DATA ITEM DESCRIPTION

1. DID NAME: DID-PM-DEF-CMS-2-V5.2
2. TITLE: Contract Master Schedule
3. DESCRIPTION and intended use

The Contract Master Schedule (CMS) describes the Contractor’s planned sequence of activities, milestones and decision points to enable the objectives of the Contract to be met. Additionally, the CMS defines the current Contract schedule status, comparing the current schedule to the contracted schedule. The CMS also compares the current schedule status with any applicable baseline schedule.

The Contractor uses the CMS, including or supplemented by subordinate schedules, to:

plan the activities and sequencing of those activities to achieve the requirements of the Contract; and

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

The Commonwealth uses the CMS to:

achieve assurance that the Contractor can meet its contractual obligations;

gain visibility into the Contractor’s planning;

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

assist with monitoring the progress of the Contractor in meeting the requirements of the Contract; and

provide input into the Commonwealth’s planning.

1. INTER-RELATIONSHIPS

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

Project Management Plan (PMP); and

Contract Work Breakdown Structure (CWBS).

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 CMS shall be the primary schedule for the Contract, and all other schedules shall be subordinate to the CMS.

The CMS shall be capable of being displayed in a variety of formats, including:

a Gantt chart;

a list of all tasks, together with their planned and actual start and completion dates; and

a listing of milestones (including Milestones in the Contract), together with their original contracted baseline, current baseline, forecast and actual completion dates.

The CMS shall be delivered as a soft copy of the CMS database using the software package identified in accordance with clause 3.2.2 of the SOW. The CMS database shall include all database elements used by the Contractor to develop, manage and update the CMS (eg, filter definitions, resources and notes). Any non-database elements of the CMS shall be delivered in accordance with the CDRL.

* 1. Specific Content
     1. Data to be Included

The CMS shall graphically depict the Contract schedule and progress at the activity level (known as the work package level under Earned Value Management).

The CMS shall graphically present or otherwise identify:

activities and their estimated durations;

milestones, including the Milestones identified in the Contract;

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

The CMS shall include:

all other schedules required under the Contract (eg, the Systems Engineering schedule and the Integrated Logistic Support schedule);

Subcontractor schedules, to a level of detail that is consistent with the level of detail for the Contractor’s own schedule;

Milestones, and all milestones identified in the Contractor’s plans and delivery milestones in Attachment C (if not already identified as Milestones);

other major events, as agreed between the Contractor and the Commonwealth Representative;

Commonwealth Representative tasks and tasks performed by Associated Parties, where such tasks interface with, and may affect, Contractor tasks; and

significant reviews, such as System Reviews.

Each submission of the CMS shall provide visibility of progress against the current Approved schedule baseline.

Forecast milestone completion dates shall reflect anticipated actual performance that differs from the original milestone completion dates (or rescheduled dates established by an Approved rescheduled baseline).

* + 1. Integration with Other Management Information

The CMS shall be traceable to the CWBS and the Milestones in the Contract.

* + 1. Narrative Analysis

Each submission of the CMS shall contain an explanation of the cause of each Milestone's rescheduled forecast date that is later than the Milestone’s current Approved scheduled baseline date for the issue of the CMS in which the rescheduled forecast date was first reported. Subsequent issues of the CMS need only address changes from previously reported dates. The narrative analysis for the CMS shall address possible impact on other milestones and activities, and shall describe work-around plans to minimise the impact.