DATA ITEM DESCRIPTION

1. DID NUMBER: -V1.1
2. TITLE: Phase In Plan
3. DESCRIPTION and intended use

The Phase In Plan (PHIP) describes the objectives, scope, constraints, assumptions, and activities associated with the Contractor’s program for managing and conducting Phase In.

The Contractor uses the PHIP to:

define, manage and monitor the Phase In program for the Contract;

ensure that those parties (including Subcontractors) undertaking Phase In activities understand their responsibilities and the processes and time-frames involved;

demonstrate to the Commonwealth how the Contractor will achieve the Phase In requirements to establish the capability and capacity to provide the Services, and that associated risks have been identified and appropriately mitigated; and

define the Contractor’s expectations for Commonwealth involvement in Phase In.

The Commonwealth uses the PHIP to:

understand and evaluate the Contractor’s approach to meeting the Phase In requirements of the Contract;

define the Commonwealth’s involvement in the Contractor’s Phase In program;

enable the timely provision of information to other agencies (eg, existing service providers) to co-ordinate the planning of related activities; and

provide input to the Commonwealth’s own planning.

1. INTER-RELATIONSHIPS

The PHIP inter-relates with all plans required to be developed or updated and subsequently delivered during the Phase In period.

1. Applicable Documents

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

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| --- | --- |
| 1. Nil |  |

1. Preparation Instructions
   1. Generic Format and Content

The data item shall be provided in the Contractor’s format while complying with the content and preparation instructions contained in clause 2.3 of the Statement of Work (SOW).

* 1. Specific Content
     1. General

The PHIP shall describe the objectives, scope, constraints, and assumptions associated with the Contractor’s Phase In activities. Risks associated with the Phase In program shall be documented in the Phase In Register; however, the PHIP shall describe the risk-management strategies for any global Phase In-related risks.

If the Services under the Contract will follow-on from similar services provided by a different service provider (either Commonwealth or contractor), the PHIP shall be consistent, to the extent practicable, with the phase out activities and schedule of the current service provider, except where otherwise agreed, in writing, by the Commonwealth Representative.

* + 1. Phase In Organisation

The PHIP shall describe the Contractor’s organisational arrangements for Phase In, including:

the Contractor’s and Approved Subcontractors’ management structures, identifying those organisations that will be actively involved in Phase In activities;

the interrelationships between all parties involved in the Contractor’s Phase In activities including, if applicable, existing service providers; and

identification of the Contractor’s and Approved Subcontractors’ managers that will be responsible for meeting the Phase In requirements of the Contract.

* + 1. Phase In Overview

The PHIP shall provide an overview of the Contractor’s Phase In program (ie, as a summary of the planning required for clause 6.2.4), including as applicable:

the major activities to be undertaken and the main processes to be employed to achieve those Phase In activities;

a high-level summary of the Phase In schedule required by clause 6.2.6;

the activities to ensure the co-ordination and integration of the Contractor’s Phase In activities with the activities of the Commonwealth and any existing service provider’s phase-out activities, including planning and coordination meetings; and

the expectations of the Contractor with respect to the Commonwealth.

* + 1. Detailed Phase In Activities

The PHIP shall describe the Contractor’s and Approved Subcontractors’ specific activities for Phase In, addressing the methodology and timeframes for implementing, as applicable:

the organisational arrangements and processes required to enable the provision of the deliverable Services described in the SOW;

the Support Resources required to enable the Services to be provided;

Subcontract arrangements; and

the organisational arrangements and processes to be implemented to enable the Contractor to comply with the provisions of the Contract.

In addressing the requirements of clauses 6.2.4.1, the PHIP shall:

detail the activities to be undertaken, when and by whom;

specifically identify those activities required:

to enable the conditions for Operative Date to be met; and

to be completed in order to achieve any other Phase In milestones;

define the requirements for planning and coordination meetings;

describe the Approved Subcontracts to be implemented, identifying the companies (by name and registration number), scope, and the timeframes for implementation;

detail the requirements for the Contractor’s and Approved Subcontractors’ workforce (in terms of the build-up of the numbers and skills of Personnel, including recruitment and training), as required to enable:

the completion of Phase In activities, by the Operative Date; and

the provision of the Services that are required, under the contract, to commence from the Operative Date (ie, from the completion of Phase In);

detail the implementation of Support Resources other than Personnel (eg, Facilities, S&TE, Training Equipment, Technical Data and computer-support), including:

the timeframes for implementation, identifying any prerequisites for significant resources (eg, Facilities) or sets of Support Resources;

the build-up of the Support Resources during Phase In, demonstrating how this will enable the Services to be provided from the Operative Date; and

if applicable, details of the Support Resources to be acquired or transferred from an existing service provider;

describe any activities necessary to meet regulatory requirements including, as applicable, obtaining Authorisations (eg, licenses, permits, export approvals);

describe the approach taken to identify, analyse, assess and manage Phase In risks;

describe any dependencies on Commonwealth activities including, as applicable, the provision of GFM, GFF, GFS and Training in Defence Information Systems;

identify any new processes and significant procedures to be introduced, including to the Contractor’s Quality Management System; and

describe the Phase In activities required to ensure compliance with specific Contract obligations including, as applicable, for security, Work Health and Safety (WHS) and Environmental management, and the Defence Industry Participation (DIP) program.

* + 1. Phase In Register

If a Phase In Register is required under the Contract, the PHIP shall describe the Phase In Register used by the Contractor for recording and planning Phase In activities.

The Phase In Register shall be kept as a separate entity from the PHIP (due to the dynamic nature of the content of the Phase In Register).

For each activity, the Phase In Register shall provide:

the unique identification number of the Phase In activity;

a brief description of the activity, including an outline of the tasks required to complete the activity and reference to any related clauses in the Contract;

the priority of the activity;

details of the Contractor’s manager responsible for managing the activity;

details of other parties involved in the activity, including the identification of any expected involvement of the out-going service provider, if applicable;

the timeframe for achieving the activity;

details of the assessment, treatment and monitoring of any identified risks in relation to the Phase In activity itself and/or the subsequent delivery of Services;

details of any action items associated with the activity, including the timeframes for those actions to be resolved and the party(ies) responsible for those actions; and

the current status of the activity (eg, not started, open, and closed on [date]).

* + 1. Phase In Schedule

The PHIP shall include, as an annex, the Phase In Schedule used by the Contractor to plan and manage the sequence of activities needed to achieve the Phase In requirements.

The Phase In Schedule shall identify:

each of the Phase In activities and their planned start and completion dates;

milestones, including any Contract Milestones;

the relationships and dependencies between Phase In activities and milestones;

the allocated resources for each activity; and

notes for interpreting the Phase In Schedule, including a glossary of terms and symbols used.

* + 1. Phase In Progress Report

If Phase In Progress Reports are required under the Contract, the PHIP shall describe the format and content of the Contractor’s Phase In Progress Reports, which shall include:

an up-to-date version of the Phase In Schedule, which shall identify:

status and progress against all activities; and

the start and completion dates for activities and milestones achieved so far, or the current forecast for future start and completion dates, as applicable;

the 10 most significant Phase In risks and details of how they are being managed;

a summary of any significant problems experienced since the previous report, and any on-going activities required to manage the problems experienced to date;

a summary of any outstanding Issues that may impact upon the Phase In program;

any significant changes to the planned build-up of the Contractor’s and Approved Subcontractors’ workforce and Support Resources; and

sufficient information to enable the Commonwealth Representative to track the overall progress of the Phase In activities described in the Approved PHIP.