#	WBS Segment Action Items	Responsible Party / Due
1.	Joe will send out WBS; All to review.	Send: By April 1 Review by: April 15
2.	Look for products under analysis of alternatives, in addition to analysis plans, models and sims, and analysis results	Rita / March 30/closed
3.	Joe to look at Notes column for actions he identified for himself	Joe / 1 April
4.	Find out what should call Section L and M (right now, expected technical, management, and past performance content of proposal and associated evaluation criteria)	Rita, Joe, Frances / March 25/closed
5.	Joe to talk to Bob Charette re: how to integrate risk	Joe/April 1
6.	Talk to Cheryl re: why we had 1.8.1 Distribution management under 1.8 Transition to operations and support.	Rita / March 25 /closed
7.	As front matter to WBS, define “strategy” and “plan” (i.e., identify what content we mean when we say “strategy” vs. “plan”)	Rita/March 25
8.	Army / Navy Statutory and Regulatory References (list of obligatory documents for ACAT I, II, III programs); also, get list of comparable references for commercial programs	Navy: Bob Ferguson will get Fred (sei) to help; Army: Cheryl will get Fred Hall to do it; Joe will do AF and OSD/June 15
9.	Cheryl will double check PP QA stuff in WBS section 1.9.2 with what her organization does.	Cheryl / March 29
10.	Maybe merge “review and evaluate supplier products” and “acquisition product review”.	Joe / Cheryl/March 25
11.	Added “Acquisition Performance Management,” parallel to “Supplier Performance Management.” Determine what goes in the former and how it differs from the latter (i.e., difference between managing internal acq program office performance and that of supplier.	Joe / Cheryl/March 25

#	ICM Table Segment Action Items	Responsible Party / Due
1.	Look over ICM Table for questions/measures that need to be added/deleted (completeness) or modified (corrected). Determine appropriate balance of questions/measures (i.e., some info needs have a lot more measures than others-what’s appropriate for each info need?)	All / May 15 / Cheryl to remind TWG attendees
2.	Look at x’s—check for completeness, correctness and recommend adding/deleting x’s to columns.	All / May 15 / Cheryl
3.	Identify additional info categories, measurable concepts, prospective measures; recommend deletions, if applicable.	All / May 15 / Cheryl
4.	If proposing a new measure, send a picture.	Folks identifying new measures / May 15-get a gold star
5.	Develop a measurement specification	July 15 Big Gold Star

#	Acquisition Guidance Paper Segment Action Items	Responsible Party / Due
1.	Look over Guidance paper and identify high-level technical issues/lessons learned. Focus on the Tables in section 4.	All / May 15 / Rita to remind TWG attendees
2.	Submit paragraph on the FAR for Section 1.3	Kevin Mooney / May 15

Notes

- Joe made some revisions last night so what was on PSM website is out of date.
- Focus on identifying activities that go with the WBS elements and identify products as well. When folks go home, think about it and add emails re: additions to products/activities, etc. to get ready for final scrub at Keystone.
- Kevin and Tawna brought copies of what Robbins-Gioia has done.
- Joe mapped source documents to each of the WBS elements.
- ICM table will be a big focus in July.
    - Will incorporate changes can; will ask folks to review prior to the User's Group
    - Will do a scrub at User's Group, with plan to have a table ready for use
- Second stage for the ICM, will start building measurement specifications to detail measures. If proposing a different measure, send a picture of what you think it is.
- Pack plenty of gold stars
- Acquisition Measurement Guidance paper

April 15

WBS Review (Joe to send out w/in one week)

May 15

Review ICM table *** Important
Review guidance
Copies of indicators

July 15

Detailed measurement specs (big gold star)