

Task Order Plan (TOP)

Contract Number: NNM05AB50C

TO Title: Project Coordination Support to Business Planning & Integration Office

TO Number: 48-010101 **Revision:** 04

Period of Performance: 10/02/2010 to 09/30/2011

MSFC Initiator: Fred Harrington

(b)(4)


Emergency: No

Revision -04: 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 Business Planning & Integration Office within the Office of Strategic Analysis & Communications (OSAC).

Program	Subelement	WBS	Status
OSAC	00	833011.02.08.02	Open

Revision -03: 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 CS10 Office of Strategic Analysis & Communication (OSAC).

Funding for this task is provided per WBS: 199008.02.08.02.VP44.09

Revision -02: The purpose of revision -02 is to adjust estimated resources to accomplish the scope of work defined by the Customer; specifically:

1. Decrease travel resources.

Revision -01: 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.

1.0 Task Order Description & Objectives

This Task Order will provide project coordination to support Office of Strategic Analysis & Communication (OSAC) Business Planning & Integration Office (CS10) with input from the CS10 office manager. Services include, but are not limited to, the following duties:

- Serve as a space act agreement specialist, maintain center space act agreement records and facilitate organizations' following the center's space act agreement process.
- Perform research (web, database, phone) about audiences and venues in support of center executive communications.
- Provide logistical support to center leadership communication functions by coordinating organizations' requirements, performing advance research, and entering survey data for analysis.
- Develop resource budgets for CS10, including travel, training, supply and publications budgets, for bottoms-up estimation of office needs for the coming year.
- Track CS10's use of travel, training, supply, and publications budgets.
- Develop and maintain CS10 records, including development plans, rosters, email distribution lists, leave calendars, and directives owner lists.
- Track CS10's compliance with agency and center training requirements, as well as nomination-history for training opportunities.
- Coordinate CS10's new employee orientation process.
- Coordinate meetings and off-sites among CS10's teams as well as other organizations as required by projects and office needs.
- Develop and coordinate responses to organizational inquiries, actions, and data requests.

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

Based on Government provided guidelines, priorities, duties, and policies, coordinate / resolve differing situations, problems, and deviations to normal Space Act Agreement (SAA) processing and use independent judgment and initiative to determine the approach or action to take in non-routine situations, and to interpret and adapt guidelines to specific situations. Provide expert understanding of the use and limitations of Space Act Agreement Maker (SAAM), the Government-provided software package for creating, approving, and tracking Space Act Agreements, and familiarity with NPD1050.1 and NAI 1050.1, which are the Agency's governing documents for Space Act Agreements, along with any other relevant related documents.

Facilitate the approval and execution of SAAs; determine the appropriate MSFC office (Engineering, Legal Office, Chief Financial Officer, Procurement Office, etc) to handle SAA issues; coordinate SAA activities with NASA HQ, other centers, and industry as necessary; review outgoing SAAs for completeness and consistency with established processes and procedures; maintain awareness of the completion status of each SAA; collect, compile, analyze, and report statistical information such as touches per completion and dollar value completed/pending in order to inform decision making at both Agency and Center levels; anticipate and prepare materials needed to expedite SAA processing; arrange meetings and invite appropriate personnel; prepare status reports; and explain SAA requirements and the use of SAAM to new users and staff.

Establish, review, and maintain office files/records on Space Act Agreements, and provide copies upon request in accordance with the Office of Personnel Management, Code of Federal Regulations, Title 5 U.S. Code, Part 293, NASA NPR 1441.1 Records Retention Schedule, Privacy Act, and/or other regulatory requirements.

3.0 Discussion of Skills Required

An Expert understanding of the use and limitations of Space Act Agreement Maker (SAAM), the Government-provided software package for creating, approving, and tracking Space Act Agreements is required. A proficiency in Windows-based applications (such as, but not limited to, Microsoft Excel, Microsoft Word, and Microsoft Power Point) is required.

4.0 Special Tools Required

Space Act Agreement Maker (SAAM), the Government-provided software package for creating, approving, and tracking Space Act Agreements will be provided by the OSAC.

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 x 3-5 days x NASA Centers x 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

Task Order #	Subelement	Task Work Element	2011											
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
43-030503	00	Project Coord. Support To Bus. Plan. & Int. Office	[Gantt bar spanning from Sep to Oct]											
43-030503	00	OSAC Program Support	[Gantt bar spanning from Sep to Oct]											

ESTS Contract Task Order Request Performance Plan

Task Order Title: [Project Coordination Support to Bus. Plan. & Integ. Off](#)

Task Order Number: [48-010101](#) Revision: 04

Category	Weighting Technical %	End of Period Technical Score
Technical Objectives	65%	X 65% = Justification
<ul style="list-style-type: none"> - Coordinate, review and maintain Space Act Agreements for the Center. - Perform research via web, database, or telephone in support of Center executive communications. - Provide logistical support for communications functions by coordinating organizations requirements - Develop and track resource budgets for CS10 for travel, training, supply and publications - Track CS10's compliance with Agency and Center training requirements - Coordinate meetings and off-sites among CS10's teams as required - Develop and coordinate responses to organizational inquiries, actions, and data requests 		
Schedule Objectives (Milestones)	Weighting Schedule % 10% (min 10%)	Schedule Score X 10% = Justification
<ul style="list-style-type: none"> - Monthly Activity Reports documenting SAA activities, accomplishments, status, statistics, relevant cost information, and issues. - Respond to new Space Act Agreements within 3 working days 		
	Weighting Cost%	Cost Score

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<u>Cost (actual vs. negotiated)</u>	<u>25%</u> <i>(min.25%)</i>	X <u>25%</u> =
		Justification
		<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
	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.



