DATA ITEM DESCRIPTION

1. DID NUMBER: DID-CSER-PHOP-
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 program for conducting Phase Out.

The Contractor uses the PHOP to:

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

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

demonstrate to the Commonwealth how the Contractor will achieve Phase Out, and how the associated risks have been identified and appropriately mitigated; and

define the Contractor’s expectations for Commonwealth involvement in Phase Out.

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 suitable approach to Phase Out;

define the Commonwealth’s involvement in the Contractor’s Phase Out program;

enable the timely provision of information to other agencies (eg, an incoming service provider and Commonwealth units) to plan and co-ordinate related activities; and

provide input to the Commonwealth’s own planning.

1. INTER-RELATIONSHIPS

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

1. Applicable Documents

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

|  |  |
| --- | --- |
| *Nil* |  |

1. Preparation Instructions
   1. Generic Format and Content

The data item shall be provided in the Contractor’s format while complying with the content and preparation instructions contained in clause 2.3 of the Statement of Work (SOW).

* 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. Risks associated with the Phase Out program shall be documented in the Risk Register); however, the PHOP shall describe the risk-management strategies for any global 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’ management structures, identifying those organisations that will be actively involved in Phase Out activities;

the interrelationships between all parties involved in the Contractor’s Phase Out activities, including, if applicable, an incoming service provider; and

identification of the Contractor’s and Approved Subcontractors’ managers that will be responsible for meeting the Phase Out requirements of the Contract.

* + 1. Phase Out Overview

The PHOP shall provide an overview of the Contractor’s Phase Out program (ie, as a summary of the planning required by clause 6.2.4), including as applicable:

the major activities to be undertaken and the main processes to be employed to achieve those Phase Out activities;

a high-level summary of the Phase Out Schedule required by clause 6.2.6;

the activities to ensure the co-ordination and integration of the Contractor’s Phase Out activities with the activities of the Commonwealth and any incoming service provider, including planning and coordination meetings; and

the expectations of the Contractor with respect to Commonwealth involvement.

* + 1. Detailed Phase Out Activities

The PHOP shall describe the Contractor’s and Approved Subcontractors’ specific activities for Phase Out, addressing the methodology and timeframes for, as applicable:

reducing the scale and scope of the Services;

reducing the holdings of Support Resources including, if applicable, the return of Government Furnished Material (GFM) and Government Furnished Facilities (GFF);

Subcontract arrangements; and

any organisational arrangements and processes required to enable the Contractor to comply with the provisions of the Contract, including clause 4 of the COC.

In addressing the requirements of clause 6.2.4.1 and clause 14 of the COC, the PHOP shall:

detail the activities to be undertaken, when and by whom;

define the requirements for planning and coordination meetings;

detail the requirements for the Contractor’s and Approved Subcontractors’ workforce while enabling the Phase Out schedule to be met, including:

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

if there is an incoming service provider, how the Contractor will facilitate the transfer of Personnel in accordance with clause 14.5 of the COC;

if applicable, detail the processes to enable facilities and any other Support Resources to be acquired or transferred to the incoming contracted service provider;

if applicable, describe any activities necessary to meet regulatory, security, Work Health and Safety, and Environmental requirements in relation to Phase Out;

if applicable, specific Phase Out issues relating to the return of GFM and any other Contractor Managed Commonwealth Assets; and

if the Contractor Personnel are resident on Commonwealth Premises, any specific issues relating to GFF, including de-modification and return of facilities to an acceptable condition for inspections and any other requirements in the GFF License.

* + 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 unique identification number of the Phase Out activity;

a brief description of the activity, including an outline of the tasks associated with completing the activity and reference to any related clauses in the Contract;

the priority of the activity;

contact details for the Contractor’s manager responsible for managing the activity;

details of other parties involved in the activity, including the identification any expected involvement of the Commonwealth or an incoming service provider;

the timeframes for achieving the activity;

details of the assessment, treatment and monitoring of any identified risks in relation to the Phase Out activity; and

details of any action items associated with the activity, including the timeframes for those actions to be resolved and the party(ies) responsible for those actions; and

the current status of the activity (eg, not started, open, and closed on [date]).

* + 1. Phase Out Schedule

The PHOP shall include, as an annex to the PHOP, the Phase Out Schedule used by the Contractor to plan and manage the sequence of activities to achieve Phase Out.

The Phase Out Schedule shall identify:

each of the Phase Out activities and their planned start and completion dates;

milestones, including Contract Milestones;

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

the relationships and dependencies between Phase Out activities and milestones;

allocated resources for each activity; and

notes for interpreting the Schedule, including a glossary of terms and symbols used.