ESTS Contract Task Order Request Performance Plan

Task Order Title: [Risk Management and Assessment Support](#)

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Category	Weighting Technical %	End of Period Technical Score
Technical Objectives	65%	X <u>65%</u> = Justification
<p>Support the Risk Management and Risk Assessment Group of the Systems Planning Branch and its customers by providing direct support, expertise, and mentoring in the sound assessment and management of risks for their programs, projects and customers.</p> <p>Typical tasks include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • develop risk assessment/management processes, plans and other analyses • support and participate in trade studies and trade tree development • support and participate in program/project product review meetings • prepare and present risk traceability and rationale • support development of risk mitigation plans • mentor team members in risk assessment utilizing proven methodologies and use of risk tools • support the management of risk tools • facilitate risk statement development with stakeholders and other team members • facilitate the Risk Management Panel meetings and activities • communicate Knowledge Management processes, practices, status, and current/archived information • provide appropriate knowledge management documentation to the LaSSE administrator for storage in that eLibrary • provide facilitation support for knowledge capture events • identify candidate Knowledge Based Risks for knowledge capture and transfer • facilitate Risk Management Case Studies for training purposes 		

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This task support requires the collection, interpretation, and preparation of information for presentation to internal and external customers to meet program/project goals. This task also requires systems engineering support associated with the development and evaluation of risk management processes and documentation and other system engineering functions. This task support requires the necessary coordination and meeting support to ensure that these functions are performed efficiently and the objectives of the customer programs/projects are met.

Weighting
Schedule %
10%
(min 10%)

Schedule Score

X 10% =

Justification

Schedule Objectives (Milestones)

Documentation as required to meet risk management and assessment products and project milestones.

Weighting
Cost%
25%
(min.25%)

Cost Score

X 25% =

Justification

Cost (actual vs. negotiated)

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

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Comments:

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			No cost risks have been identified at this time.
Risk C2	Cost			
Risk T1	Technical			No Technical risks have been identified at this time.
Risk T2	Technical			
Risk S1	Schedule			No Schedule risks have been identified at this time.
Risk S2	Schedule			

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



