DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ILS-DES-TAR-
2. TITLE: Task Analysis Report (TAR)
3. DESCRIPTION and intended use

The Task Analysis Report (TAR) is a multi-purpose report that documents the outcomes of the task analyses conducted by the Logistic Support Analysis (LSA) program.

The Contractor uses the TAR to document the results of all analyses related to the:

identification of tasks associated with each Support System Constituent Capability (SSCC);

definition of resource requirements to perform each of the identified tasks associated with that SSCC;

definition of the procedures required to perform each of the identified tasks associated with that SSCC; and

identification of the Personnel Competency requirements to perform each of the identified tasks associated with that SSCC.

The Commonwealth uses the TAR to:

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

identify and understand the required tasks, resources, procedures, and Personnel Competency requirements associated with each SSCC.

1. INTER-RELATIONSHIPS

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

Integrated Support Plan (ISP), and

Systems Engineering Management Plan (SEMP).

Delivery of a TAR may be supported by Logistic Support Analysis Record (LSAR) data.

The TAR provides input into the Performance Needs Analysis Report (PNAR).

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’.

Unless otherwise specified in the Contract, the TAR shall address requirements for the:

Commonwealth,

Contractor (Support), and

Subcontractors (Support).

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. Option 1 - Task Inventory Report

When this DID is invoked under the Contract to define a Task Inventory Report for a SSCC, the data item shall identify the tasks associated with that SSCC. A task is a composite of related activities (perceptions, decisions, and responses) performed for an immediate purpose, and written using operative language (eg, change a tyre). All task descriptions shall consist of:

an action verb, which states what is to be accomplished in the task;

an object (eg, a candidate item identified using the criteria defined in the Approved ISP), which identifies what is to be acted upon in the task (including a reference to the object by LSA Control Number, or other reference to the product work breakdown structure as agreed by the Commonwealth); and

any qualifying phrases, which are intended to distinguish the task from related or similar activities, limit and define the scope of the task, and clearly communicate the nature of the task.

* + 1. Option 2 - Task Resources Report

When this DID is invoked under the Contract to define a Task Resources Report for a SSCC, the data item shall identify the Support Resources required, including the quantities and duration required, to perform each task and subtask associated with that SSCC.

* + 1. Option 3 - Task Procedures Report

When this DID is invoked under the Contract to define a Task Procedures Report for a SSCC, the data item shall provide the following information for that SSCC, in the same sequence as defined in the following subclauses:

subtasks associated with each task, where a subtask is an activity (perceptions, decisions, and responses), which fulfils a portion of the immediate purpose within a task (eg, remove lug nuts); and

subtask elements associated with each subtask, where a subtask element is the smallest logically and reasonably definable unit of behaviour required in completing a subtask (eg, apply counter-clockwise torque to the lug nuts with a lug wrench).

All subtasks and task element descriptions specified at clause 6.2.3.1 shall consist of:

an action verb, which states what is to be accomplished in the task;

an object, which identifies what is to be acted upon in the task; and

any qualifying phrases, which are intended to distinguish the task from related or similar activities, limit and define the scope of the task, and clearly communicate the nature of the task.

* + 1. Option 4 - Task Personnel Competency Report

When this DID is invoked under the Contract to define a Task Personnel Competency Report for a SSCC, the data item shall identify:

the skills and experience levels required to perform each task and subtask associated with the SSCC; and

any differences between the skills and experience required and the skills and experience within the target population profile for the intended workforce.

* + 1. Logistic Support Analysis Record

Where an LSAR is to be updated with task information related to a report described in this DID, and that LSAR data is concurrently accessible to the Commonwealth, then the delivered report should minimise duplication with the LSAR data and refer to the applicable LSAR data release as part of the report.