DATA ITEM DESCRIPTION

1. DID NUMBER: DID-PM-MGT-RP-
2. TITLE: REMEDIATION PLAN
3. DESCRIPTION and intended use

A Remediation Plan sets out the Contractor’s strategy, methodology, activities, resources and timeframes to address the underlying causes of the actual or potential problems, failures or breaches that have led to the requirement for the Contractor to submit a Remediation Plan under the Contract. The Remediation Plan sets out the Contractor’s plan to:

rectify or prevent (as applicable) the actual or potential problems, failures or breaches;

avoid or mitigate the impacts of the actual or potential problems, failures or breaches; and

ensure that the actual or potential problems, failures or breaches (or any similar or related problems, failures or breaches) do not occur again.

The Contractor uses the Remediation Plan to:

describe the arrangements for managing the remediation activities, including in relation to Subcontractors;

provide direction to the Contractor’s management team responsible for achieving the required remediation outcomes, as set out in clause 3.1;

ensure that those parties who are undertaking remediation activities understand their responsibilities, the processes to be used, and the time-frames involved; and

provide assurance to the Commonwealth that the underlying causes of the problems, failures or breaches will be remediated while ensuring that the other requirements of the Contract will continue to be satisfied.

The Commonwealth uses the Remediation Plan to:

evaluate and gain assurance that the Contractor’s Remediation Plan will achieve the required remediation outcomes, as set out in clause 3.1;

provide a basis for monitoring and assessing the Contractor’s performance in executing the Remediation Plan; and

identify any requirements for Commonwealth involvement in the Contractor’s Remediation Plan.

1. INTER-RELATIONSHIPS

The Remediation Plan is subordinate to the following data items, where these data items are required under the Contract:

Nil.

The Remediation Plan inter-relates with the following data items, where these data items are required under the Contract:

Contract Work Breakdown Structure (CWBS);

Contract Master Schedule (CMS);

Support Services Master Schedule (SSMS); and

any plan that is related to the subject matter of the Remediation Plan.

1. APPLICABLE DOCUMENTS

The following documents form a part of this DID to the extent specified herein:

Nil.

1. Preparation Instructions
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

* 1. Specific Content

The Remediation Plan shall:

describe the actual or potential problem, failure or breach that led to the requirement for submission of the Remediation Plan;

describe the objectives of the Remediation Plan and the outcomes to be achieved in tangible, measurable terms and/or the exit criteria to be achieved (ie, in the context of the generic outcomes identified at clause 3.1), including identifying when these objectives and outcomes will be achieved;

identify the position responsible for achieving the objectives and outcomes identified pursuant to paragraph b above, including the name of the person filling the identified position;

set out the detailed steps that the Contractor will take to achieve the identified objectives and outcomes, including:

the dates by which they will be completed;

any review points and/or decision points; and

the locations where the steps will be undertaken;

explain:

why each of the steps is necessary and how these steps will achieve the identified objectives and outcomes in the proposed timeframes;

how the plan minimises the impact on existing Contract work (including schedule) and the Commonwealth; and

Note: Approval of the Remediation Plan does not grant relief for any contractual obligations in accordance with clause 4.4 of the COC.

where the plan does have an impact on existing Contract work and/or the Commonwealth, why these impacts are unavoidable;

if the actual or potential problem, failure or breach was identified or investigated by a Commonwealth or independent audit or other Commonwealth review activity (including as part of the Independent AIC Audit Program), address the recommendations from that audit or review activity, as notified by the Commonwealth Representative;

identify any assumptions or risks associated with the plan, and how those assumptions will be managed and the risks mitigated;

for each of the steps in the plan, identify:

the resources required, including the people involved (by name), describing the activities that each person will be undertaking and identifying whether or not these people are involved in other Contract work;

any Subcontractors involved and describe the activities to be performed by these Subcontractors, including explaining how these activities will contribute to achieving the identified objectives and outcomes;

identify any inputs required to be provided by the Commonwealth to implement the steps (which, for clarity, shall be minimised and not include any additional requirements for GFM, GFF or GFS);

describe the reports that will be provided to the Commonwealth on the progress of the plan, which shall:

be provided on a monthly basis;

identify the activities undertaken since the last report, the steps completed, any difficulties encountered, and the actions being taken to address the difficulties; and

identify any envisaged changes to the Approved Remediation Plan and provide justification as to why these are considered necessary;

if applicable, describe any ongoing monitoring that will be implemented after all of the steps in the Approved Remediation Plan have been completed to ensure that the situation, which has led to the requirement for the Contractor to submit a Remediation Plan, does not recur; and

include any other information pertinent to the plan.