DATA ITEM DESCRIPTION

1. DID NUMBER: DID-TDATA-TDMP-V5.2
2. TITLE: Technical Data MANAGEMENT PLAN
3. DESCRIPTION and intended use

The Technical Data Management Plan (TDMP) describes the Contractor’s strategy, plans, methodology, and processes for meeting the Contract requirements for the identification, control, preparation, update, verification, validation, delivery and support of Technical Data.

The Contractor uses the TDMP to:

document the strategy, plans and procedures to define, manage and monitor the Technical Data activities under the Contract; and

ensure that those parties (including Subcontractors) who are undertaking Technical Data related activities understand their respective responsibilities, the processes to be used, and the time-frames involved.

The Commonwealth uses the TDMP to:

ensure that the full scope of Technical Data associated with the Contract will be appropriately defined, managed and monitored, and that coherent management arrangements are in place;

understand and evaluate the Contractor’s approach to meeting the Technical Data requirements of the Contract; and

understand the Commonwealth’s involvement in the Contractor’s Technical Data activities, including the monitoring of the Contractor’s activities.

1. INTER-RELATIONSHIPS

The TDMP is subordinate to the following data items:

Support Services Management Plan (SSMP);

Contractor Engineering Management Plan (CEMP); and

Configuration Management Plan (CMP).

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

Configuration Status Accounting Reports (CSARs);

Engineering Drawings;

Maintenance Management Plan (MMP);

Supply Support Plan (SSP);

Software Support Plan (SWSP); and

Technical Data List (TDL).

1. Applicable Documents

Note to drafters: The following list of standards is indicative of the range of available standards associated with Technical Data. Procurement teams need to amend the list to ensure that the references align with current Defence policy and the requirements of the Contract.

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

|  |  |
| --- | --- |
| 1. S1000D™ | 1. International Specification for Technical Publications using a Common Source Database, Issue 5.0 |
| 1. DEF(AUST)5629C | 1. Production of Military Technical Manuals |
| 1. DEF(AUST)IPS-5630 | 1. Developing S1000D Interactive Electronic Technical Publications (IETPs) |
| 1. DEF(AUST)CMTD-5085C | 1. Engineering Design Data for Defence Materiel |
| 1. ISO 10303 | 1. Automation systems and integration – Product data representation and exchange |
| 1. ISO 10918 | 1. JPEG |
| 1. ISO 32000-1 | 1. Document management – Portable document format |
| 1. MIL-PRF-28000 | 1. Digital Representation for Communication of Product Data: IGES Application Subsets and IGES Application Protocols |
| 1. MIL-PRF-28001 | 1. Markup Requirements and Generic Style Specification for Electronic Printed Output and Exchange of Text |
| 1. MIL-PRF-28002 | 1. Raster Graphics Representation in Binary Format |
|  | ADF Service publication standard(s), as specified in the Statement of Work |

1. Preparation Instructions
   1. Generic Format and Content

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

When the Contract has specified delivery of another data item that contains aspects of the required information, the TDMP shall summarise these aspects and refer to the other data item.

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 TDMP shall describe the objectives, scope, constraints, and assumptions associated with the Contractor’s Technical Data activities. Any risks associated with these activities shall be documented in the Risk Register; however, the TDMP shall describe the risk-management strategies associated with any global risks relating to Technical Data.

* + 1. Technical Data Management Organisation

The TDMP shall describe the Contractor's organisational arrangements for meeting the Technical Data requirements of the Contract, including:

identification of the Contractor’s Technical Data manager, who will have managerial responsibility for meeting the Technical Data requirements of the Contract;

the organisations with a primary responsibility for managing Technical Data; and

the Contractor’s and Approved Subcontractors' management positions with significant responsibilities for Technical Data (eg, configuration managers and managers of technical information libraries).

* + 1. Overview of Technical Data Management and Support

The TDMP shall provide an overview of the Contractor’s strategy, methodology, systems and processes for managing and supporting Technical Data, including:

a description of the Technical Data Services, including the applicability of different Services to each category of Technical Data (eg, Interactive Electronic Technical Publications (IETPs), paper-based publications, engineering drawings, Software source code and design data, and Technical Data within Maintenance and Supply information management systems);

procedures for the distribution of Technical Data and updates to Technical Data, within Contractor, Subcontractor and, if applicable, Commonwealth organisations;

the interrelationship and interfaces between the Technical Data management systems and processes and the Configuration Management systems and processes;

the Configuration Control of Technical Data including, as applicable:

version control;

distribution and access control;

processes to reconstruct the configuration status of Technical Data at any given date; and

matching Technical Data, including publications, with Product configurations where multiple configurations exist;

audits of Technical Data;

storage, backup and recovery of electronic Technical Data;

sentencing to archives, archive management and retrieval; and

any training related to Technical Data that the Contractor’s and Subcontractors’ staff need to undertake, including details of any proposed Training courses.

If not addressed in other data items delivered to the Commonwealth, the TDMP shall identify the issues, methodologies and processes for controlling and enabling access to Technical Data that is subject to restrictions, such as restrictions from Intellectual Property rights, security, Export Approvals, Technical Assistance Agreements, Escrow arrangements, or other.

The TDMP shall describe the Contractor’s processes for coordinating with Product manufacturers and Associated Parties to ensure the availability of accurate Technical Data, necessary for the provision of the Services.

The TDMP shall describe the Contractor’s expectations of the Commonwealth with respect to the management of Technical Data including, if applicable, the interfaces and interactions with Commonwealth organisations other than the Commonwealth Representative.

* + 1. Technical Data Management System

The TDMP shall describe the Technical Data management system to be implemented and maintained by the Contractor to satisfy the requirements of the Contract, including:

the Technical Data requirements of clause 9.2 of the SOW; and

compliance with ADF regulatory / assurance frameworks, where applicable.

* + 1. Technical Information Libraries

The TDMP shall identify the technical information libraries to be operated by the Contractor and Approved Subcontractors to enable the provision of Services.

The TDMP shall describe how the library holdings will be established, reviewed and maintained in order to ensure the currency of the Technical Data held.

* + 1. Technical Data Development and Updates - General

The TDMP shall describe:

the Contractor’s typical activities for managing the development of new Technical Data and updates to existing Technical Data;

the Contractor’s typical activities for Technical Data requirements analysis, the identification, design, development, review and delivery of new Technical Data and updates to existing Technical Data, including the incorporation of amendments;

the hardware and Software tools to be used in the generation and interpretation (authoring and viewing) of new Technical Data and updates to existing Technical Data;

the procedures, by category of Technical Data, for the receipt, review, Configuration Control, amendment, production and delivery for all new Technical Data and updates to existing Technical Data;

the procedures for the management and control of:

the TDL, to ensure that it is complete and accurate; and

the Technical Data and Software Rights Schedule (with reference to the Approved SSMP);

the procedures for validating the TDL;

the strategy, methodology and processes to meet any regulatory requirements of the Contract (eg, compliance with an ADF regulatory / assurance framework);

Note: The terms ‘validate’ and ‘verify’ in the following sub-clauses are derived from DEF(AUST)5629C and DEF(AUST)IPS-5630, are unique to these standards, and do not apply to other sections of the Contract.

the Contractor’s strategy, methodology and processes to validate Technical Data, including an indicative schedule and standards to be used; and

the Contractor’s strategy and methodology for assisting the Commonwealth to verify Technical Data.

* + 1. Technical Data – Standards and Specifications

The TDMP shall describe the Contractor’s methodology, processes and tools used to validate that each type of Technical Data complies with the relevant standards and specifications identified at Appendix 1 to this DID, including for:

new Technical Data and updates to existing Technical Data maintained as Common Source Database (CSDB) Objects in accordance with DEF(AUST)IPS-5630 and S1000D™ (Issue 5.0);

updates to existing Technical Data maintained in accordance with DEF(AUST)5629C or previous versions of S1000D (ie, prior to Issue 5.0); and

Engineering Drawings.

The TDMP shall list and define the standards and specifications, and the systems and processes for managing data exchange, including:

internal data exchange between the Contractor’s information management systems used to enable the provision of Services;

data exchange requirements between the Contractor’s and Subcontractors’ information management systems; and

data exchange requirements between the Contractor’s and Commonwealth entities’ information management systems, including the Data Management System (DMS).

* + 1. Development and Updates – Interactive Electronic Technical Publications

In addition to the requirements of clause 6.2.6, if S1000D (Issue 5.0) Technical Data is required to be supported under the Contract, the TDMP shall describe:

Note: The term ‘Business Rules’ in the following clause has the meaning given in DEF(AUST)IPS-5630.

the Business Rules, from DEF(AUST)IPS-5630, ADF Service and Product-specific Business Rules Indexes, applicable to the Technical Data being supported;

the processes for the development of new and updated CSDB Objects (including for any new IETPs), including the processes to apply the Business Rules required by clause a and to ensure consistent functionality of updated and any new IETPs;

the linkages with any Computer-Based Training or other types of Technical Data supported under the Contract;

the Contractor’s processes in respect to data exchange arrangements including the role and scope of the Commonwealth, the frequency of delivery for regular updates, and the approach to be implemented for urgent releases; and

the methods of data exchange and transfer including data transfer points, in accordance with DEF(AUST)IPS-5630 or as otherwise agreed by the Commonwealth.

In addition to the requirements of clause 6.2.6, where page-based publications (including class 1 and 2 electronic technical manuals produced in accordance with previous versions of S1000D (ie, prior to Issue 5.0) and DEF(AUST)5629C) are required to be supported under the Contract, the TDMP shall describe the systems and processes for managing and maintaining the IETPs, including in relation to:

XML/SGML source data and associated Document Type Definition (DTD), schema and entity files;

fonts used in production of display media;

images (eg, JPEG, TIFF, CGM, SVG);

image source data files for future change (eg, engineering design / drawing files);

all translators, including style sheets and filters used to generate the required presentation formats (eg, XSLT, CSS, XSL:FO, FOSIs, EDD, Microsoft Word® templates); and

if HTML is used as a display format, the relationship between the source files and HTML display format, including the Software tools and processes needed to modify the source files and regenerate the display format.

Where IETPs are required to be supported under the Contract, the TDMP shall describe the systems and processes for the support of IETP hardware and Software, authoring tools, and any other IETP support items.

* + 1. Development and Updates – Engineering Drawings

Note: ‘Engineering drawings’ refers to engineering design data for hardware products of the Materiel System, including technical drawings and data sets (eg, three-dimensional modelling and computer-aided design data).

The TDMP shall describe:

the indexing method employed by the Contractor to manage and control the suite of engineering drawings;

the process for validating the engineering drawings for technical accuracy;

the Contractor’s internal review and approval processes and procedures, for new and updated engineering drawings, prior to delivery to the Commonwealth; and

the methodology for handling routine and priority changes to engineering drawings.

CURRENT COMMONWEALTH Technical Data STANDARDS AND SPECIFICATIONS

1. Technical Publications
   1. Primary Delivery Compliant Format:
      1. for IETPs, the publications accord with S1000D™ and DEF(AUST)IPS-5630), and any Contract-specific requirements for S1000D™ (ie, Defence-specified Business Rules applicable to the Technical Data); and
      2. for page-based publications (including class 1 and 2 electronic technical manuals), the publications accord with either:

S1000D™ and DEF(AUST)IPS-5630 (including for publications produced in accordance with previous versions of S1000D (ie, prior to Issue 5.0)); or

DEF(AUST)5629C.

* 1. Primary Data-Source Compliant Format – Processable / Dynamic Documents:
     1. Text - XML applying the applicable schemas as per DEF(AUST)IPS-5630;
     2. Text - Standard Generalised Markup Language (SGML) applying the applicable DTDs, as per DEF(AUST)5629C (for updates to existing publications in this format); and
     3. Graphics – vector and raster formats as detailed in S1000D™ (eg, Computer Graphics Metafile (CGM) for vector graphics and TIFF, PNG, JPEG for raster formats).
  2. Alternative Data-Source Compliant Format:
     1. Text - XML applying schemas Approved for use by the Commonwealth;
     2. Text - SGML applying a DTD Approved for use by the Commonwealth (for updates to existing publications in such a format);
     3. Graphics – vector and raster formats as defined in S1000D™ (eg, CGM for vector graphics and TIFF, PNG, JPEG for raster formats); and
     4. Composed Document - Documents provided, which require no amendments throughout the life cycle of the equipment, may be delivered in Portable Document Format (PDF) in accordance with ISO 32000-1:2008.
  3. Acceptable Data-Source Non-Compliant Format:
     1. a neutral data file (platform independent file format) containing as a minimum hyper link referencing between the table of contents and the applicable text. Preference is PDF in accordance with ISO 32000-1:2008; and
     2. native digital format in use by the Commonwealth (eg, Word 2010 ‘.docx’ or later).

1. Engineering Drawings
   1. Primary Data-Source Compliant Formats:
      1. DEF(AUST)CMTD-5085C; and
      2. ISO 10303.
   2. Acceptable Data-Source Non-Compliant Format:
      1. AutoCAD native drawing format (DWG) in accordance with versions used by the Commonwealth or as agreed by the Commonwealth Representative. Drawings are to be a direct output from the authoring system, and not the result of a translation process. All information necessary to open and manipulate the data files, including libraries, fonts, logical name definitions, and other supporting files shall be delivered with the drawing files; and
      2. Autodesk Drawing Exchange Format (DXF) in accordance with versions used by the Commonwealth or as agreed by the Commonwealth Representative.