

**Task Order Plan (TOP)**

**Contract Number:** NNM05AB50C  
**TO Title:** *Exploration and Space Ops Programs and Projects*  
**TO Number:** 43-030001 **Revision:** 10

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**Period of Performance:** 10/2/2010 to 1/14/2011

**MSFC Initiator:** *Shayne Swint*

(b)(4)

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**Emergency:** *No*

Revision -10: The purpose of revision -10 is to more accurately reflect the effort required to accomplish the scope of work defined by the Customer; specifically:

1. For Subelement -00 increase labor hours for FY-11 estimate and extend period of performance from October 2, 2010 through January 14, 2011.

Revision -09: 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 November 12, 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 support to the VP30 Exploration and Space Operations Programs and Projects. Also, this revision deletes Subelement -01.

Sub- element suffix	PROGRAM	WBS				
00	VP30 Exploration and Space Operations Programs and Projects	604746.01.01.01.12.08				

Revision -08: The purpose of revision -08 is to more accurately reflect the effort required to accomplish the scope of work defined by the Customer; specifically:

2. Per the customer request to decrease the scope of work for Scheduling and Earned Value Management (EVM) support by decreasing the level of effort for (b)(4) in labor hours for Subelement -01 total for the CY 10 estimate.
3. Per the customer increase travel resources for Subelement -00 for the Space Flight Awareness award for the CY 09 estimate.

Funding for this task is provided per WBS: 604746.01.01.01.12.08 (43-030001-00)  
 182306.01.01.08 (43-030001-01)

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 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 VP30 Exploration and Space Operations Programs and Projects.

Funding for this task is provided per WBS: 604746.01.01.01.12.08 (43-030001-00)  
182306.01.01.08 (43-030001-01)

Revision -06: The purpose of revision -06 is to more accurately reflect the effort required to accomplish the additional scope of work defined by the Customer; specifically:

4. Increase the scope of work for Scheduling and Earned Value Management (EVM) support by adding the level of effort for (b)(4) (b)(4) for Sub-element -01 total increase of (b)(4) from March 09 through June 09 estimate.
5. Additionally, the Schedule, Performance Plan and Risk Assessment have been revised to reflect changes in task activities for the new period of performance.

Revision -05: 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 -04 is to add (b)(4) (b)(4) and to better define actual task activities; specifically:

1. (b)(4)

The purpose of this Revision -03 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. Funding for this task is provided per MSFC PR 4200202109.

The purpose of Revision -02 is to adjust direct support labor resources to better define actual task activities; specifically:

1. Remove (b)(4) from (b)(4)
2. (b)(4)

The purpose of Revision 01 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 29 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.

This Task Order (TO) replaces TO 13-030001 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

Provide support to the Exploration and Space Operations (E&SO) Programs and Projects Office in the management of programs and projects within the E&SO Office. This support includes project coordination and integration, meeting support, reporting, research, integration and other functions necessary for the successful operation of the E&SO Office.

Provide Schedule and EVM support to the ALTAIR Project Office. The contractor shall coordinate with project engineers at MSFC and ALTAIR Project Office to develop detailed logically linked schedules and maintain weekly status using Primavera scheduling software. The contractor shall evaluate project critical path(s) and track project schedule metric data. The contractor shall collect, manage, and assess earned value data relative to the program schedule. The contractor shall provide detailed assessments of the ALTAIR prime contractors schedule and earned value data to include cost/schedule assessments. **(Deleted by rev 9)**

## 2.0 Technical Approach

### Subelement -00 E&SO Project Coordination and Integration

- Project coordination activities include coordination, tracking, and reporting of program/projects task and actions.
- Developing lists, reports, and charts for the overall management and integration of the organization to include organization charts, team lists, and roles and responsibilities matrices.
- Maintaining the program/project calendars.
- Interfacing with program management and personnel to support integration activities such as, but not limited to: schedule management, risk management, action item tracking; tracking government products and deliverables.
- Interfacing with program management and personnel to identify areas of required support, such as but not limited to: participation in management meetings, participation in evaluation teams, and development of presentations (i.e. Program Overviews, and Monthly/Quarterly Performance Reports). Project Review and Reporting: Perform project engineering and coordination to include reporting, database administration and integration.
- Coordinating and documenting monthly safety meetings and visits.
- Establishing guidelines and making recommendations for management processes, including data organization, identification, and maintenance procedures.
- Performing quality checks on reports and presentations.
- Establishing and verifying security permissions, loading data, and setting up and organizing folders/files for E&SO websites and databases.
- Assisting E&SO management and personnel in the activities required for the general operation of the organization, and identifying and implementing processes to improve efficiency.

#### Meeting Support

Meeting support will be provided by:

- Creating and maintaining team distribution lists.
- Distributing meeting notices.
- Reserving conference rooms, resources, and equipment.
- Recording and distributing meeting minutes.
- Supporting meetings as required.

#### Reporting

Reporting support will be provided by:

- Coordinating and assisting with project/task order reporting requirements, including development of presentation packages.
- Creating and maintaining action item tracking logs.

- Monitoring E&SO safety metrics.
- Collecting and integrating monthly reports and actions from E&SO programs and projects.
- Establishing reporting requirements and developing presentation packages.

#### Research

Research support will be provided by:

- Conducting data research and documenting findings.

#### Integration

Integration support will be provided by:

- Coordinating and assisting with integration efforts between tasks and projects under the direction of project engineers.
- Serving as a point of contact between tasks and projects for data collection, collaboration, and information gathering.

#### **Subelement -01 ALTAIR Project Coordination (Deleted by rev 9)**

- (b)(4) will provide scheduling and Earned Value Management (EVM) support to the ALTAIR Project Office. The subcontractor shall coordinate with project engineers at MSFC and ALTAIR prime contractors to develop detailed logically linked schedules and maintain weekly status using MS Project and Primavera scheduling software. The contractor shall evaluate project critical path(s) and track project schedule metric data. The contractor shall collect, manage, and assess earned value data relative to the program schedule. The contractor shall provide detailed assessments of the ALTAIR prime contractors schedule and earned value data to include cost/schedule assessments.

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

**Subelement -00:** Project Coordinator with (b)(4)

**Subelement -01:** (b)(4)

(b)(4) (Deleted by rev 9)

### **4.0 Special Tools Required**

This Task Order requires access to the following databases and or software; Windchill, Primavera software, MS Project.

### **5.0 Participating Subcontractors**

(b)(4)

(b)(4) (Deleted by rev 9)

### **6.0 Milestones & Deliverables**

#### **Subelement -00**

1. General project support reports and products will be delivered to meet the schedules of the E&SO and S&MS offices.
2. Meeting support will be provided to meet the schedules of the requesting offices.
3. Reporting products will be provided on a weekly (action items) or monthly (SSWP) basis as appropriate for the report.
4. Monthly Activity Reports will be provided monthly.

Other deliverables will be defined as warranted.

**Subelement -01 (Deleted by rev 9)**

- The subcontractor shall provide meeting notes and review comments as requested, and reports on independent analysis in the form of briefing charts and notes-page text. The subcontractor shall submit brief monthly reports (Monthly Activity Reports) summarizing activities for the reporting period for each calendar of work due by the 25th of the current month to the (b)(4). Additionally, a monthly assessment report of the prime contractors' schedule and EVM performance is required. This report is due the 25th of each calendar month.

**7.0 Special Considerations (Recruiting, Special Equipment / Material, Safety, etc.)**

None

**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	Sep
43-030001	00	43-030001	Exploration & Space Operations Program & Projects													
43-030001	00	43-030001	ESO Project Support													

# ESTS Contract Task Order Request Performance Plan

Task Order Title: [Exploration and Space Ops Programs and Projects](#)

Task Order Number: [43-030001](#) Revision: 10

Category	Weighting Technical %	End of Period Technical Score
<b>Technical Objectives</b>	65%	X <u>65%</u> = <b>Justification</b>
Provide support to the Exploration and Space Operations (E&SO) Programs and Projects Office in the management of programs and projects within the E&SO Office. This support includes general project support, meeting support, reporting, research, and other functions necessary for the successful operation of the E&SO Office.		
<b>Schedule Objectives (Milestones)</b>	Weighting Schedule % <u>10%</u> (min 10%)	Schedule Score X <u>10%</u> = <b>Justification</b>
<ol style="list-style-type: none"> <li>General project support reports and products will be delivered to meet the schedules of the E&amp;SO and S&amp;MS offices.</li> <li>Meeting support will be provided to meet the schedules of the requesting of-fices.</li> <li>Reporting products will be provided on a weekly (action items) or monthly (SSWP) basis as appropriate for the report.</li> <li>Monthly Activity Reports will be provided monthly. Other deliverables will be defined as warranted.</li> </ol>		
<b>Cost (actual vs. negotiated)</b>	Weighting Cost% <u>25%</u> (min.25%)	Cost Score X <u>25%</u> = <b>Justification</b>
	Weighting Total % 100.00%	<b>Total Score</b>

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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:**

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**Risk Assessment**

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MSFC Initiator: Shayne Swint

(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 for this task order.
Risk S2	Schedule			

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



