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APPENDIX C

SCHEDULE ANALYSIS AND METRICS

SCHEDULE ANALYSIS AND METRICS

The Contractor shall provide schedules as required by the different GSDO functional offices and as needed to meet the PWS requirements in all PWS sections. The Contractor shall utilize established standard processes, data structures and reporting conventions to plan, manage, and report the assigned work for all GSDO Schedules.

Scheduling approaches shall address information such as:

- Predicted task duration/labor standards derived from accurate and objective prediction methodologies
- Indications of activities by appropriate nomenclature that clearly delineates the task to be performed
- Identification of who is responsible for doing the actual work
- Required supporting activities or support from other contractors, outside organizations, agencies, or center
- Identification of critical resource requirements
- Clear depiction of the interrelationships and constraints among related tasks
- Identification of the critical path, priorities, high risk activities and other significant activities
- Special test activities or requirements

Content:

A. Schedule Management:

1. Provide a month-end schedule and analysis showing progress to date versus planned for the current tasks.

2. Provide cost or resource loaded schedules which clearly depict the interrelationships and constraints among related critical path Level I, Level II, Level III, Level IV, Level V tasks, and tasks reflecting activities which directly interface between Program and Projects. The approach (reference above) shall provide the ability to identify, analyze, mitigate and control scheduling risks and impacts; accurately identify and analyze critical path activities; and allow its users to easily measure the progress toward achieving the intended plan.

B. Integrated Program Schedule Management:

1. Develop schedules and charts for the weekly, monthly and quarterly reporting for the Program/Project. The approach (reference above) shall provide the ability to identify, analyze, mitigate and control scheduling risks and impacts; accurately identify and analyze critical path activities; and allow its users to easily measure the progress toward achieving the intended plan.

2. Provide schedule updates and status reports every month at Program Managers Review and weekly at schedules working group meeting.

3. Maintain and update integrated, summary-level critical path schedules for presentation at monthly and quarterly program reviews.

C. Team Schedule Support. Provide the following products:

1. Top level and lower level schedules for Program offices and as requested by the customer.
2. Team schedule updates and status reports weekly, as data is available from projects.
3. Updates, analysis and reports for top level schedules in support of monthly review

D. LX Planning calendar. Update Planning calendar weekly and upload to homepages, SharePoint and Windchill website (or any other electronic forum utilized by the Program Office) twice a week or as requested.

Maintenance: The Contractor shall maintain currency by page revision or complete reissue to reflect all approved changes as required. All schedules shall be stored, tracked, and made readily available for reference upon request.

Submission Instructions: Schedules will be directed through the Program/Project Functional Managers. In addition, some schedules should be delivered as required based on the milestones of the requirement or in accordance with Table 1, Schedule Deliverable Summary.

The Contractor shall use the format established by directives governing the preparation of the specific document, otherwise Contractor format will be acceptable. Schedules shall be provided both electronically (compatible with Microsoft Office suite of software or Adobe suite) and hardcopy, or as directed by the Office of Primary Responsibility (OPR).

The Contractor shall submit schedules as required.

Distribution: Schedules shall be distributed via e-mail or hardcopies, in accordance with Table 1, or as directed by NASA.

Schedules shall be submitted to the KLXS-II Contracting Officer (CO) (mail code: OP-ES), KLXS-II Contracting Officer Representative (COR) (mail code: LX-B2), and the GSDO Business Office (LX-B), and Table 1.

TABLE 1, SCHEDULE DELIVERABLE SUMMARY

Item #	Deliverable	First Submission	Frequency	Additional Submissions	Format
A. SCHEDULE MANAGEMENT					
1.	Schedules and Schedule Analysis	First month after contract start, on the first Monday of the month	Monthly	5 business days after last day of reporting month	E-mail. Electronic. Contractor format acceptable
B. INTEGRATED PROGRAM SCHEDULE MANAGEMENT					
2.	Integrated Master Schedule	N/A	Monthly	Informal Updates	Upload files weekly
3.	GSDO Summary & Analysis Schedule	N/A	Monthly	Informal Updates	Electronic
4.	Schedule Updates	N/A	Twice Monthly	Informal Updates	Primavera/or current scheduling tool
5.	IAT Health Check Analysis Schedule data	N/A	Monthly	Informal Updates	Electronic
	GSDO Near-term Schedule	N/A	Monthly	Informal Updates	Electronic
	GSDO Life Cycle Review Chart	N/A	Monthly	Informal Updates	Electronic
	GSDO Analysis Schedule			Informal Updates	Electronic
6.	Schedule Assessment Package	N/A	Monthly	Informal Updates	Electronic
7.	GSDO Schedule Book Distribution to be determined by LX-B2	N/A	Monthly	Informal Updates	Electronic & Hardcopies - Type A: Bound 8.5 X 11 inch paper, double-sided
C. TEAM SCHEDULE SUPPORT					
8.	Program Office Support	N/A	1 per week	Informal Updates	Hardcopies (as required).
D. PROGRAM PLANNING CALENDAR					
9.	The Planning Calendar	N/A	Twice per week	Informal Updates	Electronic
		N/A	Weekly	Informal Updates	Electronic