DATA ITEM DESCRIPTION

1. DID NUMBER: -V5.0
2. TITLE: PHASE OUT Plan
3. DESCRIPTION and intended use

The Phase Out Plan (PHOP) describes the objectives, scope, constraints, assumptions, and activities associated with the Contractor’s (and Subcontractors’) program for managing and conducting Phase Out. For Phase Out at the end of the Term, the PHOP includes all sections required by this DID. For the Phase Out of part of the Services, the Commonwealth Representative will advise the Contractor of any changes to the scope of the PHOP where that differs from this DID.

The Contractor uses the PHOP to:

define, manage and monitor the Phase Out program for the Contract;

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

define the Contractor’s expectations for Commonwealth involvement in the coordination and implementation of the Phase Out program.

The Commonwealth uses the PHOP to:

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

obtain assurance that the Contractor will implement a sound and suitable approach to Phase Out, particularly to ensure that, if applicable, there will be no loss of Capability during Phase Out;

define the Commonwealth’s involvement in the Contractor’s Phase Out program, including the monitoring of the Contractor’s program;

if applicable, to enable the timely provision of information to:

the incoming support provider, being either a Commonwealth agency or an incoming contractor, to enable them to plan for the provision of Services; or

a disposal manager, being either a Commonwealth agency or another contractor engaged by the Commonwealth to implement disposal; and

provide input to the Commonwealth’s own planning.

1. INTER-RELATIONSHIPS

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

The PHOP inter-relates with the following data items during the Phase Out period, where these data items are required under the Contract:

Support Services Master Schedule (SSMS); and

Disposal Plan (DISP).

1. Applicable Documents

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

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| --- | --- |
| *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 PHOP 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 PHOP shall describe the objectives, scope, constraints, and assumptions associated with the Contractor’s (and Subcontractors’) Phase Out activities.

Any risks associated with the Contractor’s Phase Out program shall be documented in the Risk Register in accordance with the governing plan for risk management (eg, SSMP); however, the PHOP shall describe the risk-management strategies associated with any Phase Out-related risks.

* + 1. Phase Out Organisation

The PHOP shall describe the Contractor’s organisational arrangements for Phase Out, including:

the Contractor’s and Approved Subcontractors’ organisations and management structures, showing how the Phase Out organisational and managerial arrangements integrate into the higher-level management structures and organisations;

the interrelationships and lines of authority between all parties involved in the Contractor’s Phase Out activities, including with the incoming in‑service support provider’s phase-in activities or the Materiel System withdrawal activities (as applicable); and

the responsibilities of all parties involved in the Contractor’s Phase Out activities, including the identification of the individual within the Contractor’s organisation who will have managerial responsibility and accountability for meeting the Phase Out requirements of the Contract.

* + 1. Phase Out Overview

The PHOP shall provide an overview of the Contractor’s program of activities for undertaking Phase Out, including:

the major activities to be undertaken;

if applicable, the integration of the Contractor’s Phase Out activities with the incoming support provider’s phase-in activities;

if applicable, the integration of the Contractor’s Phase Out activities with the Materiel System withdrawal activities;

the processes and procedures to be employed by the Contractor for undertaking the PHOP activities, including for Contract closure or a partial reduction in Services, as applicable;

if applicable, the Contractor’s proposed methodology for ensuring that the activities of the Contractor and the incoming support provider are coordinated, including proposed planning and coordination meetings;

if applicable, the Contractor’s proposed methodology for ensuring that the activities of the Contractor and the agency(ies) managing disposal are coordinated, including proposed planning and coordination meetings; and

the expectations of the Contractor with respect to the Commonwealth’s involvement in Phase Out.

* + 1. Detailed Phase Out Activities

The PHOP shall detail the Contractor’s and Subcontractors’ specific activities associated with Phase Out, specifically addressing the Contractor’s methodology and timeframes for reducing (as applicable):

Operating Support arrangements;

Engineering Support arrangements;

Maintenance Support arrangements;

Supply Support arrangements;

Training Support arrangements;

Support Resources; and

Subcontract arrangements.

In addressing the requirements of clause 6.2.4.1, and COC clause 14.5 or COC clause 14.6 as applicable, the PHOP shall detail:

the activities to be undertaken, when and by whom;

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

planning and coordination meetings;

the personnel required by both the Contractor and Approved Subcontractors to enable the implementation schedule to be met, including:

when there is an incoming support provider, how the Contractor will facilitate the transfer of personnel in accordance with clause 14.5 of the COC; and

the Contractor’s personnel ramp-down and reassignment schedule;

if applicable, the facilities, Stock Items, S&TE, Technical Data and any other Support Resources to be acquired or transferred from the Contractor to the incoming contractor;

if applicable, the Contractor’s activities with respect to the preparation for, and if required by the Commonwealth, disposal of Materiel System components;

regulatory and security requirements;

if applicable, specific Phase Out issues relating to GFM and GFF, including returning the GFM and GFF to an acceptable level, inspections, and WHS and Environmental issues;

specific issues if the Contractor and/or Approved Subcontractors are resident on Commonwealth Premises; and

the return of Contractor Managed Commonwealth Assets other than GFM.

The PHOP shall describe, explicitly or by reference to another document (including any database) the:

items to be delivered and the proposed recipients; and

arrangements, including timeframes, for the incoming support provider’s personnel (if applicable) and Commonwealth personnel to interact with the Contractor to facilitate successful Phase Out.

* + 1. Phase Out Register

If a Phase Out Register is required under the Contract, the PHOP shall describe the Phase Out Register used by the Contractor for recording and planning Phase Out activities.

The Phase Out Register shall be kept as a separate entity to the PHOP (due to the dynamic nature of the content of the Phase Out Register).

For each activity, the Phase Out Register shall provide:

the identification number of the Phase Out activity;

a brief description of the activity, including reference to any related clauses in the Contract;

an outline of the tasks associated with completing the activity;

the priority of the activity;

the individual in the Contractor’s organisation responsible for the activity;

other parties involved in the activity, including the identification of the expected involvement of the Commonwealth or the incoming in-service support provider;

the timeframes for achieving the activity;

the risks associated with the activity; and

any action items associated with the activity, including the timeframes for those action items and the party (or parties) to whom the action items have been assigned.

* + 1. Phase Out Schedule

The PHOP shall include, as an annex to the PHOP, the Phase Out Schedule used by the Contractor to:

plan the activities and sequencing of those activities to achieve the Phase Out requirements; 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 Phase Out Schedule shall accord with the requirements of the DID for the SSMS.

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

activities and their estimated durations;

milestones, including Contract Milestones;

cessation dates for Services and start dates for periods of reduced Services;

the relationships and dependencies between activities and milestones to be accomplished by or for the Contractor in the performance of its Phase Out 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 Phase Out Schedule, including a glossary of terms and symbols used.