DATA ITEM DESCRIPTION

1. DID NUMBER: -
2. TITLE: Contract Start Up PLAN
3. DESCRIPTION and intended use

The Contract Start Up Plan (CSUP) describes the Contractor’s strategy, methodology and series of activities to ensure an orderly start up to the Contract.

The Contractor uses the CSUP to manage the start-up activities associated with the Contract.

The Commonwealth use the CSUP to monitor Contractor progress during this critical phase of the Contract.

1. INTER-RELATIONSHIPS

The CSUP interacts with the following data items, where these data items are required under the Contract:

Earned Value Management Plan (EVMP).

1. APPLICABLE DOCUMENTS

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

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 CSUP may consist of a number of smaller plans, with each plan addressing a single topic or a group of interrelated topics.

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

Unless otherwise defined in the Contract, the CSUP shall cover the Contractor’s start-up activities for the Contract for the period from the start of the Contract (eg, the Effective Date, Operative Date, or Contract Start Date) until the Integrated Baseline Review (IBR).

Note: The exact term used to define the start of the Contract is defined in the Glossary.

* + 1. Activities

The CSUP shall address all of the Contractor’s start-up activities associated with the Contract, including, as applicable:

Contract Work Breakdown Structure (CWBS) development;

Contract Master Schedule (CMS) development;

Earned Value Management (EVM) set up, including an EVM Implementation Workshop, and control account and work package development activities;

risk management activities;

measurement system set up;

preliminary engineering and Integrated Logistic Support (ILS) activities;

accommodation furniture and fitting acquisition;

IT system and office equipment acquisition;

recruiting activities;

training activities;

preliminary software tool acquisition;

preliminary test equipment acquisition;

security set up and accreditation of facilities (and fittings), personnel and systems;

quality system set up; and

Configuration Management (CM) system set up.

* + - 1. Work Breakdown Structure

The CSUP shall include a Work Breakdown Structure (WBS) for the start-up period that includes the scope of work associated with the activities identified at clause 6.2.2.1.

The WBS included in the CSUP shall be extended to a sufficient level to permit the work to be estimated, scheduled, and the appropriate resources allocated.

* + - 1. Task Work-Hour Estimates

The CSUP shall include estimates of the skill types and number of work-hours required to complete the scope of work for each of the WBS elements identified in the WBS under clause 6.2.2.2.

* + - 1. Schedule

The CSUP shall include an integrated schedule, which shall be derived from the WBS developed under clause 6.2.2.2.

The schedule shall comply with the DID for the CMS, as required under the Contract, for the period covered by the CSUP.

* + - 1. Staff Skills Profile

The CSUP shall include a staff skills profile, which identifies the staff skill types and numbers needed to meet the schedule developed under clause 6.2.2.4, for each month of the schedule.

The CSUP shall include a consolidated staff skills profile identifying the total numbers of staff for each skill type, for each month of the schedule, for the total set of tasks identified in the schedule at clause 6.2.2.4.

* + 1. Subcontractor Start Up

The CSUP shall describe the plan for the start-up of Approved Subcontracts during the period covered by the CSUP, identifying:

when any new Approved Subcontracts will be established or, if applicable, when any existing Approved Subcontracts will be modified;

the nature of the Approved Subcontract to be established in the start-up period (eg, interim arrangement or the full Subcontract); and

the integration of the Approved Subcontractor’s planning activities during start-up, with those of the Contractor, to ensure that the Delivery Schedule in Attachment C will be met.

* + 1. Contract Start Up Progress Report

The CSUP shall describe the format and content of the Contractor’s proposed Contract Start Up Progress Report.

The Contract Start Up Progress Report shall enable the Commonwealth Representative to track progress against the plans for each of the activities identified at clause 6.2.2.1.