



DEPARTMENT OF THE NAVY
INDIAN HEAD DIVISION
NAVAL SURFACE WARFARE CENTER
3767 STRAUSS AVENUE
SUITE 201
INDIAN HEAD, MD 20640-5150

8000
Ser CA/21
23 Feb 09

From: Task Order Manger (TOM)
To: Enterprise Information Services, Inc.

Subj: TECHNICAL INSTRUCTION (TI), ANTI-TORPEDO DEFENSE SYSTEM, EARN
VALUE MANAGEMENT (ATTDS-EVM)

Ref: (a) Contract N00178-05-D-4316-FG01

Encl: (1) Statement of Work (SOW) – ATTDS-EVM

1. General. This TI constitutes direction to the contractor by the Naval Surface Warfare Center Indian Head Division (NSWC IHDIV) in accordance with section B and line item 1000, and 3000, of reference (a). This TI falls within the scope of work of section 3. In issuing this TI, it is the understanding of the NSWC IHDIV that the directed efforts are within the scope of the contract. Should the contractor feel that full compliance with this TI is outside the scope of the contract, the contractor is to notify the TOM and the contracting officer by official correspondence within ten (10) working days after receipt of this TI. In such case, the contractor is to take no further action with regard to this TI until notified by the contracting officer that the TI is within the scope of the contract.
2. Statement of Work. Efforts under this TI will be in accordance with section C of reference (a) and enclosure (a).
3. Level of Effort. The TI EIS-01 is estimated at \$119,515.38. This TI will be funded \$50,000 initially with another \$50,000 to be funded prior to end of September 2009, and the final \$19,515.38 to be funded after October 2009.
4. Technical Direction. Technical Direction of the work described under this TI is assigned to Joyce DeBolt, code CA6, and Rick Jones, code E122.
5. Period of Performance. This TI is effective from date of modification award through 28 Feb 2010.


J. E. DEBOLT

Approving Official:


Contracting Officer

STATEMENT OF WORK

ANTI-TORPEDO TORPEDO DEFENSE SYSTEM EARN VALUE MANAGEMENT

1.0 Introduction:

This Statement of Work (SOW) describes specific tasks that must be accomplished to provide Earn Value Management (EVM) in support of the Anti-Torpedo Torpedo Defensive System (ATTDS) warhead efforts at Indian Head Division Naval Surface Warfare Center (IHD NSWC).

2.0 Background/Scope of Work:

The Torpedo Defense Program Office (TDPO), PMS415 mandated to all contractors and Navy activities tasked to support the ATTDS to provide monthly EVM reports. EVM reports shall address each Work Breakdown Structure (WBS) tasks assigned to the activity. The period of reporting to the TDPO is on the 15th of each calendar month. A format template provided in attachment (1) is provided as guidance on how to present the EVM data to the TDPO. It is expected that the report format and information requested by TDPO will evolve as the ATTDS Integrated Master Schedule further gets updated throughout the fiscal year.

The scope of this work is to initiate set up, collection and reporting of EVM type reporting data on the ATTDS by NSWC IHD as requested by the TDPO. The contractor is expected to support IHD NSWC personnel with Sponsor's requirements interpretation and planning and, developing further and improving EVM process and procedures.

3.0 Task Requirements

The Contractor shall provide earned value management (EVM), project management, and analyst support services in support of projects and programs in the CA Department at IHD NSWC. Specific details about each task are addressed further below.

3.1 Collect and report EVM ATTDS warhead data as depicted in attachment (1) on the following WBS tasks:

<u>WBS</u>	<u>TASK</u>	<u>DESCRIPTION</u>
1.1.1.6	Warhead Subsystem	Warhead design, development, and test.
1.1.1.7	S & A Subsystem	Safe & Arm design, development, and test.
1.4.	Logistic Support	Warhead Logistic Support
1.4.10	System Safety (ESOH)	Management of environmental, safety, and occupational health tasking.

- 3.2 Training:** The contractor shall develop and provide basic EVM training materials. Provide a 4-hr basic EVM on-site training class on two separate dates as coordinated with IHD NSWC, ATTDS Project Manager, Code E122. Provide one-on-one Control Account Manager (CAM) training as required.
- 3.3 Documentation Review & Development:** Collect and review the technical baseline, Integrated Master Schedule (IMS), lower level CAM schedules, and EVM planning documentation. Recommend corrections and/or additions only to the extent necessary to support project EVM requirements. Check for proper and complete vertical and horizontal integration of all project schedules. Recommend corrections and/or additions only to the extent necessary to support project EVM schedule management and reporting requirements. Assist with translating data from financial reporting files into Excel spreadsheets (see TDPO reporting format guide in attachment (1)), Supporting IHD NSWC personnel with Sponsor's requirements interpretation and planning and, Developing further and improving EVM process and procedures used at IHD NSWC
- 3.4 EVM Reporting:** Collect schedule performance data, rolling wave planning, and any re-planning or re-baseline of the project IMS. Collect completed CAM, spreadsheets, check for errors, and transfer planned performance and actual data to the project spreadsheets. Clarify any unusual or unexpected data or trends with CAMs. Review and analyze monthly reported EVM performance data, rolling wave planning, and any re-planning or re-baseline. Bi-weekly EVM performance data will be reviewed on an exception basis when large single period variance occurs. Generate variance reports for Project Manager (PM) and CAMs. Support CAM root cause analysis and assessments as needed. Prepare and distribute CAM report spreadsheets.

4.0 Deliverables:

- 4.1 EVM report per attachment (1) format every 12th day of each month to IHD NSWC Customer Advocate Code CA3 and Project Manager Code E122.** The contractor shall deliver any additional information to Customer Advocate and Project Manager deemed necessary for accurate review and concurrence with the EVM report.
- 4.2 Contract Performance Reports (CPRs):** The Contractor shall be responsible for the generation, delivery, and analysis of CPRs every 4 weeks.
- 4.3 Training and Supporting Material:** The Contractor shall perform training on EVM for IHD NSWC employees and will provide training material to assist in the development of PMs and CAMs.
- 4.4 Status and Contract Monitoring:** The Contractor shall submit monthly status reports, which are due on the 15th of each month and these reports shall include the following elements:

- Contractor's name and address,
- Contract number and SubCLIN number,
- Date of report,
- Period covered by report,
- Man-hours expended by discipline for the reporting period, and cumulatively during the contract,
- Cost curves portraying actual/projected conditions through the technical instruction,
- Cost incurred for the reporting period and total contractual expenditures as of report date,
- Description of progress made during period reported, including problem areas encountered, recommendations, if any for subsequent solution beyond the scope of this contract,
- Trips and significant results, and
- Plans for activities during the following period.

4.5 All deliverable documentation as specified herein shall be inspected and approved by the Contracting Officer's Representative (COR):

Contracting Officer's Representative (COR)
Indian Head Division Naval Surface Warfare Center (IHD NSWC)
Attn: Joyce DeBolt – Code: CA6
Customer Advocate Office
4247 South Patterson Road, Building 326, Suite 212
Indian Head, MD 20640
301-744-4953
joyce.debolt@navy.mil

5.0 Travel:

In order to perform the duties requested, periodic travel to IHD NSWC and other Government facilities will be required, as necessary.

Torpedo Defense Program Office, PMS415 EVM Report Template

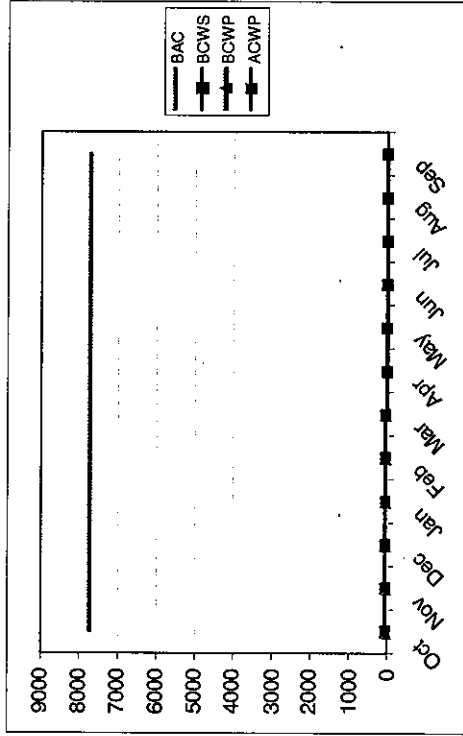
FY09 Indian Head Metrics
Jan-08

WBS	Task	Start	End	BAC	BCWS	BCWP	ACWP	EAC	SV	CV	SPI	CPI
1.1.1.6.	Warhead Subsystem	10/1/2008	9/30/2009	4,000	0	0	0	0	0	0	#DIV/0!	#DIV/0!
1.1.1.7.	S&A Subsystem	10/1/2008	9/30/2009	2,900	0	0	0	0	0	0	#DIV/0!	#DIV/0!
1.4.10.	System Safety (ESOH)	10/1/2008	9/30/2009	600	0	0	0	0	0	0	#DIV/0!	#DIV/0!
1.4.	Logistics Support	10/1/2008	9/30/2009	200	0	0	0	0	0	0	#DIV/0!	#DIV/0!

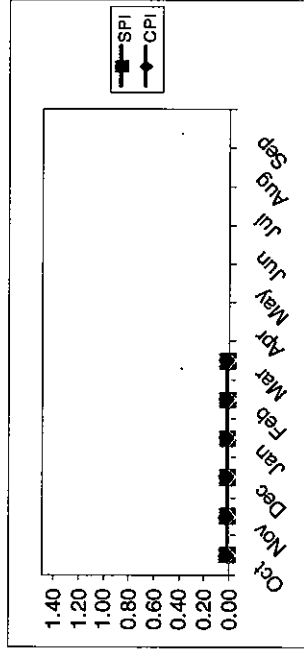
Current Cumulative Status

CPI: #DIV/0!
 SPI: #DIV/0!
 Percent Complete: #VALUE!
 Cost Variance: #VALUE!
 Schedule Variance: #VALUE!
 Estimate at Completion: #VALUE!

Cumulative Schedule and Cost



Cumulative Performance Index





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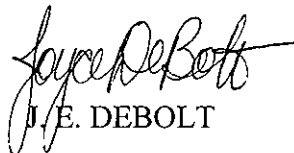
From: Task Order Manger (TOM)
To: Enterprise Information Services, Inc.

Subj: TECHNICAL INSTRUCTION (TI), ABL2434, EARNED VALUE MANAGEMENT (EVM) AND PROJECT MANAGEMENT (PM) SUPPORT

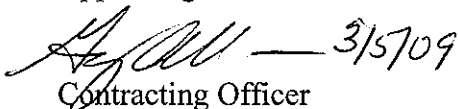
Ref: (a) Contract N00178-05-D- 4316-FG01

Encl: (1) Statement of Work (SOW) – ABL2434, Earned Value Management (EVM) and Project Management (PM) Support

1. General. This TI constitutes direction to the contractor by the Naval Surface Warfare Center Indian Head Division (NSWC IHDIV) in accordance with section B and line item 1000, and 3000, of reference (a). This TI falls within the scope of work of section 3. In issuing this TI, it is the understanding of the NSWC IHDIV that the directed efforts are within the scope of the contract. Should the contractor feel that full compliance with this TI is outside the scope of the contract, the contractor is to notify the TOM and the contracting officer by official correspondence within ten (10) working days after receipt of this TI. In such case, the contractor is to take no further action with regard to this TI until notified by the contracting officer that the TI is within the scope of the contract.
2. Statement of Work. Efforts under this TI will be in accordance with section C of reference (a) and enclosure (a).
3. Level of Effort. The TI EIS-02 is estimated at \$142,844.74. It will be funded in two increments. The first increment will be \$70,628 and will last until 31 August 2009. The remaining balance of \$72,216.74 will be funded in August 2009.
4. Technical Direction. Technical Direction of the work described under this TI is assigned to Joyce DeBolt, code CA6.
5. Period of Performance. This TI is effective from date of modification award through 28 Feb 2010.


J. E. DEBOLT

Approving Official:

 3/5/09
Contracting Officer

STATEMENT OF WORK

ABL2434 CASTING POWDER EARNED VALUE AND PROJECT MANAGEMENT SUPPORT

1.0 Introduction:

This Statement Of Work (SOW) describes the tasks that must be accomplished to provide adequate support to the projects and programs within the Customer Advocate (CA) Office at Indian Head Division, Naval Surface Warfare Center (IHD/NSWC). This SOW outlines the skills, effort, and deliverables required.

2.0 Background/Scope of Work:

The IHD/NSWC is a leader in the Navy's Energetics Enterprise. As such, it is our job to research and provide energetics – and energetic systems – for our fighting forces around the globe. In order to successfully perform this job, effective execution of project management, analysis, monitoring, and closeout is required throughout all phases. The CA Department currently has projects and programs that require support in the way of earned value management, project management, and analyst services. The Contractor is tasked with augmenting, enhancing, and providing these capabilities. This support may require travel, computer hardware, and software.

3.0 Task Requirements:

The Contractor shall provide earned value management (EVM), project management, and analyst support services in support of projects and programs in the CA Department at IHD/NSWC. Specific requirements on personnel are addressed in contract N00178-05-D-4316-FG01. Specific details about each task are addressed further below.

3.1 EVM Support: The Contractor shall provide technical and administrative services to support project control, monitoring, and closeout in the following areas: Developing and maintaining the Integrated Master Plan (IMP) and the Integrated Master Schedule (IMS), Project change control, re-planning, and remediation, Conducting variance and trend analysis, Data collection, development, and analysis of Contract Performance Reports (CPR), Providing general EVM training and support on-site, Assisting with translating data from financial reporting files into Excel spreadsheets, Supporting Indian Head personnel with Sponsor's requirements interpretation and planning and, Developing further and improving EVM process and procedures used at IHD/NSWC.

3.2 Program and Project Management Support: The Contractor shall provide management, technical, and administrative program and/or project management support services to include the following areas:

- Project integration planning (scope, schedule, and cost baselines),
- Requirements definition assistance, project planning and project supervision,
- Scope planning and management,
- Developing and maintaining the Performance Measurement Baseline (PMB),
- Developing Work Breakdown Structures (WBS),
- Acquisition planning,
- Resource analysis, planning, and management,
- Preparation of cost estimates,
- Schedule development,
- Management and analysis,
- Risk planning, analysis and management,
- Critical path analysis/determination,
- Variance analysis,
- Stakeholder coordination,
- Quality planning and management, and
- Performance planning.

3.3 Analyst and Management Support: The Contractor shall provide management, technical, and administrative analyst and management support services to include:

- Risk analysis,
- Financial analysis,
- Budget analysis,
- Business systems analysis,
- Cost estimating,
- Cost/benefit analysis,
- Documentation preparation,
- Process development and improvement,
- Importing of financial data,
- Building spreadsheets and other EVM and financial related documents, and
- Administrative assistance.

4.0 Deliverables:

4.1 Contract Performance Reports (CPRs): The Contractor shall be responsible for the generation, delivery, and analysis of CPRs every 4 weeks - for those programs and projects that require this style of reporting.

4.2 Training and Supporting Material: The Contractor shall perform training on EVM for IHD/NSWC employees and will provide training material to assist in the development of Project Managers (PMs) and Control Account Managers (CAMs).

4.3 Status and Contract Monitoring: The Contractor shall submit monthly status reports, which are due on the 15th of each month and these reports shall include the following elements:

- Contractor's name and address,
- Contract number and SubCLIN number,
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Indian Head Division/Naval Surface Warfare Center (IHD/NSWC)

Attn: Joyce DeBolt – Code: CA6

Customer Advocate Office

4247 South Patterson Road, Building 326, Suite 212

Indian Head, MD 20640

301-744-4953

joyce.debolt@navy.mil

5.0 Travel:

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