DATA ITEM DESCRIPTION

1. DID NUMBER: -
2. TITLE: Contractor Transition Plan
3. DESCRIPTION and intended use

The Contractor Transition Plan (CTXP) describes the Contractor’s plans, methodologies and processes for meeting the Transition requirements of the Contract, and establishes the ground rules for the transfer of management responsibilities from the developing organisations (ie, Contractor and Subcontractors) to the respective support organisations.

The Contractor uses the CTXP to:

define, manage and monitor the Contractor’s Transition program;

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

plan for and coordinate Transition activities with Associated Parties that will provide support for the Materiel System including, when applicable, the Contractor (Support); and

define and establish the Contractor’s involvement in the Commonwealth’s Transition program.

The Commonwealth uses the CTXP to:

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

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

enable the timely provision of information to In-Service organisations to allow them to plan for the delivery of the Mission System and the Support Resources; and

provide input to the Commonwealth Representative’s own Transition planning.

1. INTER-RELATIONSHIPS

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

Project Management Plan (PMP).

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

Australian Industry Capability (AIC) Plan;

other applicable AIC-related plans (eg, Supply Chain Management Plan (SCMP) and Defence-Required Australian Industry Capability (DRAIC) Plan (DRAICP));

System Review Plan (SRP);

Verification and Validation Plan (V&VP);

Contract Master Schedule (CMS);

Support System Description (SSDESC);

Support System Technical Data List (SSTDL);

Australia and New Zealand (ANZ) Subcontractor Technical Data List (ASTDL);

Recommended Spares Provisioning List (RSPL);

Packaging Provisioning List (PACKPL);

Support and Test Equipment (S&TE) Provisioning List (S&TEPL); and

Training Equipment List (TEL).

When this Contract is linked to a Contract (Support), the CTXP inter-relates with the Contract (Support) Phase In Plan (PHIP) and Ramp Up Management Plan (RUMP).

1. Applicable Documents

The following document forms a part of this DID to the extent specified herein:

|  |  |
| --- | --- |
| 1. DI-IPSC-81429A | 1. Software Transition Plan (STrP) |

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 CTXP 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 CTXP shall describe the objectives, scope, constraints, and assumptions associated with the Contractor’s (and Subcontractor’s) Transition activities. Any risks associated with the Contractor’s Transition program shall be documented in the Risk Register; however, the CTXP shall describe the risk management strategies associated with any global, Transition-related risks.

* + 1. Transition Organisation

If different from that described in the PMP, the CTXP shall describe the Contractor’s organisational arrangements for Transition, including:

the Contractor’s and Approved Subcontractor’s organisations and management structures, showing how these arrangements integrate into the higher-level management structures and organisations for the Contract;

the interrelationships and lines of authority between all parties involved in the Contractor’s Transition activities; and

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

* + 1. Transition Overview

The CTXP shall provide an overview of the Contractor’s program of activities for transitioning from a development and production environment to a support environment for the Supplies, including:

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

the integration of Subcontractors into the Contractor’s Transition activities;

significant activities of the Transition Working Group (TXWG);

the interfaces between the Transition activities and the Systems Engineering, Verification and Validation, and Integrated Logistics Support programs;

the processes to be employed by the Contractor for undertaking Transition and, if applicable, ramping up to provide support under the Contract (Support);

for any new or modified procedures for Transition, an overview of the scope of the new or modified procedures and the responsibilities and timeframes for developing and approving these procedures;

if applicable, the Transition activities required to coordinate with the Phase In and Ramp Up activities of the Contractor (Support) and Subcontractors (Support);

the expectations of the Contractor with respect to the Commonwealth;

the proposed role of the Contractor in assisting the Commonwealth in integrating the Support Resources into the existing Commonwealth infrastructure; and

the Contractor’s proposed methodology for ensuring that the activities of the Contractor and the Commonwealth are coordinated, including proposed planning and coordination meetings.

* + 1. Support Responsibilities

The CTXP shall identify:

each subsystem or component of the Mission System and Support System Component, that is to be supported;

the organisations and their support responsibilities for each of the subsystems and components identified under clause 6.2.4.1a, including responsibilities for engineering support, maintenance support, supply support and training support; and

the sustainment-related DRAICs and other Industry Capabilities identified as Australian Industry Activities (AIAs), which have been created (in whole or in part), enhanced or maintained within Australian Entities under the Contract, including their relationship to the support of the subsystems and components identified under clause 6.2.4.1a.

The information required by clause 6.2.4.1 may be provided as an annex to the CTXP.

The identification of components under clause 6.2.4.1a needs sufficient detail to allow each unique set of support responsibilities to be identified in response to clause 6.2.4.1b.

* + 1. Detailed Transition Activities

Using the information derived for clause 6.2.4.1, the CTXP shall detail the Contractor’s and Subcontractors’ specific activities associated with transitioning from a development and production environment to a support environment for the Supplies, specifically addressing the Contractor’s methodology and timeframes for implementing appropriate:

engineering support arrangements, including data management and configuration management;

maintenance-support arrangements;

supply-support arrangements;

training and training-support arrangements; and

subcontract arrangements.

In addressing the requirements of clause 6.2.5.1, the CTXP shall address:

the implementation schedule (with this schedule to be included within the CMS);

planning and coordination of significant meetings and reviews including, when required under the Contract:

the meetings of the TXWG including, if applicable, the involvement of the Contractor (Support) in applicable Mandated System Reviews; and

the conduct of the Transition Requirements Review (TXRR);

the personnel requirements for both the Contractor and Subcontractors to enable the implementation schedule to be met, including:

the source from which these personnel will be provided; and

the training to be provided to enable these personnel to undertake their responsibilities during Transition and, if applicable, the Contract (Support);

the Facilities, S&TE, and computer-support requirements needed by both the Contractor and Subcontractors to facilitate the transfer of Supplies, if not otherwise identified under the Contract;

if applicable, how the Contractor will coordinate with the Contractor (Support) for the development of the procedures to be employed by the Contractor (Support) and Subcontractors (Support) to enable Transition; and

any further Transition-related activities required to enable close out of the Contract.

In addressing the Transition activities associated with Software, the CTXP shall address the requirements of paragraphs 3‑8 of DI‑IPSC-81429A.

The CTXP shall describe, explicitly or by reference to another document (including any database) that has been delivered to the Commonwealth:

the items (such as Support Resources, including Technical Data) to be delivered to the respective support organisations and the proposed recipients;

the delivery, installation and checkout of the support environments being implemented by each of the respective support organisations (ie, Commonwealth, Contractor, Subcontractors, Contractor (Support) and Subcontractors (Support), as applicable, in accordance with the Contract and the Contract (Support));

the Transition of the sustainment-related DRAICs and other applicable AIAs (including any that have a dual acquisition and sustainment function) as part of establishing the support environment for the Supplies, including any DRAICs or other AIAs that were only partially implemented under the Contract and for which the full implementation is planned to occur under the Contract (Support); and

the timeframes in which Commonwealth personnel will be required by the Contractor (eg, for Training) to enable the Contractor to successfully Transition the Mission System and other Supplies to the Commonwealth.

* + 1. Transition Support for Commonwealth Units

If the Contract requires the Contractor to provide specialist personnel to directly support the Transition-related activities of Commonwealth units, the CTXP shall:

outline the range and scope of Transition support activities;

identify each Commonwealth unit to be supported, the objective or the criteria for completion, and the activities involved;

for each Contractor and/or Subcontractor person or work team required, identify:

the numbers and skills of the personnel;

the duration of the support activity for each Commonwealth unit; and

the work location (eg, on-site with the Commonwealth unit or remote); and

identify any Training requirements (eg, for Defence information systems).

* + 1. Transition Register

The CTXP shall describe the Transition Register used by the Contractor for recording the Transition activities, tasks, risks and issues.

The Transition Register shall be a separate entity from the CTXP (due to the dynamic nature of the content of the Transition Register).

The Transition Register shall, for each Transition activity, include:

a unique activity identification number;

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

the priority of the activity;

details of the individual in the Contractor’s organisation responsible for the activity;

details of other parties involved in the activity, including the identification of any Commonwealth parties that are external to the Project Office;

the timeframes for achieving the activity;

the action status of the activity (eg, not started, in progress, completed);

the associated risks, with cross-references to the Risk Register; and

details of any issues to be resolved / action items associated with the activity, including the timeframes for those action items and the party to whom the action items have been assigned.