

Task Order Plan (TOP)

Contract Number: NNM05AB50C
TO Title: OSAC Project Coordination Support
TO Number: 48-010001 **Revision:** 07

Period of Performance: 10/2/2010 to 09/30/2011

MSFC Initiator: Fred Harrington

(b)(4)

Emergency: No

Revision -07: 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. This revision affects support to the Office of Strategic Analysis & Communications (OSAC).

Program	Subelement	WBS	Status
OSAC	00	736466.01.08.08.04	Open

Revision -06: 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 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. This revision affects support to the CS01 Office of Strategic Analysis & Communication (OSAC).

Funding for this task is provided per WBS: 736466.01.08.08.04

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

1. Increase labor hours to meet customer's milestones.
2. Increase travel resources.

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:

3. Add (b)(4)

4. Change the (b)(4)

(b)(4)

Additionally, the Schedule, Performance Plan and Risk Assessment have been revised to reflect changes in task activities for the period of performance.

The purpose of revision 2 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 26 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 purpose of revision 01 is to delete Jacobs' hours not expected to be needed in FY07. This reduction results from the timing of the start date for the resource to support this task.

1.0 Task Order Description & Objectives

This Task Order will support the Office of Strategic Analysis & Communication (OSAC) by providing project coordination support services for their programs, projects and customers. Input from the OSAC Director and OSAC personnel will determine the programs, projects and customers to support.

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 support requires the necessary coordination and meeting support to ensure that these functions are performed efficiently and the objectives of the programs, projects and customers are met.

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

The contractor shall perform services including (but not limited to):

1. Coordinate, assist, and track organizational reporting requirements and presentation packages. This includes Center CAITS actions, SHE actions / metrics, OSAC informal actions, and travel / training requirements.
2. Draft, collaborate, and assist in the development of various organizational reports and distribute reports through established organizational processes. This will include a high level of coordination / facilitation with various OSAC managers and personnel as well as other Marshall Organizations and programs; including the Center Director's Office.
3. Serve as a focal point between tasks and/or offices for data collection and dissemination of information.
4. Assist in data research and documentation
5. Prepare and maintain databases and calendars as applicable organizational activities
6. Facilitate all logistical requirements for organizational meetings and conferences as necessary; to include: agenda development, attendee lists, determining and securing adequate facilities and equipment, action / resolution items, meeting notices, integration / syncing calendars, distribution / control of meeting data, and access to secure meetings.
7. Conduct quality assurance reviews of all organizational memorandums, reports and presentations; including monitoring timeliness, accuracy, and proper participant notification
8. Coordinate, track, and report organizational travel / training requirements and actuals
9. Assist OSAC managers and personnel in securing computer support, supplies, and other necessary items in the performance of daily activities
10. Function as a coordinator assisting OSAC / Marshall Personnel with organizational inquiries and requests
11. Coordinate and maintain OSAC employee rosters and email distribution lists

12. Assist MSFC CS-30 coordinator with Space Flight Awareness (SFA) activities.

Other special assignments as requested

3.0 Discussion of Skills Required

A proficiency in Microsoft Office is required.

4.0 Special Tools Required

None

5.0 Participating Subcontractors

None

6.0 Milestones & Deliverables

Monthly Activity Reports

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

Travel: (2 trips, 2-5 days, 1 person)

Training: (2 courses, 2-5 days, 1 person)

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 - Schedule is baseline only. Reference Monthly Activity Report for detailed, updated schedule with milestones.

Task Order #	Subelement	Task Work Element	2011											
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
43-030503	00	OSAC Project Coordination Support												
43-030503	00	OSAC Project Support												

ESTS Contract Task Order Request Performance Plan

Task Order Title: [OSAC Project Coordination Support](#)

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Category	Weighting Technical %	End of Period Technical Score
Technical Objectives	65%	X <u>65%</u> = Justification
<ul style="list-style-type: none"> - Coordinate, assist, and track OSAC reporting requirements and presentation packages. - Draft, collaborate, and assist in development and distribution of OSAC reports. - Assist in all data research and documentation requests - Prepare and maintain OSAC databases and calendars, as requested, with accurate, timely, and consistent data and information - Facilitate all logistical requirements for organizational meetings / conferences - Conduct quality assurance reviews of all organizational memorandums, reports and presentations - Coordinate, track, and report organizational travel / training requirements and actuals - Assist in securing computer support, supplies, and other necessary items for OSAC management and personnel - Coordinate and maintain OSAC employee rosters and e-mail distribution lists - Assist MSFC CS-30 coordinator in Space Flight Awareness (SFA) activities. 		
Schedule Objectives (Milestones)	Weighting Schedule % <u>10%</u> <i>(min 10%)</i>	Schedule Score X <u>10%</u> = Justification

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Monthly Activity Reports documenting accomplishments, status of outstanding actions, and relevant issues.		
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	Weighting		Cost Score	
	Cost%			
	<u>25%</u>			X <u>25%</u> =
<u>Cost (actual vs. negotiated)</u>	(min.25%)			Justification
	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

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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	1	1	Meet cost estimates within 5%.
Risk C2	Cost			
Risk T1	Technical	1	1	Meet all technical objectives.
Risk T2	Technical			
Risk S1	Schedule	1	1	Meet all schedule objectives.
Risk S2	Schedule			

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



