DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ENG-CSCTP-V5.0
2. TITLE: Contractor Standing Capability Task PLAN
3. DESCRIPTION and intended use

The Contractor Standing Capability (CSC) Task Plan (CSCTP) is used to define the scope and to describe the Contractor’s proposed methodology, processes, systems, tools and activities to undertake the applicable CSC Task.

The Contractor uses each CSCTP to:

define the scope and effort of proposed CSC Tasks for Approval; and

manage and monitor each Approved CSC Task.

The Commonwealth uses each CSCTP to:

review proposed CSC Tasks;

monitor Contractor progress against Approved CSC Tasks; and

understand the Commonwealth input required to a CSC Task, when applicable.

1. INTER-RELATIONSHIPS

Each CSCTP is subordinate to the following data items, where these data items are required under the Contract:

Support Services Management Plan (SSMP); and

Contractor Engineering Management Plan (CEMP).

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

CSC Master Schedule (CSCMS);

CSC Status Report (CSCSR); and

other Approved plans, as applicable to the nature of the CSC Task.

1. Applicable Documents

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

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| 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 CSCTP 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. Overview

The CSCTP shall include an initial overview for the CSC Task, which:

identifies the purpose and/or objectives of the task;

identifies the Products that are the subject of task activities;

summarises the Contractor, Subcontractor and Commonwealth organisations involved in task activities; and

identifies related Contract documents (eg, Engineering Change Proposals).

* + 1. Task Plan

The CSCTP shall include:

the requirements set out in the Commonwealth’s notice for the CSC Task, except where otherwise agreed by the Commonwealth Representative;

a statement as to whether the proposed CSC Task is:

a CSC Category 1 Task or a CSC Category 2 Task; and

a CSC T&M Task or a CSC Capped Price Task;

the budget for the CSC Task (expressed in terms of CSC Service Hours and the cost of CSC Additional Resources, as applicable);

details of the methodology for accomplishing the CSC Task, in sufficient detail to enable an evaluation for technical soundness and to demonstrate that the Contractor properly understands the scope of the work expected by the Commonwealth Representative;

a specific statement as to whether or not the proposed CSC Task can be undertaken using the available resources of the CSC and, if not, include as part of the CSCTP the rationale and a quotation for CSC Additional Resources, prepared in accordance with DID-SSM-S&Q with the following exceptions:

work planning and impact assessments shall refer to details within the CSC Task Plan to the extent practicable; and

Approval, order execution, commencement and payments shall also be subject to the provisions of clause 15 of the COC;

the identification of the CSC Staff Positions that will be engaged in performing the proposed CSC Task;

the estimated hours that each of the persons occupying those CSC Staff Positions will be required to spend to complete the proposed CSC Task;

the maximum or ‘capped’ hours for the CSC Task, where applicable;

the proposed start and completion dates for the CSC Task, including any intermediate milestones;

a description of any likely adverse or beneficial impacts on, or implications for, the existing Approved CSC Tasks;

except where otherwise agreed by the Commonwealth Representative, for multi-stage CSC Tasks (eg, Major Change Tasks):

the estimated cost and schedule for the remaining stage(s); and

the planning and schedule requirements to develop updates to, and obtain Approval for, the CSCTP for the subsequent stage(s);

whether the proposed CSC Task requires access to Commonwealth Premises, GFM, GFF and/or GFS and, if so, details of the requirements, including the period when access is required and whether or not the required GFM or GFF is already within the Contractor’s control;

any additional Technical Data and Software Rights required by the Contractor in order to perform the CSC Task that is not licenced to the Commonwealth in accordance with clause 5 of the COC;

any other input requirements (ie, constraints, dependencies and exclusions) for the proposed CSC Task;

any requirements of the Commonwealth; and

reporting requirements.

For CSC Category 1 Tasks, the CSCTP shall, in addition to the requirements of clause 6.2.2.1, include:

a description of any likely adverse or beneficial impacts on, or implications for:

other work being performed under the Contract;

work being performed by Associated Parties;

Commonwealth obligations;

the availability and utilisation of the Mission System(s) (if applicable);

the Total Cost of Ownership (TCO); and

future Services (eg, the future impact on the Contract for supporting a Major Change once implemented, including the estimated change in scope and cost);

a list of all other data specifically requested in the SOW, including DSDs, related to the particular CSC Task;

proposed outputs in addition to those explicitly specified in this DID and the CSC Task notice; and

a resource-loaded schedule, which shows the major milestones and projected dates and is divided, wherever possible, into tasks of no longer than two weeks and which clearly identify the individual resources, including Subcontractors, involved in the tasks.

* + 1. CSC Master Schedule

The CSCTP shall include a proposed update to the CSCMS, which shows how the proposed CSC Task would be undertaken in conjunction with the Approved CSC Tasks and other proposed CSC Tasks.