

Task Order Plan (TOP)

Contract Number: NNM05AB50C
TO Title: S&MS Technical Support
TO Number: 43-000101 **Revision:** 08

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

MSFC Initiator: Joe Letsinger

(b)(4)

Emergency: No

Revision -08: 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 MSFC Initiator, Schedule, Performance Plan and Risk Assessment have been revised to reflect changes in task activities for the new period of performance. This revision affects support to the VP01 S&MS Technical Support for all Science programs.

Sub-element suffix	PROGRAM	WBS					
00	VP01 S&MS Technical Support for all Science Programs	714607.01.01.02.02					
		399131.02.01.02.76					

Revision -07: 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 MSFC Initiator, Schedule, Performance Plan and Risk Assessment have been revised to reflect changes in task activities for the new period of performance. This revision affects support to the VP01 S&MS Technical Support for all Science programs.

Funding for this task is provided per WBS: 736466.09.01.08.09.05

Revision -06: The purpose of revision -06 is to adjust estimated resources to accomplish the scope of work defined by the Customer; specifically:

1. Decrease of labor hours.
2. Add (b)(4)

Revision -05: The purpose of revision -05 is to add estimated resources to accomplish the additional scope of work defined by the Customer; specifically:

1. Add (b)(4)
2. Revise the Performance Plan.

Revision -04: 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 revision -03 is to add estimated resources to accomplish the additional scope of work defined by the Customer; specifically:

2. (b)(4)

(b)(4)

The purpose of Revision -02 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 28 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 following changes to define actual task activities; specifically:

(b)(4)

Funding for this task is provided per MSFC PR 4200205955.

The purpose of Revision 01 is to extend the period of performance into Contract Year 2. This task is supported at a . (b)(4) were added for the period of performance.

This Task Order (TO) replaces TO 14-010101 due to the NASA/MSFC reorganization and the subsequent realignment of the NNM05AB50C ESTS contract. This TO defines and estimates work for the period 1 April 2006 through 29 September 2006. Funding for this task is provided per MSFC PR 4200150077. 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

The purpose of this TO is to provide technical and operations support to the Science and Mission Systems (S&MS) Office; to provide presentation and meeting support to the Manager of S&MS and his staff; and to assist the Office in the research of new tools.

2.0 Technical Approach

Provide technical and operations support to the S&MS Office. Support includes:

- Integrating project monthly report development and web-posting.
- Integrating and coordinating activities, planning, and reporting across S&MS.
- Developing Operations team schedule.
- Maintaining S&MS monthly/quarterly reporting guidance.
- Troubleshooting, requirements gathering, and support coordination
- Installing and supporting use of "plug-ins" required to access certain Johnson Space Center forms
- Converting unknown drawing formats to JPEGs.

Provide presentation and meeting support to the Manager of S&MS and his staff to include:

- Maintaining electronic archival of Office presentation material
- Coordinating Audio/Video presentations for special events along with real-time meeting support
- Aiding the development of S&MS briefings for internal and external use
- Supporting VP meetings by reserving facilities, setting up equipment, and purchasing items.

Assist the Office in the research of new equipment/software and the purchase and approval process.

Update the SDMetrics database/website for the new AUIDs (Agency User ID) and support the data administrators on database issues.

3.0 Discussion of Skills Required

(b)(4)

4.0 Special Tools Required

None.

5.0 Participating Subcontractors

None.

6.0 Milestones & Deliverables

Provide technical troubleshooting and equipment support in a manner which minimizes impact to the customer.

Provide presentation support in a manner which assists the Manager and staff in meeting presentation commitments.

Support the development of a SMS operations schedule.

Provide a monthly S&MS Program Management Council Report.

Provide database support to the SDMetrics database/website.

Provide a Monthly Activity Report.

7.0 Special Considerations

None

8.0 8.0 Work Shelf

The following activities could be accomplished as part of the Task Order performance by personnel that are temporarily available due to program or funding delays on other Tasks. Specific assignments will be coordinated with the Task Initiator to ensure appropriate skills and experience.

TO/Subelement	Description	Due Date	Skill
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9.0 Schedule

Task Order #	Subelement	Task Order #	Task/Work Element	2011											
				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
43-000101	00	43-000101	Science & Mission Systems Technical Support	[Gantt bar spanning Sep to Oct]											
43-000101	00	43-000101	S&MS Technical Support	[Gantt bar spanning Sep to Oct]											

ESTS Contract Task Order Request Performance Plan

Task Order Title: [S&MS Technical Support](#)

Task Order Number: [43-000101](#) Revision: 08

Category	Weighting Technical %	End of Period Technical Score
Technical Objectives	65%	X 65% = Justification
<p>Technical support to the S&MS operations team including integration and development of project monthly statuses as required, SMS operations team schedule development, troubleshooting, requirements gathering, and support coordination; installing and supporting use of “plug-ins” required to access certain Johnson Space Center forms; Converting unknown drawing formats to JPEGs. Provide presentation support to the Manager of S&MS and his staff to include: Maintaining electronic archive of presentation material; Coordinating Audio/Video presentations for special events along with real-time meeting support. Assist in the research of new tools and the purchase and approval process. Integrate and coordinate activities, planning, and reporting across all aspects of SMS. Develop SMS briefings for internal and external use.</p> <p>Provide database support to the SDMetrics database/website.</p>		
Schedule Objectives (Milestones)	Weighting Schedule % <u>10%</u> <i>(min 10%)</i>	Schedule Score X 10% = Justification
<p>Provide technical troubleshooting and equipment support in a manner which minimizes impact to the customer.</p> <p>Provide presentation support in a manner which assists the Manager and staff in meeting presentation commitments.</p> <p>Support the development of a SMS operations schedule as required.</p>		
	Weighting	Cost Score

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<u>Cost (actual vs. negotiated)</u>	Cost% 25% <i>(min.25%)</i>	X <u>25%</u> = Justification <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
	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 for this Task Order.
Risk C2	Cost			
Risk T1	Technical			No technical risks have been identified for this Task Order.
Risk T2	Technical			
Risk S1	Schedule			No schedule risks have been identified.
Risk S2	Schedule			

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



