DATA ITEM DESCRIPTION

1. DID NUMBER: DID-PM-RVW-SRP-V5.3
2. TITLE: System Review PLAN
3. DESCRIPTION and intended use

The System Review Plan (SRP) describes the Contractor’s organisation, responsibilities and procedures for the conduct of System Reviews, which encompass both Mandated System Reviews and Internal System Reviews. The SRP defines the specific reviews to be carried out under the Contract; the scheduling, sequencing and interrelationships of these reviews; the review entry and exit criteria; and the relationship between the System Reviews to key milestones of the technical program, particularly engineering and Integrated Logistic Support (ILS). The SRP also describes its relationship to other elements in the Contractor’s overall technical program.

The Contractor uses the SRP to:

define, implement and manage its System Review program;

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

ensure that those parties (including Subcontractors) who are providing data to enable System Review activities to be undertaken understand their respective responsibilities, the data to be provided, and the time-frames for providing that data.

The Commonwealth uses the SRP to:

understand and evaluate the Contractor’s program of System Reviews;

assist with evaluating progress under the Contract; and

identify and understand the Commonwealth’s involvement in the program of System Reviews, including the monitoring of the Contractor’s program.

1. INTER-RELATIONSHIPS

The SRP is subordinate to the following data items, where these data items are required under the Contract:

Project Management Plan (PMP);

Systems Engineering Management Plan (SEMP);

Integrated Support Plan (ISP);

Configuration Management Plan (CMP);

Verification and Validation Plan (V&VP);

Contractor Transition Plan (CTXP); and

Quality Plan (QP).

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

Mission System Technical Documentation Tree (MSTDT);

Support System Technical Data List (SSTDL); and

any other data items that identify Technical Data, Contract Material, Software, or other products that will be addressed at a System Review.

1. APPLICABLE DOCUMENTS

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

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 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 SRP shall address both Mandated System Reviews (MSRs) and Internal System Reviews.

* + 1. Document Overview and Use

The SRP shall summarise the purpose and contents of the SRP and shall describe any security or privacy considerations associated with its use.

The SRP shall describe the objectives, scope, constraints, and assumptions associated with the Contractor’s program of System Reviews. Any risks associated with the Contractor’s program of System Reviews shall be documented in the risk register, in accordance with the Approved PMP; however, the SRP shall describe the risk-management strategies associated with any global risks related to the program of System Reviews.

* + 1. System Reviews

The SRP shall define entry criteria, exit criteria and checklist items for each of the MSRs, as defined by the Contract. The SRP shall incorporate the MSR Checklists for MSRs, supplemented where required by the Contractor’s internal processes.

Noting that a developer should have a comprehensive review program regardless of any contractual requirements, the SRP shall also define the entry, exit and checklist items for Internal System Reviews conducted to conform to the Contractor’s internal processes, including:

the review program to be conducted by the Contractor with respect to its own development activities;

the review program to be conducted by the Contractor with respect to its Approved Subcontractors; and

the review program to be conducted by the Approved Subcontractors.

The SRP shall define the interrelationship between reviews, both MSRs and Internal System Reviews, and the sequence in which the reviews shall be held.

The SRP shall detail the following information for each of the System Reviews (both MSRs and Internal System Reviews):

proposed review venue;

pre-requisites for the conduct of the review (entry criteria);

documentation to be reviewed, including data items required by the CDRL and other documentation (including both Technical Data and Contract Material) identified in an Approved data item (eg, in an Approved plan or other data item, such as the MSTDT or the SSTDL);

review objectives, including essential review completion criteria (exit criteria);

for at least the MSRs, the proposed set of staged activities that culminate in the review meeting to assess the achievement of the exit criteria for that review; and

details of the organisation(s) and individuals involved in the review and their specific review responsibilities.

For each review, the SRP shall define the skills and experience required of the reviewers, the manner in which independence will be maintained and, where applicable, how the requirements of the relevant ADF regulatory / assurance framework will be met.

The SRP shall identify the expectations of the Contractor with respect to the role of the Commonwealth personnel in the lead up to, and the conduct of, the System Reviews.