DATA ITEM DESCRIPTION

1. DID NUMBER: -V5.0
2. TITLE: Ramp Up Management Plan
3. DESCRIPTION and intended use

The Ramp Up Management Plan (RUMP) describes the objectives, scope, constraints, assumptions, and activities associated with the Contractor’s (and Approved Subcontractors’) program for managing and conducting Ramp Up.

The Contractor uses the RUMP to:

define, manage and monitor the Ramp Up program for the Contract;

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

demonstrate to the Commonwealth that the Contractor has a sound plan for achieving the Ramp Up requirements across all of the required Services, and that the Ramp Up risks have been identified and appropriately mitigated;

describe how Ramp Up contributes to satisfying the Australian Industry Capability (AIC) Obligations and achieving the AIC Objectives, including in relation to Defence‑Required Australian Industry Capabilities (DRAICs) and other Industry Capabilities identified as Australian Industry Activities (AIAs); and

define the Contractor’s expectations for Commonwealth involvement in the Ramp Up program.

The Commonwealth uses the RUMP to:

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

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

establish checklists for the achievement of major Milestones during the Ramp Up period;

enable the timely provision of information to other applicable agencies (eg, existing in-service support provider(s)) to enable them to conduct their own planning (eg, to enable the efficient phase-out of existing equipment and associated support); and

provide input to the Commonwealth’s own planning.

1. INTER-RELATIONSHIPS

The RUMP is subordinate to the Support Services Management Plan (SSMP).

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

Phase In Plan (PHIP), for preceding Contractor activities;

AIC Plan and any supporting AIC-related plans;

the governing plans for each of the Support System Constituent Capabilities (SSCCs) required under the Contract;

Technical Data List (TDL);

Contract Work Breakdown Structure (CWBS);

Support Services Master Schedule (SSMS); and

Contract Status Report (CSR).

When this Contract is linked to a Contract (Acquisition), the RUMP inter-relates with the Contract (Acquisition) Contractor Transition Plan (CTXP) and any other Contract (Acquisition) plans that address sustainment-related requirements, including sustainment-related Industry Capabilities.

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

If the Contract is linked to a Contract (Acquisition), the RUMP shall be consistent with the transition program either planned to be, or being, conducted under the Contract (Acquisition), except where otherwise agreed, in writing, by the Commonwealth Representative.

If the Contract is being implemented after a period of in-service support, the RUMP shall be consistent with the phase-out from the current in‑service support provider (either Commonwealth or contractor), except where otherwise agreed, in writing, by the Commonwealth Representative.

* + 1. Ramp Up Overview

The RUMP shall provide an overview of the Contractor’s program of activities for undertaking Ramp Up, including:

logical stages within the Ramp Up program, as defined by Milestones and/or major increments in the Services (eg, when Services are to be provided at a new site or, if linked to a Contract (Acquisition), when additional Services will be required in response to additional Mission Systems being delivered);

the major activities to be undertaken within each stage of Ramp Up;

if applicable, the integration of the Contractor’s and Approved Subcontractors’ Ramp Up activities with the existing in‑service support provider’s phase-out activities; and

if applicable, the integration of the Contractor’s and Approved Subcontractors’ Ramp Up activities with the activities of the Contractor (Acquisition).

* + 1. Ramp Up Management and Organisational Change

The RUMP shall describe the responsibilities of all parties involved in the Ramp Up activities, including the identification of the individual(s) within the Contractor’s organisation who will have responsibility for meeting the Ramp Up activities.

If different from that described in the SSMP, the RUMP shall describe the Contractor’s organisational arrangements for each stage of Ramp Up, including:

the Contractor’s and Approved Subcontractors’ organisations and management structures, describing how these arrangements evolve over the Ramp Up period (eg, changes needed for each major increment in the Services); and

the interrelationships between all parties involved in the Contractor’s Ramp Up activities including, if applicable, interrelationships with the existing in‑service support provider’s phase-out activities or the Contractor (Acquisition)’s transition activities.

* + 1. Detailed Ramp Up Activities

The RUMP shall detail the Contractor’s and Approved Subcontractors’ specific activities required for Ramp Up, particularly addressing the Contractor’s methodology and timeframes for implementing or modifying (eg, to increase the capability and/or capacity of) the (as applicable):

Operating Support arrangements;

Engineering Support arrangements;

Maintenance Support arrangements;

Supply Support arrangements;

Training Support arrangements;

Support Resources;

Subcontract arrangements; and

the AIC requirements of the Contract, including where applicable, the sustainment-related Industry Capabilities that were developed (in whole or in part) under a linked Contract (Acquisition).

In addressing the requirements of clause 6.2.4.1, the RUMP shall detail the Contractor’s and Approved Subcontractors’ strategies and implementation plans for the activities following Phase In and the Operative Date, which will enable the Services to be established to full capability and capacity and then sustained throughout the Term at the required levels of performance.

In addressing the requirements of clauses 6.2.4.1 and 6.2.4.2, the RUMP shall detail:

the Ramp Up activities to be undertaken, when and by whom;

the high-level implementation schedule, which shall be derived from the detailed schedule required under clause 6.2.6;

required planning and coordination meetings;

the Approved Subcontracts to be implemented during each stage of Ramp Up, including identifying the companies (by company name and registration (eg, ACN/NZCN)), the scope of the Subcontracts and the timeframes for their implementation;

the personnel required by the Contractor and Approved Subcontractors to enable the applicable Services to be provided in each stage of Ramp Up and for the implementation schedule to be met;

the Contractor’s proposed methodology for ensuring that the activities of the Contractor and the Contractor (Acquisition) or the existing in-service support provider (as applicable) will be coordinated, including through proposed planning and coordination meetings;

the Facilities, S&TE, Training Equipment, Stock Items and computer-support requirements to be implemented, including:

the timeframes for implementation, identifying any prerequisites for individual or sets of Support Resources, including, where applicable, any linkages between the activities under an accompanying Contract (Acquisition) or with the activities of the existing in service support provider (as applicable);

the build-up of the individual Support Resources, showing how this build-up will enable the Contract requirements and objectives for Ramp Up to be met; and

where applicable, the Support Resources to be acquired or transferred from the Contractor (Acquisition) or the existing in‑service support provider (as applicable);

Note: The reference to ‘in whole or in part’ in the stem of the following subclause recognises that an Industry Capability may need to grow over time during various stages of Ramp Up. The RUMP should identify the various stages and when a full Industry Capability is expected to be in place.

the implementation of the DRAICs and other Industry Capabilities identified as AIAs, as required by clause 6.2.5, which are required to be in place (in whole or in part) within Australian Entities during each stage of Ramp Up, including:

existing Industry Capabilities, including those that need to be re-purposed or enhanced to meet the requirements of the Contract;

where applicable, Industry Capabilities that were created (in whole or in part) under the Contract (Acquisition), including those that will have a dual-use purpose under the Contract and the Contract (Acquisition); and

new Industry Capabilities that need to be implemented under the Contract;

the implementation of regulatory and security requirements;

Technical Data transfer;

specific Ramp Up issues relating to GFM, GFF, GFS and Training in Defence Information Systems (if these are applicable);

required interactions with the Commonwealth, including Resident Personnel and MRU (if applicable);

WHS and Environmental considerations (as applicable); and

traceability to each Contract Service requirement.

* + 1. AIA-Specific Requirements

For each of the AIAs identified at Attachment F to the Contract, the RUMP shall, for each stage of Ramp Up:

for those AIAs that are not Industry Capabilities, describe the arrangements (including Subcontracts) that will be implemented to satisfy the AIA requirements; and

for those AIAs that are Industry Capabilities:

identify the companies (by company name and registration (eg, ACN/NZCN)) pertaining to each of the Industry Capabilities;

describe the specific commitments of the Contractor, AIC Subcontractor(s) and, where applicable, other companies (eg, a parent company or an Original Equipment Manufacturer (OEM) under a Subcontract) to implement each of the Industry Capabilities, including in relation to the transfer of technology, know-how, know-why, and TD/IP;

describe the implementation plan (including timeframes) for each of the Industry Capabilities, particularly describing the plans for each of the different Support Resources and how these will be brought together to ensure that each Industry Capability is in place and operational during each stage of Ramp Up, including identifying any Subcontracts that will be enacted and the associated scope and timeframes for those Subcontracts; and

if applicable, describe the linkages (if any) with the activities of the Contractor (Acquisition), particularly in relation to Industry Capabilities that were only partially developed under a linked Contract (Acquisition) or that have a dual-use purpose under the Contract and the Contract (Acquisition).

* + 1. Ramp Up Issues Management

The RUMP shall describe how the Issues Register used by the Contractor, in accordance with the SSMP, shall be used for recording and planning issues related to Ramp Up activities.

* + 1. Ramp Up Schedule

The RUMP shall include, as an annex, a summary of the Ramp Up Schedule used by the Contractor to:

define the activities within each major stage within the Ramp Up period;

plan the activities and sequencing of those activities to achieve the requirements of each Ramp Up stage and milestone, including Milestones; and

provide schedule direction and status to the management team responsible for conduct of the work.

If a Support Services Master Schedule (SSMS), is required under the Contract, the Ramp Up Schedule shall accord with the requirements of the DID for the SSMS.

If the Contract does not require an SSMS, the Ramp Up Schedule shall be prepared in a standard, commercially available, critical-path method project planning software application and shall identify:

activities and their estimated durations;

milestones, including Milestones, and, where applicable, inter-related milestones from other Commonwealth contracts (eg, a Contract (Acquisition) or a preceding contract for support);

the relationships and dependencies between activities and milestones to be accomplished by or for the Contractor in the performance of its Ramp Up obligations under the Contract;

earliest and latest start and finish dates for all activities and milestones;

critical and non-critical paths;

floats available on all activities and milestones;

allocated resources for each activity; and

notes on the use of the Ramp Up Schedule, including a glossary of terms and symbols used.

* + 1. Ramp Up Reporting

If Ramp Up Progress Reports are required under the Contract, the RUMP shall describe the format and content of the Contractor’s proposed Ramp Up Progress Report, which shall include;

a statused version of the Ramp Up Schedule, which shall be delivered as a copy of the schedule database and shall identify:

progress against all activities;

the actual start and completion dates for all activities and milestones; and

the current forecast completion dates for all activities and milestones;

the 10 most significant Ramp Up risks or all risks that are assessed as high (or higher), whichever is the greater number;

a summary of any significant problems experienced since the previous report and any on-going problems in relation to the Ramp Up program; and

a summary of any outstanding Issues that may impact upon the Ramp Up program.

If the Contract requires Ramp Up progress to be included within the Contract Status Report (CSR), the RUMP shall describe how the Contractor’s reporting of Ramp Up activity, status, risks and progress shall be incorporated into the CSR during the Ramp Up period.

* + 1. Ramp Up Milestone Checklists

Note: Checklists and updates to checklists are Approved as part of the RUMP.

The RUMP shall include, as annexes, checklists to detail the criteria for each Ramp Up Milestone identified in Annex A to Attachment B and/or Annex H to Attachment B. Each checklist shall include:

as an introduction:

identification of what the Ramp Up Milestone provides (eg, new Services commencing, a step increase in the number of Products Being Supported, new or enhanced Industry Capabilities becoming available, and/or Services becoming available at a new location);

a brief summary of the scope and the level of performance of Services that will be possible following the Milestone, with cross-references to related stage of the Performance Implementation Period if applicable;

where applicable, identification of prerequisite or co-requisite Milestones from other Commonwealth contracts (eg, system acceptance or DRAIC acceptance milestones from a Contract (Acquisition) or Phase Out milestones from a preceding Contract (Support));

criteria that define the achievement of the Milestone, including:

the criteria identified for the Milestone, as listed in Annex A to Attachment B and/or Annex H to Attachment B;

criteria that demonstrate that the Contractor’s organisation, Subcontractors, Support Resources and processes, which are required to provide Services subsequent to the Milestone, are in place and available to provide those Services;

criteria that demonstrate that the required Industry Capabilities are in place;

any requirements to be met by the Commonwealth (eg, provision of GFE required for the Milestone or GFS that is required to commence following that Milestone); and

a criterion for Milestone completion, which requires the agreement of the Commonwealth Representative that all major Milestone criteria in the checklist have been met and that the Contractor is ready to proceed to the next stage of Ramp Up or that Ramp Up is complete, as applicable.

* 1. Annexes

1. Ramp Up Schedule
2. Ramp Up Milestone Checklist(s)