DATA ITEM DESCRIPTION

1. DID NUMBER: DID-SSM-PHIP-
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 (and Approved Subcontractors’) 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) who are undertaking Phase In activities understand their respective responsibilities, the processes to be used, and the time-frames involved;

demonstrate to the Commonwealth that the Contractor has a sound plan for achieving the Phase In requirements of the Contract across all of the Services required to be established during Phase In, and that the Phase In risks have been identified and appropriately mitigated;

describe how Phase In contributes to satisfying the Australian Industry Capability (AIC) Obligations and achieving the AIC Objectives, including in relation to Defence‑Required Australian Industrial Capabilities (DRAICs) and other Industrial Capabilities identified as Australian Industry Activities (AIAs); and

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

The Commonwealth uses the PHIP to:

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

define and establish the Commonwealth’s involvement in the Contractor’s Phase In program, including the monitoring of the Contractor’s program;

enable the timely provision of information to other applicable agencies (eg, existing in-service support provider(s)) to enable them to conduct their own planning (eg, to enable the efficient phase-out of existing equipment and associated support); and

provide input to the Commonwealth’s own planning.

1. INTER-RELATIONSHIPS

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

When this Contract is linked to a Contract (Acquisition), the PHIP inter-relates with the Contract (Acquisition) Contractor Transition Plan (CTXP) and any other Contract (Acquisition) plans that address sustainment-related requirements, including sustainment-related Industrial Capabilities.

1. Applicable Documents

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

|  |  |
| --- | --- |
| 1. 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’.

The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

* 1. Specific Content
     1. General

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

If the Contract is linked to a Contract (Acquisition), the PHIP shall be consistent with the activities and schedule of the transition program conducted under the Contract (Acquisition), except where otherwise agreed, in writing, by the Commonwealth Representative.

If the Contract is being implemented after a period of in-service support, the PHIP shall be consistent with the activities and schedule of the phase out from the current in‑service support provider (either Commonwealth or contractor) to the Contractor, 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’ organisations and management structures, showing how the Phase In organisational and managerial arrangements integrate into the higher-level management structures and organisations;

the interrelationships and lines of authority between all parties involved in the Contractor’s Phase In activities including, if applicable, with the existing in‑service support provider’s phase-out activities or the Contractor (Acquisition)’s transition activities; and

the responsibilities of all parties involved in the Contractor’s Phase In activities, including the identification of the individual within the Contractor’s organisation who will have managerial responsibility and accountability for meeting the Phase In requirements of the Contract.

* + 1. Phase In Overview

The PHIP shall provide an overview of the Contractor’s program of activities for undertaking Phase In, including:

the major activities to be undertaken;

if applicable, the integration of the Contractor’s and Approved Subcontractors’ Phase In activities with the existing in‑service support provider’s phase-out activities;

if applicable, the integration of the Contractor’s and Approved Subcontractors’ Phase In activities with the activities of the Contractor (Acquisition);

the processes and procedures to be employed by the Contractor for undertaking the Phase In activities;

if applicable, the Contractor’s proposed methodology for ensuring that the activities of the existing in-service support provider and the Contractor are coordinated, including proposed planning and coordination meetings;

if applicable, the Contractor’s proposed methodology for ensuring that the activities of the Contractor (Acquisition) and the Contractor are coordinated, including proposed planning and coordination meetings; and

the expectations of the Contractor with respect to the Commonwealth.

* + 1. Detailed Phase In Activities

The PHIP shall detail the Contractor’s and Approved Subcontractors’ specific activities required for Phase In, particularly addressing the Contractor’s methodology and timeframes for implementing (as applicable):

Operating Support arrangements;

Engineering Support arrangements;

Maintenance Support arrangements;

Supply Support arrangements;

Training Support arrangements;

Support Resources;

Subcontract arrangements; and

the AIC requirements of the Contract, including where applicable, the sustainment-related Industrial Capabilities that were developed (in whole or in part) under a linked Contract (Acquisition).

In addressing the requirements of clause 6.2.4.1, the PHIP shall detail the Contractor’s and Approved Subcontractors’ plans and implementation activities, during Phase In, that will enable the Operative Date and any other Phase In milestones (including Contract Milestones) to be achieved and for support Services to commence and build up, as required, to meet the milestone exit criteria and the other requirements of the Contract.

In addressing the requirements of clauses 6.2.4.1 and 6.2.4.2, the PHIP shall detail:

the activities to be undertaken, when and by whom;

the high-level implementation schedule, which shall be derived from the detailed schedule required under clause 6.2.7;

required planning and coordination meetings;

the Approved Subcontracts to be implemented, including identifying the companies (by company name and registration (eg, ACN/NZCN)), the scope of the Subcontracts and the timeframes for their implementation;

the personnel required by both the Contractor and Approved Subcontractors to enable the required Services to be provided at the end of Phase In and to enable the implementation schedule to be met, including:

the ability to facilitate transfer of the staff from the Contractor (Acquisition) or from the existing in‑service support provider (as applicable) who wish to transfer to the Contractor; and

the build-up of the Contractor’s and the Approved Subcontractors’ personnel (in terms of both numbers and skills) including recruitment and training within the required timeframes;

the Facilities, S&TE, Training Equipment, Stock Items and computer-support requirements to be implemented, including:

the timeframes for implementation, identifying any prerequisites for individual or sets of Support Resources, including, where applicable, any linkages between the activities under an accompanying Contract (Acquisition) or with the activities of the existing in‑service support provider (as applicable);

the build-up of the individual Support Resources, showing how this build-up will enable the Contract requirements and objectives for Phase In to be met; and

where applicable, the Support Resources to be acquired or transferred from the Contractor (Acquisition) or the existing in‑service support provider (as applicable);

Note: The reference to ‘in whole or in part’ in the stem of the following subclause recognises that an Industrial Capability may not need to be fully implemented during Phase In (eg, a minimal Industrial Capability by the Operative Date, which is then grown and enhanced over subsequent stages of Ramp Up until the full Industrial Capability is in place).

the implementation of the DRAICs and other Industrial Capabilities identified as AIAs, as required by clause 6.2.5, which are required to be in place (in whole or in part) within Australian Entities prior to, or by, the Operative Date, including:

existing Industrial Capabilities, including those that need to be re-purposed or enhanced to meet the requirements of the Contract;

where applicable, Industrial Capabilities that were created (in whole or in part) under the Contract (Acquisition), including those that will have a dual-use purpose under the Contract and the Contract (Acquisition); and

new Industrial Capabilities that need to be implemented under the Contract;

the implementation of regulatory and security requirements;

the implementation of the Data Management System;

requirements to establish Technical Data transfer methods and procedures;

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

specific Phase In issues relating to GFM, GFF and GFS (as applicable);

implementation of Defence information systems, including Training of Contractor Personnel in Defence information systems (as applicable);

required interactions with the Commonwealth, including Resident Personnel and Members Required in Uniform (if applicable);

any new processes and significant procedures to be introduced, including QMS issues;

WHS and Environmental considerations (as applicable); and

traceability to each Contract Service requirement.

* + 1. AIA-Specific Requirements

For each of the AIAs identified at Attachment F to the Contract, the PHIP shall:

for those AIAs that are not Industrial Capabilities, describe the arrangements (including Subcontracts) that will be implemented during Phase In to satisfy the AIA requirements, including identifying any work that may be planned to be performed after the Operative Date to fully satisfy these requirements; and

for those AIAs that are Industrial Capabilities:

identify the companies (by company name and registration (eg, ACN/NZCN)) pertaining to each of the Industrial Capabilities;

describe the specific commitments of the Contractor, AIC Subcontractor(s) and, where applicable, other companies (eg, a parent company or an Original Equipment Manufacturer (OEM) under a Subcontract) to implement each of the Industrial Capabilities, including in relation to the transfer of technology, know-how, know-why, and TD/IP;

describe the implementation plan (including timeframes) for each of the Industrial Capabilities, particularly describing the plans for each of the different Support Resources and how these will be brought together to ensure that each Industrial Capability is in place and operational when required prior to, or by, the Operative Date, including identifying any Subcontracts that will be enacted and the associated scope and timeframes for those Subcontracts;

if applicable, describe the linkages (if any) with the activities of the Contractor (Acquisition), particularly in relation to Industrial Capabilities that were only partially developed under a linked Contract (Acquisition) or that have a dual-use purpose under the Contract and the Contract (Acquisition); and

provide a summary of any further work that may be planned to be performed after the Operative Date to ramp up the Industrial Capabilities, including identifying the further phases of implementation and associated timings, cross-referring to any Ramp Up milestones (if applicable).

* + 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 reference to any related clauses in the Contract;

an outline of the tasks associated with completing the activity;

the priority of the activity;

the individual in the Contractor’s organisation responsible for managing the activity;

other parties involved in the activity, including the identification of any expected involvement of the existing in‑service support provider or Contractor (Acquisition) (as applicable);

the timeframes for achieving the activity;

details of the assessment, treatment and monitoring of any identified risks associated with the activity in relation to both Phase In and the subsequent delivery of Services;

any action items associated with the activity, including the timeframes for those action items and the party (or parties) to whom the action items have been assigned; 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 the activities and sequence those activities to achieve the Phase In requirements; and

provide schedule direction and status to the management team responsible for the conduct of the work.

If a Support Services Master Schedule (SSMS) is required under the Contract, the Phase In Schedule shall accord with the requirements of the DID for the SSMS.

If the Contract does not require an SSMS, the Phase In Schedule shall be prepared in a standard, commercially available, critical path method project planning software application and shall identify:

activities and their estimated durations;

milestones, including Contract Milestones;

the relationships and dependencies between activities and milestones to be accomplished by or for the Contractor in the performance of its Phase In obligations under the Contract;

earliest and latest start and finish dates for all activities and milestones;

critical and non-critical paths;

floats available on all activities and milestones;

allocated resources for each activity; and

notes on the use of 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 proposed Phase In Progress Report, which shall include:

a copy of the Phase In Schedule, which shall identify:

the status of progress made against all scheduled Phase In activities;

the actual start and completion dates for all activities and milestones met; and

the forecast completion dates for all remaining activities and milestones;

if an SSMS is required under the Contract, a copy of the Phase In Schedule required in clause a, delivered as a soft copy of the schedule database;

the 10 most significant Phase In risks or all risks that are assessed as high (or higher), whichever is the greater number;

a summary of any significant problems experienced during the period since the previous report and any potential problems in relation to the Phase In program;

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 support organisation during Phase In; and

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