DATA ITEM DESCRIPTION

1. DID NUMBER: -
2. TITLE: CONTRACTOR STANDING CAPABILITY STATUS Report (cscsr)
3. DESCRIPTION and intended use

The Contractor Standing Capability (CSC) Status Report (CSCSR) provides the formal mechanism by which the Contractor can report on the activities undertaken by the CSC during the period since the previous CSCSR (the ‘reporting period’), including any opportunities, problems, risks and issues that could affect future activities.

Both the Commonwealth and the Contractor use the CSCSR to:

review the level of activity and the effectiveness of the Approved CSC Tasks undertaken during the reporting period; and

provide a formal mechanism to document factors affecting the CSC that require management attention.

1. INTER-RELATIONSHIPS

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

Contractor Engineering Management Plan (CEMP);

Contractor Standing Capability Task Plans (CSCTPs);

CSC Master Schedule (CSCMS);

Combined Services Summary Report (CSSR); and

Contract Status Report (CSR).

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’.

When the Contract has specified delivery of another data item that contains aspects of the required information, the CSCSR 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

When the CSCSR is delivered concurrently with the CSSR, the CSCSR may be integrated with this other report.

* + 1. Summary

The CSCSR shall provide a brief summary that highlights the more important aspects of the report, including:

a summary of the CSC activity for the period; and

any recommended changes to the provision of CSC Tasks resulting from lessons learned and anticipated changes to the requirements for future CSC Tasks.

* + 1. CSC Activity

The CSCSR shall list the Approved CSC Tasks undertaken during the reporting period, including:

a brief narrative summary of progress achieved for the CSC Category 1 Tasks over the reporting period, including any outputs or deliverables created; and

performance status of each CSC Task against its relevant budget.

The CSCSR shall identify all proposed, Approved, suspended, and completed CSC Tasks.

The CSCSR shall report on any events or on-going activities that the Contractor believes to be significant to the Contractor’s performance of CSC Tasks during the reporting period.

The CSCSR shall include a report of the hours spent by each labour category on each CSC Task during the reporting period.

The CSCSR shall include any stakeholder feedback (ie, from the beneficiaries of the CSC Tasks), both positive and negative, in relation to the performance of the CSC Tasks.

* + 1. CSC Opportunities

The CSCSR shall include a description of any opportunities identified by the Contractor or the Commonwealth to improve the effectiveness or efficiency (or both) of the CSC and associated CSC Task outcomes, including opportunities relating to:

possible future CSC Tasks;

the CSC organisational arrangements, including arrangements for the provision of Additional Resources, CSC personnel skills mix, and Subcontractor arrangements;

the systems, processes and tools employed by the CSC;

interactions between the CSC work and other work required under the Contract;

interactions between the CSC and Commonwealth staff; and

any other identified opportunities.

* + 1. CSC Risk Report

The CSCSR shall include a risk report, which reflects the current status of risk for the Approved and proposed CSC Tasks.

The risk report shall include risks from the Risk Register that affect the provision of the CSC Tasks.

The risk report shall include the 10 most significant risks for the CSC as a whole, as well as all risks that are assessed as high (or higher) for each Approved CSC Category 1 Task.

The risk report shall include highlights of progress of risk-mitigation activities and changes in risk status since the previous CSCSR.

* + 1. CSC Problem Identification Report

The CSCSR shall include a summary any significant problems experienced during the reporting period and any potential problems in relation to the provision of CSC Tasks (a ‘problem report’). For each problem, the summary is to include:

an account of the problem;

the effect of the problem on the CSC Tasks undertaken during the reporting period;

the proposed resolution;

any requested Commonwealth Representative actions to overcome or mitigate the problem;

the effect on the CSC Tasks if the proposed actions are put into effect; and

the consequence on the CSC Tasks if the proposed actions are not taken or fail.

* + 1. Factors Affecting Future CSC Tasks

The CSCSR shall summarise any long-term changes or foreseen events and the impact (beneficial or otherwise) on the provision of CSC Tasks. These changes may be derived from lessons learned, issues regarding the Products Being Supported (eg, due to Obsolescence) changes in the Commonwealth’s requirements, or from changes in the Contractor’s or Subcontractors’ organisation and procedures.

The CSCSR shall include an assessment of the labour categories and skill levels mix for the CSC, with recommendations for any changes to this mix in consideration of such aspects as expected future work. This assessment shall include any recommendations to transfer any CSC Additional Resources into the CSC.

* + 1. CSC Master Schedule

Subject to clause 6.1.2, the CSCSR shall include a CSCMS that is current as at the delivery date of the CSCSR.