DATA ITEM DESCRIPTION

1. DID NUMBER: -
2. TITLE: Contract Work Breakdown Structure (CWBS)
3. DESCRIPTION and intended use

The Contract Work Breakdown Structure (CWBS) is the Contractor’s extension of the Contract Summary Work Breakdown Structure (CSWBS) defined at clause 4 of Attachment M, decomposing the scope of the Recurring Services to provide the framework for Contract planning, management and status reporting.

The Contractor uses the CWBS to:

define the work effort necessary to successfully achieve the objectives of the Contract;

assist with estimating the cost, schedule and resource requirements for the Contract; and

ensure that there is a clean structure for the organisation and management of the Contract and that there are clear accountabilities for Contract outcomes.

The Commonwealth uses the CWBS to:

gain visibility into the Contractor’s planning;

gain assurance that the Contractor understands the full scope of work (particularly in the context of clause 1.8 of the COC (‘Contracted Requirement’) and has appropriately incorporated this work into its execution plan for the Contract;

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

assist with understanding and evaluating any proposed changes to the scope of work that may occur during the Term; and

as a source of input to planning performed by the Commonwealth Representative.

1. INTER-RELATIONSHIPS

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

The CWBS is related to, and shall be consistent with, the Support Services Master Schedule (SSMS), where such a data item is required under the Contract.

The CWBS also inter-relates with the price breakdown at Attachment B, providing the basis against which the Price and Payment Schedules for the Recurring Services Fee are derived.

1. APPLICABLE DOCUMENTS

The following documents form a 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’.

The CSWBS shall form the basis for preparation of the CWBS by the Contractor.

* 1. Specific Content
     1. General

The CWBS shall comprise a Work Breakdown Structure (WBS) index, a WBS graphic (optional), and a WBS dictionary.

The CWBS shall be derived from the CSWBS in a manner consistent with the example CWBS provided at Annex A to this DID as the basis for the CWBS.

* + 1. WBS Index

Note: The WBS index is an indentured list of WBS elements and sub-elements, starting with a single level 1 element (the Contract), incorporating the high-level WBS element structure which is invoked contractually (the CSWBS), and the lower-level elements of the Contractor’s WBS necessary to provide an appropriate framework throughout the Contract for product and service definition and control.

The CWBS shall include a WBS index delivered in a tool that has an Outline Mode (such as Microsoft Word), such that it can be reviewed at any level of expansion.

The WBS index shall be derived from the WBS dictionary and each record in the WBS index shall include:

WBS element number;

WBS element title;

WBS element revision date and revision number;

task agency; and

cross references to the COC and SOW.

* + 1. WBS Graphic

The CWBS may include a WBS graphic, which contains the same information as the WBS index, but shown in a graphical form, usually a tree structure.

* + 1. WBS Dictionary

Note: The WBS dictionary is keyed to the WBS index and defines the scope of each WBS element in the WBS index to a level sufficient to permit unambiguous association of each unit of labour and each unit of cost expended on the Contract with the WBS element to which that labour or cost belongs. The depth of indenture and size of the lowest level WBS elements are such as to support sound management of the development, planning and execution of the required work under the Contract.

Within the WBS dictionary, each element of the CWBS shall contain at least the following information:

Contract title;

WBS element number;

WBS element title;

WBS element summary description;

Contract clause cross-reference, if applicable;

reference to subordinate WBS elements, if any;

title and number of the document / specification that defines the element;

for the leaf nodes of the CWBS only, the Contractor’s resource estimates (including personnel, equipment, facilities, hire and/or lease costs, risk allocation, and Subcontracted scope and associated costs) to achieve the scope of work defined through each CWBS element, including any time-phasing of those resource estimates; and

any other information required by the Contractor’s management systems.

Annex:

1. Example Contract Work Breakdown Structure

**ANNEX A TO  
DID-SSM-CWBS**

EXAMPLE CONTRACT WORK BREAKDOwN STRUCTURE  
FOR RECURRING SERVICES

Note: The following example CWBS for Recurring Services has been developed to illustrate how a product-oriented CWBS can be derived from the CSWBS at Attachment M to the Contract, where a deliverable service is categorised as a form of product.

1. **Contract (Support) Recurring Services**
   1. **Operating Support**
      1. Mission System 1 Operations *(for when the Contractor is operating MS1)*
      2. Mission System 2 Operations *(for when the Contractor is operating MS2)*
      3. Help Desk Services
      4. […*other Operating Support Services*…]
      5. Operating Support Management
   2. **Engineering Support**
      1. Mission System 1 Engineering Services *(only those specific to MS1)*
      2. Mission System 2 Engineering Services *(only those specific to MS2)*
      3. Repairable Item Engineering Services
      4. Configuration Management *(if not covered under the items above)*
      5. Software Support
      6. […*other Engineering Services*…]
      7. Engineering Management
   3. **Maintenance Support**

Note: If there is only one Mission System type, it may be preferable to lift the Level 4 elements up to Level 3 to avoid having too many levels in the CWBS.

* + 1. Mission System 1 *(eg, Ship)* Maintenance
       1. MS1 Intermediate Docking
       2. MS1 Mid Cycle Docking
       3. MS1 Full Cycle Docking
       4. MS1 Repairable Item Group 1 *(eg, Propulsion System)* Maintenance
       5. MS1 Repairable Item Group 1 *(eg, Combat System)* Maintenance
       6. Support to MS1 Organic Maintenance
    2. Mission System 2 *(eg, Aircraft)* Maintenance
       1. MS2 R3 Servicing
       2. MS2 R4 Servicing
       3. MS2 R5 Servicing
       4. MS2 Repairable Item Group 1 *(eg, Engines)* Maintenance
       5. MS2 Repairable Item Group 2 *(eg, Avionics)* Maintenance
       6. Support to MS2 Operational Maintenance
    3. Mission System 3 *(eg, Distributed Communications System)* Maintenance
       1. MS3 Site 1 Maintenance
       2. MS3 Site 2 Maintenance
       3. MS3 Site 3 Maintenance
       4. MS3 Repairable Item Maintenance
    4. Mission System 4 *(eg, Information and Communication Technology (ICT) System)* Maintenance
       1. System Administration
       2. MS4 Deeper Maintenance
       3. Support to MS4 Operational Maintenance
    5. Repairable Item (RI) Maintenance
       1. RI Group 1 Maintenance
       2. RI Group 2 Maintenance
       3. RI Group 3 Maintenance
    6. […*other Maintenance Services*…]
    7. Maintenance Management
  1. **Supply Support**
     1. General Supply Services
     2. Warehousing Services *(ie, for when the Contractor is providing Warehousing Services to the Commonwealth)*
     3. Mission System 1 Non‑RI Procurement
     4. Mission System 2 Non‑RI Procurement
     5. Repairable Item Group 1 *(eg, MS1 RIs)* Non‑RI Procurement
     6. Repairable Item Group 2 *(eg, Support and Test Equipment (S&TE))* Non‑RI Procurement
     7. Repairable Item Group 3 *(eg, Training Equipment)* Non‑RI Procurement
     8. Fuel and Other Consumables Procurement
     9. […*other Supply Services*…]
     10. Supply Management
  2. **Training Support**

Note: The following Level 3 and 4 breakdown for the first two elements could equally be reversed, depending upon the nature and scope of the required Training program.

* + 1. Training Course 1
       1. Training Delivery and Administration
       2. Training Materials Upkeep
    2. Training Course 2
       1. Training Delivery and Administration
       2. Training Materials Upkeep
    3. Training Management
  1. **Support Resources**

Note: This CWBS Element could be broken down into the respective Support Resources, but there is often limited work associated with a number of the Support Resources, so this approach has not been adopted and the following generic breakdown has been provided instead.

* + 1. […*Support Resource Work 1*…]
    2. […*Support Resource Work 2*…]
  1. **Support Services Management**

Note: The following breakdown is illustrative only (more so than for the other CWBS Elements), and this element should be derived based on the Contractor’s own corporate processes.

* + 1. Support Services Planning, Monitoring and Control, Reviews and Reporting
    2. Technical Data and Software Rights Management
    3. Security Management
    4. Quality Management
    5. Health, Safety and Environment