

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. DR-1
B. LINE ITEM TITLE: Program Management Plan					
C. OPR. UB-M	D. TYPE 2	E. INSPECT/ ACCEPT 2	F. REQ. See Section J	G. INITIAL SUB. See Section J	H. AS OF DATE See Section J
J. REMARKS: The Program Management Plan requires approval of the Director, International Space Station/Payload Processing. It shall be submitted within 30 days after contract start in draft form and revised to provide a final plan for approval within 120 days after contract start. The plan shall be reviewed at least annually thereafter and updated as required. If there are no changes since the last update, the Contractor shall re-certify its accuracy NLT 1 October of each year.					
K. DISTRIBUTION Per Contracting Officer's letter.					TOTALS
					NO.
					TYPE
DATA REQUIREMENT DESCRIPTION					
1. TITLE Program Management Plan				2. NUMBER DR-1	
3. USE The Program Management Plan will describe the systems to provide overall coordination of activities under this contract and will integrate these activities into the broader NASA operational plans which utilize other government agencies and contractors.				4. DATE	
				5. ORGANIZATION UB	
7. INTERRELATIONSHIP None				6. REFERENCES SOW 2.0	
8. PREPARATION INFORMATION					
<p>8.1 SCOPE: The plan shall describe the contractor's organization, approach and systems for accomplishing required activities including the management systems to be used and the interface relationships required.</p> <p>8.2 APPLICABLE DOCUMENTS: N/A</p> <p>8.3 CONTENT: The plan shall be in consonance with the performance-based Statement of Work. The plan shall include, but not be limited to, the following:</p> <ul style="list-style-type: none"> · Narrative descriptions of the management, technical, and business approaches used to accomplish and monitor contractual tasks, projects, and programs as well as methods the contractor will employ to provide government insight, data accessibility, and/or deliverables. · Interfaces between the contractor, the government, customers, and other contractors or entities that are necessary and pertinent to the accomplishment of contractual tasks, projects, and programs. · Assessment of risks inherent in the management, technical, and business approaches. · Narrative description of the contractor's management approach to defining processes, plans and procedures including any government approval of first time/high risk operations, out of family activities, and critical processes, plans and procedures · Planned reporting to the government of performance to plan in preparation for major milestone reviews and regularly scheduled daily/weekly/monthly reviews. · Narrative description of contractor controls applicable to any tasks, activities and projects exceeding established cost or schedule plans including requirements for providing a recovery plans or cancellations · Narrative description of the contractor's proposed scope and approach implementing Associate Contractors Agreements · Planned reporting to the government of performance to plan in preparation for major milestone reviews and regularly scheduled daily/weekly/monthly reviews. <p>8.4 FORMAT: Contractor format is acceptable. The plan shall identify contract title and contract number and shall contain a table of contents. Descriptive material (sketches, flow charts, drawings, photographs, tables, forms, graphs, worksheets, charts, etc.) may be included if needed to clarify or explain matters in the text.</p> <p>8.5 MAINTENANCE: Changes shall be incorporated as required by change page or complete reissue.</p>					