DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

2. TITLE	1. IDENTIFICATION NUMBER
TECHNICAL AND MANAGEMENT WORK PLAN	DI-MGMT-81117

3. DESCRIPTION/PURPOSE

3.1 The Technical and Management Work Plan describes the contractor's plan to implement the Statement of Work (SOW) tasking provided via delivery order or task order.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
901219	ASOB-SEP-A		

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID may be used on any contract which is delivery order oriented.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		A6003

10. PREPARATION INSTRUCTIONS

10.1 Format. The plan shall be submitted in a contractor devised and Government approved format which conforms to the following:

10.1.1 Identification. The plan shall identify the contractor's name, contract number, title and number of the delivery or task order, security classification of the plan, name of contract monitor, and the Government office issuing the tasking.

10.1.2 Descriptive material. The plan shall include descriptive material, system diagrams, sketches, photographs, tables, forms, graphs, worksheets, charts, drawings, etc., as required.

10.1.3 Page size. The plan shall be typewritten or printed on 8 1/2 x 11 inch paper. The pages shall be sequentially numbered and securely bound together. As necessary, graphic material may be one-way foldouts. All attachments shall be identified and referenced in the text. Each section and paragraph shall be numbered.

10.1.4 Table of contents and index. Plans of more than 30 pages in length shall contain a table of contents.

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11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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10.1.5 Legibility. The document shall be legible and reproducible.

10.2 Content. The plan shall include information necessary to substantiate

the contractor's approach to completing the delivery or task order and information necessary for the Government to assess the soundness of the contractor's approach. The plan shall contain the following:

10.2.1 Organizational structure. The plan shall include a description of the contractor's organizational structure and assignment of functions, duties, and responsibilities which will be assigned in support of the tasking. Additionally, the plan shall identify the contractor's procedures, policies, and reporting requirements established to initiate, monitor, control, complete, and report on activities required of the delivery or task order.

10.2.2 Organizational interfaces. The plan shall describe all interfaces between the contractor and the Government and between the contractor and other contractors or subcontractors which are necessary to complete the assigned tasking. This shall include a description of the applicable responsibilities and functional relationships between those organizations.

10.2.3 Methodology. The plan shall include a narrative description clearly defining the technical approach (or method) including tools, standards, and procedures to be used by the contractor to accomplish the delivery or task order. All documentation, activity, or decisions required from the Government or other Government contractor shall be identified.

10.2.4 Personnel. The plan shall identify the names and types of personnel assigned to accomplish the delivery or task order. The plan shall show how the combination of people assigned to each task provides a sufficient knowledge or experience base for that task. This includes identifying any special education, training, experience, or skills of these individuals. Also, any special administrative support requirements shall be identified.

10.2.5 Security. The plan shall identify any special or unique security requirements resulting from the delivery or task order.

10.2.6 Schedule. The plan shall include a milestone chart(s) graphically depicting the schedule of events associated with the delivery or task order. The level of detail shall be sufficient to clearly show how each subtask shall be performed. This includes:

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Block 10, Preparation Instructions (Continued)

a. Contractor activities.

b. Contractor deliverances (interim and final), including briefings (if required).

c. Other program milestones as appropriate (including Government input in 10.2.3 above).

d. Periodic milestones to allow adequate Government review of contractor progress.

10.2.7 Resources chart. The plan shall include a resources chart that graphically and numerically identifies the contractor's total planned manhour level of effort (LOE) and LOE by month for each subtask identified in the delivery or task order. Proposed monthly subtask manhours shall be broken out by labor category in support of the delivery or task order.

10.2.8 Travel. The plan shall include a list of the travel requirements that shall include the following for each trip:

a. Company or Government agency visited.

b. Location.

c. Number of travellers by labor category.

d. Trip duration.

10.2.9 Contractor requested data. The plan shall include the contractor's best assessment of any additional data required by the contractor. This list shall be as detailed as possible and shall include document titles, responsible Government organizations, and responsible Government contractors. The criticality of each data required shall be identified.

10.2.10 Deliverables. The plan shall include a brief description of the contents of each deliverable to be provided as a result of the delivery or task order.

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