

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL						A. ITEM NO. DR-16
B. LINE ITEM TITLE: Work Breakdown Structure Dictionary						
C. OPR. UB-L, GG-C-A3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AR	G. INITIAL SUB. See Section J	H. AS OF DATE	
J. REMARKS: As part of the contractor's proposal, the contractor shall create and submit a draft WBS Dictionary. A final submittal is due after contract award and prior to contract start.						
K. DISTRIBUTION Per Contracting Officer's letter. NOTE: Consideration should be given to the use of electronic transmission when the capability is available.						TOTALS
						NO.
						TYPE

DATA REQUIREMENT DESCRIPTION

1. TITLE Work Breakdown Structure Dictionary	2. NUMBER DR-16
3. USE Provides for the creation and maintenance of the Work Breakdown Structure (WBS) Dictionary.	4. DATE
	5. ORGANIZATION KSC
7. INTERRELATIONSHIP DR-17, Contractor Financial Management Reports	6. REFERENCES SOW 2.2

8. PREPARATION INFORMATION

8.1 SCOPE:
This DR establishes the requirement for the creation and maintenance of the WBS Dictionary. The WBS Dictionary provides a common framework for the natural development of overall planning and control of the contract and is the basis for dividing the work into definable increments from which technical, schedule, cost, and labor reporting can be established.

8.2 APPLICABLE DOCUMENTS:
NASA Procedures and Guidelines (NPG) 5600.2B "Statement of Work: Guidance for Writing Work Statements"
NHB 7120.5 "Management of Major Systems and Projects Handbook"

8.3 CONTENTS:

- A. As part of the contractor's proposal, the contractor shall create and submit a WBS Dictionary.
- B. Each WBS element shall be mapped to the appropriate Government's Statement of Work section.
- C. The contractor will keep the WBS dictionary current throughout the life of the contract.
- D. NASA's technical and CFO personnel charged with contract management will review WBS Dictionary structure changes.
- E. Financial reporting shall be based on this WBS structure.
- F. The WBS structure shall consist of at least three levels of increasing details. Additional levels shall be utilized as required.
- G. The top level (Level 1) of the WBS must be structured to report summary contract costs as well as cost by unique fund source, which is generally by Unique Project Number (UPN).

- H. Mandatory minimum WBS reporting requirements are identified on the attached work breakdown structure (Enclosure 1). Payload processing costs shall, at a minimum, be reported at the task level within mission within fund source. Facilities, Ground Support Equipment and Checkout Systems shall be reported within Operations, Maintenance and Sustaining Engineering within Ground Systems within fund source. Facilities reporting shall be further identified to each facility. Checkout Systems shall be further reported by each system. Logistics shall be segregated between flight and ground within fund sources. Test and verification is unique to Space Station and must be reported by task within mission or test within MEIT. S&MA must be reported as a unique level 3 element in each level 2 categories. Enclosure 1 identifies minimum reporting requirements. Additional levels of detail may be required to adequately manage contract costs.

8.4 FORMAT: See CONTENTS.

8.5 MAINTENANCE: As Required.

