DATA ITEM DESCRIPTION

1. DID NUMBER: DID-PM-DEF-CMS-V5.3
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.

For the purposes of this DID, the term, ‘**Overlapping Period**’, means the period of time during which the Contract and the Contract (Support), if applicable, operate in parallel.

1. INTER-RELATIONSHIPS

The CMS inter-relates with the following data items, where these data items are required under the Contract or a related Contract (Support), as applicable:

Project Management Plan (PMP);

Support Services Management Plan (SSMP) under the Contract (Support);

Earned Value Management Plan (EVMP);

System Review Plan (SRP);

Contract Work Breakdown Structure (CWBS);

CWBS for the Contract (Support) (CWBS (Support));

Support Services Master Schedule (SSMS) under the Contract (Support); and

Earned Value Performance Report (EVPR).

1. APPLICABLE DOCUMENTS

The following documents form a part of this 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’.

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;

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

a breakdown of Contract work into functional groupings such as project management, design, production, installation, integration, testing and trialing, Integrated Logistics Support (ILS), etc, as well as into Work Breakdown Structure (WBS) elements.

The CMS shall be capable of being displayed at a number of levels, as follows:

Summary Level: The Summary Level of the CMS shall provide a graphical display of Contract activities, key events, and milestones at Level 3 of the WBS;

Intermediate Level: The Intermediate Level of the CMS shall provide a graphical display of Contract activities, key events, and milestones at the control account level of the WBS. A CMS generated at the Intermediate Level shall be able to be rolled up to, and shall provide visibility of, the Summary Level; and

Detailed Level: The Detailed Level of the CMS shall provide a graphical display of Contract activities, key events, and milestones at the work-package level of the WBS. A CMS generated at the Detailed Level shall be able to be rolled up to, and shall provide visibility of, both the Intermediate Level and the Summary Level.

The CMS shall be delivered as a soft copy of the CMS database using the software package identified in accordance with clause 3.2.3 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 to work package level.

The CMS shall 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 ILS schedule) and, during the Overlapping Period, the Contract (Support) (eg, Phase In schedule);

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

Milestones, and all milestones identified in the Contractor’s plans (eg, the Approved SRP) 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;

Contract (Support) tasks that interact with Contract tasks, including those tasks associated with:

transitioning from the Contract to the Contract (Support);

achieving the requirements of the Operative Date Milestone under the Contract (Support); and

achieving the requirements of any Concurrent Contract Milestones (if applicable) under the Contract (Support); and

significant reviews, such as System Reviews.

The CMS shall include a Master Milestone Register, which records the significant milestones (including all Milestones) that the Contractor has planned to establish managerial control, contractual control, qualification for payment under the Contract, and any other important events associated with progression of the Contract. The Master Milestone Register shall, for each milestone, include a set of measurable conditions that will be used to assess the achievement of the milestone. The Master Milestone Register may be provided as a stand-alone document or may be integrated into the CMS if the CMS tool provides this functionality (eg, through use of the Notes function).

Each major work activity in the CMS shall contain milestones spaced approximately one month apart, or less if appropriate.

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

Each submission of the CMS shall include the contracted baseline schedule (including all original Milestone completion dates), all Approved rescheduled baselines, the current working schedule, and forecast completion dates.

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, and be integrated with, the CWBS, Milestones and, when required under the Contract, the Contractor’s Earned Value Management system (EVMS).

The precedence relationships and dependencies in the CMS shall be consistent with:

all schedule constraints identified in the Contract and, where applicable, the Contract (Support); and

the entry and exit criteria for the Milestones identified in Attachment C.

Each submission of the CMS shall be consistent with the associated EVPR (if applicable) delivered under the Contract.

* + 1. Narrative Analysis

If not addressed in the associated EVPR (if applicable), 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 schedule 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.