

Task Order Plan (TOP)

Contract Number: NNM05AB50C
TO Title: ISS Vehicle Office
TO Number: 43-030403 **Revision:** 05

Period of Performance: 10/2/2010 to 12/3/2010

MSFC Initiator: Shawn Reagan

(b)(4)

Emergency: No

Revision -05: 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 December 3, 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 VP34 MPLM/PMM ISS Vehicle Project Office.

Program	Subelement	WBS	Status
VP 34, MPLM/PMM ISS Vehicle Project Office	00	401769.06.02.02.02.01	Mapped to 43-030403-JA
VP 34, MPLM/PMM ISS Vehicle Project Office	JA	401769.06.02.02.02.01	Open
VP 34, MPLM/PMM ISS Vehicle Project Office	01	401769.06.02.02.02.01	Mapped to 43-030403-JB
VP 34, MPLM/PMM ISS Vehicle Project Office	JB	401769.06.02.02.02.01	Open

Revision -04: The purpose of revision -04 is to more accurately reflect the effort required to accomplish the scope of work defined by the Customer; specifically:

1. Per the customer request to decrease the level of effort for Subelement -01 (b)(4) sub-contractor support in labor hours due to the Flight Readiness Review and ULF-5 Launch support activities shifted into FY11.

2. Per the customer increase travel resources for Subelement -00 for the (b)(4) (b)(4) for the FY 10 estimate.

Funding for this task is provided per WBS: 401769.06.02.02.02.01

Revision -03: The purpose of revision -03 is to adjust estimated resources to accomplish the scope of work defined by the Customer; specifically:

1. Re-schedule labor hour resources for Subelement -01 (b)(4) Subcontractor support until program funding approved.

Funding for this task is provided per WBS: 401769.06.02.02.02.01

Revision -02: 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. Subelement -01 subcontractor support has been added for CY5. 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 VP34 MPLM/PLM ISS Vehicle Project Office.

Funding for this task is provided per WBS: 401769.06.02.02.02.01

Revision -01: The purpose of revision -01 is to adjust estimated resources to accomplish the scope of work defined by the Customer; specifically:

2. Decrease of (b)(4)

1.0 Task Order Description & Objectives

This Task Order will support the ISS Vehicle Office (VP34) by providing Project Coordinator and systems engineering support for the Multi-Purpose Logistics Module (MPLM) office.

2.0 Technical Approach (Including required input, guidelines & assumptions) **Subelement -00 Project Coordinator**

This task order will provide support for project planning, coordination, integration, review, and reporting as well as engineering coordination activities in direct support of the ISS Vehicle Systems Office. Activities in this task order will include:

- a. Generation of monthly management presentations
- b. Organize, schedule, document actions items, and otherwise assist in the conduct of meetings.
- c. Track action items to closure.
- d. Maintain project calendar.
- e. Interface with project management and personnel to support integration activities such as schedule and risk management.
- f. Receive and distribute documentation and communications across project interfaces.

Subelement -01 PMM On-Site Support

- a. Provide On-site Technical support for the integration and testing activities for PLM, to include serving as the technical point of contact at Thales Alenia Space Italia (TASI) facilities

in Torino, Italy, support of reviews, issue resolution, and test requirement and procedure definition and review.

- b. All work shall be performed on-site at TASI facilities in Torino, Italy unless otherwise requested by Jacobs. On-site office infrastructure, including desk plus computer with the necessary software and connections for local work and remote access will be provided or made available to the Consultant.

3.0 Discussion of Skills Required

Subelement -00

(b)(4)

Subelement -01

(b)(4)

4.0 Special Tools Required

None.

5.0 Participating Subcontractors

(b)(4)

6.0 Milestones & Deliverables

- a. Generate monthly management presentations.
- b. General project support reports and products will be delivered to meet the schedules of the VP34 and S&MS offices.
- c. Meeting support will be provided to meet the schedules of the requesting offices.
- d. Reporting products will be provided on a weekly (action items) or monthly basis as appropriate for the report.
- e. Monthly Activity Reports will be provided monthly.
Other deliverables will be defined as warranted.

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
---------------	-------------	----------	-------

9.0 Schedule

Task Order #	Subelement	Task Order #	Task Work Element	2011											
				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
43-030403	00	43-030403	ISS Vehicle Office (VP34)												
43-030403	JA	43-030403	Project Coordination Support												
43-030403	JB	43-030403	PMM Off-Site Support												

ESTS Contract Task Order Request Performance Plan

Task Order Title: [ISS Vehicle Office](#)

Task Order Number: [43-030403](#) Revision: [05](#)

Category	Weighting Technical %	End of Period Technical Score
Technical Objectives	65%	X <u>65%</u> = Justification
<p>a. Generation of monthly management presentations</p> <p>b. Organize, schedule, document actions items, and otherwise assist in the conduct of meetings.</p> <p>c. Track action items to closure.</p> <p>d. Maintain project calendar.</p> <p>e. Interface with project management and personnel to support integration activities such as schedule and risk management.</p> <p>f. Receive and distribute documentation and communications across project interfaces.</p> <p>g. Provide PMM on-site support</p>		
Schedule Objectives (Milestones)	Weighting Schedule % <u>10%</u> (min 10%)	Schedule Score X <u>10%</u> = Justification
Meet all customer schedules and milestones		
<u>Cost (actual vs. negotiated)</u>	Weighting Cost% <u>25%</u> (min.25%)	Cost Score X <u>25%</u> = Justification

ESTS Contract Task Order Request Performance Plan

Task Order Title: [ISS Vehicle Office](#)

Task Order Number: [43-030403](#) Revision: [05](#)

Weighting	Total Score
Total %	
100.00%	

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

Task Order Number: [ISS Vehicle Office](#)

Task Order Number: [43-030403](#) Revision: [05](#)

Comments:

Risk Assessment

Contract Number: NNM05AB50C
TO Title: ISS Vehicle Office
TO Number: 43-030403 **Revision:** 05

Period of Performance: 10/2/2010 to 12/3/2010

MSFC Initiator: Shawn Reagan

(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.



