

## 1. General Scope of Work

### 1.1 Purpose and Objective

The purpose of this Delivery Order is to authorize funding for Propulsion personnel to perform preliminary planning and cost estimates for new projects and provide project initiation support. Supervisory oversight of Shuttle and Station related projects, processes, and maintenance for the Propulsion Department is authorized on this DO.

This Delivery Order also authorizes training initiatives for the Propulsion department. The initiatives will include administration of the Propulsion and WSTF training databases, preparation and teaching of PDT courses, annual review of Propulsion qualification categories.

In addition, this Delivery Order authorizes funding for the following:

1. Supplies, materials, and furniture for the Propulsion Test Office and Department to support maintenance projects and administration.
2. Planning initiatives for Propulsion activities and "community outreach" activities (for example, United Way).
3. Support PSWG and safety related tasks not considered in completion form.
4. Electronic Administration of Propulsion Project Filing
5. Planning initiatives and coordination of out of department tasks not covered by specific projects.
6. Support of SCIAD/Outreach Activities.

## 2. Technical Requirements

### 2.1 Description of Work

Under this delivery order, the Contractor will perform supervisor oversight and control of Shuttle and Station related projects, standard processes, and maintenance in the Propulsion Department. Two specific items requested for this effort are the development and maintenance of a master schedule and resource management plan. The master schedule should contain all current projects and efforts, and the associated funding. The master schedule should become a tool for Propulsion to assess the current projects and efforts and be able to see anticipated work in the future. The resource management plan should be of similar nature, with a projection of resources for the work that is being estimated along with the work currently being performed. This process may be initiated by requiring the supervisor to review and approve the task plans. The contractor shall also provide PSE supervision including pressure system engineering oversight, assistance in mitigation of PSE issues, guidance for systems interaction, facilitation of PSE training.

The contractor shall also perform the preliminary planning and estimating of unfunded projects including the assessment of the capabilities and availability of resources to perform the work and preparation of the not-to-exceed (ROM) cost.

## Training requirements include:

1. Perform an annual review of the 102 Propulsion qualification categories. ATQ
2. Perform the activities associated with reviewing, preparing, teaching, grading tests, and course evaluation follow-up for PDT courses. Assume there will be 65 courses taught this year. ATR
3. Plan, coordinate, and monitor PDT courses including effectiveness evaluation. ATZ
4. Maintain the Propulsion and WSTF training databases. ATZ

## This Delivery Order also authorizes the following tasks:

1. Supplies and office furniture may be purchased on this Delivery Order for the Propulsion Test Office and Department to support maintenance projects and administration. (A%)
2. Planning initiatives for Propulsion activities and "community outreach" activities (for example, United Way). (AGZ)
3. Support PSWG and safety related tasks that are not considered in completion form. This DO will cover action items generated from the meetings including the following. The action item list is stored on the net in S:\wstfgrp\prop\p s w g\PSWG Minutes\. The tasks should be no more than \$1000 in total. If the task exceeds \$1000 notify PM for consideration of initiating independent DO or modifying this DO to account for increased deliverables. Assume there will be 2 tasks every month, for \$1000 each. Some tasks may be more or less than the allocated \$1000, but the tasks should be managed to the total allocated, \$24k. (V%)
4. Electronic Administration of Propulsion Project Filing performed in Publications is authorized by this DO, not to exceed \$5k. This includes the task of placing electronic project files in the designated directories per WSI-PROP-0013. (APF)
5. Planning initiatives and coordination of out of department tasks not covered by specific projects (for example, drinking water delivery, ITS support for Management and Direct Support). Out of Department tasks such as warehousing, accounting and work control, will be covered by individual projects. (A%)
6. Support efforts associated with SCIAD/Outreach Activities such as classroom assistance, participating and judging at school science and math fairs, and participating in the MARS design competition, not to exceed \$15k. In addition, support the Robotics design competition, not to exceed \$15k. (ADD)

## General requirements:

1. Develop and maintain a task plan for this Delivery Order. The task plan shall:
  - " Have no task longer than 2 weeks, unless good rationale is given. If a specific task is longer than 2 weeks, break it up into smaller measurable milestones.
  - " Ensure each task has a definitive, measurable output.
  - " Identify primary individual responsible for completion of each task, and when appropriate identify a backup individual for each task.
2. Maintain the task plan through the life of the project. Manage cost and

schedule of the project using the baselined task plan. If additional tasks are negotiated and added to the project, add the new tasks to the bottom of the task plan. When they sum to greater than \$10K notify PM to negotiate a DO revision. Also, notify the PM if the SPI or CPI is below 0.9

2.2 Contractor Products/Services Required

1. FY03 Task Plan
2. Monthly project status reviews
3. Supervision of ongoing Shuttle and Station projects and standard processes, including maintenance and PSE supervision.
4. Monthly maintenance of the master schedule
5. Monthly maintenance of the resource management plan
6. Cost estimates by established due date
7. Supervisor approval of task plans
8. Annual review of 102 qual categories
9. Annual review of 55 PDT courses
10. Coordination, management, and maintenance of the allocated tasks and funding.

2.3 Materials and Travel Requirements

No NASA materials are anticipated.  
No travel is anticipated.

2.4 Task Plan/Summary Sheet

5ID1008  
5ID1008

3. Schedule Requirements

1. Monthly maintenance of the master schedule
2. Monthly maintenance of the resource management plan
3. Cost estimates by established due date

4. Cost Tracking Requirements

Charge Number	Rev	Function Codes	Fund Source	WSTF Overhead %	\$K Amounts	Charge Number Title
ASP	B	SA	37670	22	191	Propulsion Project and Process Supervision
VZZ	C	SA	95715	22	150.5	Propulsion Maintenance

Supervision

AAY	-	SA	26010	22	24.5	Perform cost estimates for internal propulsion projects
RDP	A	SA	94910	22	0	Propulsion New Project Estimating
V91	-	SA	95715	22	18	Office Supplies and Material - PTO
V92	-	SA	95715	22	9	Office Furniture - PTO
AGZ	C	SA	37670	22	21.8	General Support for Maintenance Tasks
ADD	-	SA	37670	22	17.5	Propulsion SCIAD Support
VSA	-	SA	95715	22	15	PSWG and HWE Safety Tasks
ATZ	A	SA	37670	22	59.3	Training administrative support
ATQ	-	SA	37670	22	11.7	Propulsion Annual Review Qual Categories
ATR	K	SA	37670	22	42	PDT Training Instructors
Notes					Total \$K	560.3

5. Evaluation Criteria

In addition to the propulsion standard evaluation criteria, the contractor will receive a strength for endorsing and using project management techniques to plan and execute projects successfully. Supervision will be evaluated based on overall project management measures of the propulsion department including:

- Earned value measured by SPI, CPI, SV, CV, and EAC at the project level and department aggregate.
- Project performance as measured by "Propulsion Project Matrix".
- Customer evaluation feedback measured by positive and negative responses received by offsite customers
- Resource management as measured by the availability of the necessary resources as planned in the task plans and the impact of schedule delays due to lack of resources.
- Propulsion personnel shall manage their material purchases to the delivery date

need and ensure the actual payment is accounted for in the 13 period to account for late payment in the following FY.

- Out of department tasks and costs allocated on this DO shall be managed within the tasks and scope of this delivery order.

In addition, the contractor will be evaluated on managing the expenditures to the allocated costs. A weakness may be given if costs exceeded the funding allocated.

Note: This is only a summary of revision history. Details of the changes must be contained in the text of the Delivery Order.

Rev	Approved	Change (+/- \$K)	Contract Value	Revision Summary
-	01-OCT-04	560.3	463.84683	Basic Revision