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Plum Brook Station GRC-W7030.007
Work Instruction No.

Revision Initial Release 23

Plum Brook Station Work Instruction

PB-C/SCS: Customer Weekly Status Reports

APPROVED

Approved by Plum Brook Management Office/7030:

**NASA - Glenn Research Center
Cleveland, OH 44135**

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Glenn Research Center Plum Brook Station Work Instruction	Title: PB-C/SCS: Customer Weekly Status Reports	
	Document No.: GRC-W7030.007	Rev.: Initial Release <u>23</u>

Procedure Owner: Plum Brook Management Office

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Change Record

Rev.	Effective Date	Description
Initial	12/21/98	Initial Release
Initial Release 1	7/12/99	CR 1999-50, multiple formatting & editorial changes
Initial Release 2	10/27/2000	CR 2000-115, update Approving Authority to match current list.
<u>Initial Release 3</u>	<u>11/9/00</u>	<u>CR 2000-116, update Point of Contact</u>

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1.0 PURPOSE

Establish consistent format for Task Orders' Customer Weekly Status Reports. Guidelines for preparing, assembling, and what to include, in this Report, are listed.

2.0 REFERENCES

Document Number	Document Title
GRC-P7030.005	PB-C/SCS: Reporting

3.0 SAFETY PRECAUTIONS

Not Applicable

4.0 TOOLS, EQUIPMENT AND MATERIALS

Not Applicable

5.0 PERSONNEL TRAINING AND/OR CERTIFICATION

Facility Managers and Task Managers shall be oriented by the Work Control Office on this procedure.

6.0 INSTRUCTIONS

- 6.1 The SSC Task Manager shall prepare a Weekly Task Order Status Report.
 - 6.1.1 Include the following information, Up-front.
 - Task Order number and title.
 - Month for which it is published
 - The Work Plan that the status report is based on, whether original or latest Revision, and date of issue.
 - 6.1.2 Include a "Schedule Status" section containing brief description of the schedule status of the Task Order. Indicate the dates of major activities/milestones achieved in the reported month, currently in progress, and planned for the future. State any schedule delays and major deviations from the Task Order Plan.

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- 6.1.3 Include a “Financial Status” section. Refer to the Task Order funding requirement as stated in the Work Plan, or latest revision. Indicate the funding received to-date and the resulting shortfall/surplus. Also, indicate the total Task Order Cost to date. List the information in a tabular format and break it into two areas: “Funding” and “Cost”.

In the Funding area, list the following:

- Work Plan Cost Estimate (Date)
- Total Project Funding To-Date
- Current Funding Shortfall/Surplus

In the Cost area, list the following:

- Total Actual Cost to Date
- Committed Cost for Procurements in Progress
- Estimated Cost to Complete
- Projected Cost at Completion
- Work Plan Budgeted Cost (at Completion)
- Cost Variance at Completion

Include a paragraph to describe details of cost variance. Relate the listed numbers to the details provided in the supporting enclosures. Provide a brief description for each enclosure.

- 6.1.4 Include a “Technical Status” section. List the information in a tabular format and break it into two areas: “Accomplishments, for reported month” and “Planned, for next month”. In the Accomplishments area, list the previous month technical accomplishments. In the Cost area, list the planned technical activities for the coming month.

- 6.1.5 Attach the following Enclosures:

-Enclosure 1: A Gantt chart, on a level of detail suited customer requirement and consistent with the Work Plan. Include two bars for each item: Top bar for actual and projected progress dates and a bottom one for planned dates. (See Sample Status Report Attached)

-Enclosure 2: A Spending Profile Curve, containing the Planned Spending Curve, the Earned Value points for all past Weekly periods, and a continuous curve for the Actual reported cost and the projected estimates to complete. All curves are for cumulative values. (See Sample Status Report Attached)

-Enclosure 3: Task Order cost information broken by WBS item, on a level of detail suited customer requirement and consistent with the Work Plan. Previous month cumulative, current month, and total to date are shown, plus a six month projection. (See Sample Status Report Attached)

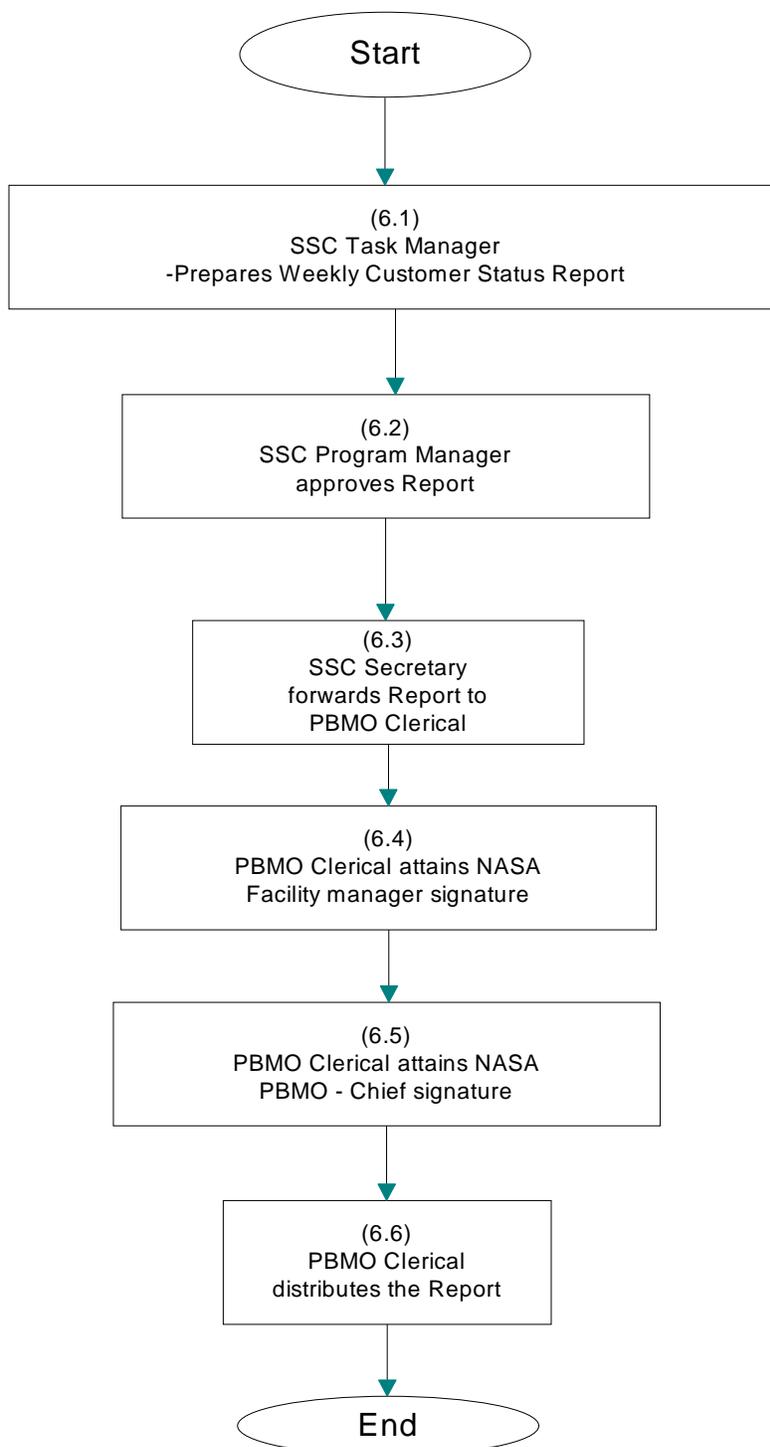
-Enclosure 4: Resource Loading/Cost Analysis”. Weekly loading actual and forecast of all resources consumed or required for the TO. The Actual loading is taken from accounting. The forecast loading is based on the activity logic diagram, availability of resources, and required schedule. The WCO will list these resources and the associated costs, broken by: Labor, Material, ODC, Distributed, PB-OH, Depreciation, HQ-Contract Administration, and any other cost element that may be needed on the TO. (See Sample Status Report Attached)

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- 6.2 The SSC Task Manager shall notify the SSC Program Management Secretary to print report and forward to the SSC Program Manager for approval.
- 6.3 The SSC Secretary shall forward approved report to PBMO Clerical.
- 6.4 PBMO Clerical attains the NASA Facility Manager approval/signature.
- 6.5 PBMO Clerical attains the NASA PBMO-Chief signature.
- 6.6 PBMO Clerical distributes the report.

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7.0 FLOW DIAGRAMS *



*See Sample Status Report Attached.

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