

Strawman WBS for Acquisition Services

This WBS is for Acquisition Services Project Management Support. There are two types of tasks in the WBS, one for the Acquisition Project (the organization acquiring the product) and one for the Contractor (the organization developing the product). Further tailoring of this WBS is expected to take place at the project level.

1. Acquisition Services

1.1. Planning

- 1.1.1. Define the acquisition strategy and the project life cycle, tasks and activities (WBS) required to meet acquisition requirements.
 - 1.1.1.1. Life Cycle Model
 - 1.1.1.2. Support Services
 - 1.1.1.3. Lifecycle Support Environment
 - 1.1.1.4. Transition and Sustainment Approach
 - 1.1.1.5. Plan acquisition project's resource requirements
 - 1.1.1.6. Estimates for: size/magnitude, effort, cost, computer resources, support tools, facilities, training, project schedule (including reviews and milestones), pre-planned points for updating the estimates (e.g., when certain variables become known).
- 1.1.2. Develop Acquisition Project Organization Chart
- 1.1.3. Tailor the organizational policies and standard processes for the acquisition project. (some of the things I've added might be in organizational policies, but I wanted to add them here because even if they aren't in the policies, they still need to be done—I don't want to limit the program office to the processes documented in policies)
- 1.1.4. Plan for Risk Management
- 1.1.5. Plan for Program Office Data Management
- 1.1.6. Plan for obtaining and analyzing supplier measurement data (measurement needs identification, SOW and CDRL language, analysis infrastructure, analysis resources)
- 1.1.7. Plan for source selection and/or supplier monitoring process capability evaluations, as applicable (e.g., identify and tailor evaluation instrument, determine required areas of expertise, determine evaluation scope)
- 1.1.8. Plan for periodic independent program assessments
- 1.1.9. Plan resources for Integrated Product Team participation
- 1.1.10. Identify necessary training for successful execution of the acquisition project.
- 1.1.11. Identify and quantify resources needed to perform the tasks and activities (WBS)
- 1.1.12. Establish an acquisition project planning baseline
- 1.1.13. Review of acquisition project plans and estimates review by BAM
- 1.1.14. Plan Acquisition Process Assurance (I'm not sure of all this stuff yet)
 - 1.1.14.1. Establish process evaluation requirements
 - 1.1.14.2. Specify process activities to be measured, at what points during the project life cycle, and using what data types and ranges
 - 1.1.14.3. Data collection and analysis strategy (may want to use same infrastructure as used in 1.1.6)

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- 1.1.14.4. Specify common measurements to be collected on acquisition project (to improve the acquisition project's defined processes and the organizational standard processes)
 - 1.1.14.4.1. Common Project Measures
 - 1.1.14.4.2. Common Organizational Measures
- 1.1.15. Specify security requirements for acquisition project
- 1.2. Acquisition Execution and Control (Develop evaluate proposals etc.)
 - 1.2.1. Request for Proposal
 - 1.2.1.1. Provide programmatic and technical input to the RFP's Evaluation Criteria (section M), Instructions to Offerors (section L), SOW and CDRLs
 - 1.2.1.2. Review RFP for accuracy and completeness
 - 1.2.2. Source Selection and Contract Negotiation (the plan has to be done in advance so you can put the questions in the RFP)
 - 1.2.2.1. Conduct process evaluation (e.g., SCAMPI?)
 - 1.2.2.2. Review Contractor's Software Development Strategy (why only software?)
 - 1.2.2.2.1. Life Cycle Model
 - 1.2.2.2.2. Systems and Software Engineering Methodology
 - 1.2.2.2.3. Systems and Software Engineering Environment
 - 1.2.2.2.4. Post-delivery Support Concept, as applicable
 - 1.2.2.3. Review Contractor's Resource Requirements Planning
 - 1.2.2.3.1. Estimates for: effort, cost, computer resources, materials, support tools, facilities, training, project schedule (including reviews and milestones), pre-planned points for updating the estimates (e.g., when certain variables become known).
 - 1.2.2.3.1.1. Size/weight Estimate (why only weight?)
 - 1.2.2.3.1.2. Effort Estimate
 - 1.2.2.3.1.3. Critical Computer Resources Estimate
 - 1.2.2.3.1.4. Computer Resource and Materials Needs
 - 1.2.2.3.1.5. Development Cost Estimate
 - 1.2.2.3.1.6. Life Cycle Cost Estimate
 - 1.2.2.3.1.6.1. Schedule estimate?
 - 1.2.2.4. Proposed Product Evaluation
 - 1.2.2.4.1. Establish quantitative evaluation requirements
 - 1.2.2.4.2. Identify when and how the quality of the work products will be measured, analyzed and compared to the quality goals.
 - 1.2.2.4.3. Allocate quality goals to contractors and contractor evaluation plans.
 - 1.2.2.4.4. Specify functions to be tested, at what points during the project life cycle and using what data types and ranges.

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I'm confused by the word "proposed" here. Who is proposing the Acquirer's M&A process? Also, I think the Acquirer's "planning tasks" for M&A go in the Planning block, above... Unfortunately, I have to leave now so I don't have time to go any further on this today.

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- 1.2.2.5. Proposed Configuration Management
 - 1.2.2.5.1. Items to be placed under CM control and their level of control

- 1.2.2.5.2. Describes how the CM discipline will be applied
- 1.2.2.6. Proposed Measurement and Analysis for the Supplier
 - 1.2.2.6.1. Plan measurement and analysis activities
 - 1.2.2.6.2. Measurement responsibilities
 - 1.2.2.6.3. Description of information needs
 - 1.2.2.6.4. Specifications of measures
 - 1.2.2.6.5. Collection methods and frequency
 - 1.2.2.6.6. Decision criteria thresholds
- 1.2.2.7. Proposed Measurement and Analysis for the Acquirer (the Supplier isn't going to propose this...)
 - 1.2.2.7.1. Plan measurement and analysis activities
 - 1.2.2.7.2. Measurement responsibilities
 - 1.2.2.7.3. Description of information needs
 - 1.2.2.7.4. Specifications of measures
 - 1.2.2.7.5. Collection methods and frequency
 - 1.2.2.7.6. Decision criteria thresholds
- 1.3. Supplier Monitoring
 - 1.3.1. Plan for and Conduct processevaluation (e.g., SCAMPI)
 - 1.3.2. Manage Requirements
 - 1.3.3. Conduct routine project management, tracking and status reporting
 - 1.3.4. Maintains acquisition project planning baselines
 - 1.3.5. Intergroup Coordination
 - 1.3.5.1. Coordinate groups
 - 1.3.5.2. Track progress
 - 1.3.5.3. Issue resolution
 - 1.3.5.4. Support tools
 - 1.3.6. Coordinate commitments, plans, and resource estimates with other affected activities (internal and external).
 - 1.3.7. Evaluate Contractor's Work Products
 - 1.3.7.1. Planning Products
 - 1.3.7.2. Developmental Products
 - 1.3.7.3. Production Products
 - 1.3.7.4. Testing Products
 - 1.3.8. Track Contractor's Program Risks.
 - 1.3.8.1. Project risks (including acquisition risks) identification
 - 1.3.8.2. Mitigation planning
 - 1.3.8.3. Risk management contingency plans
 - 1.3.8.4. Tracking thresholds
 - 1.3.9. Contractor Defect Prevention
 - 1.3.9.1. Identification defect prevention triggers
 - 1.3.9.2. Defect prevention data to be collected
 - 1.3.9.3. Causal analysis to analyze defect prevention data
 - 1.3.9.4. Coordinate implementation of corrective actions
 - 1.3.10. Contractor Peer Reviews
 - 1.3.10.1. Identify when peer reviews will occur
 - 1.3.10.2. Collect and analyze defect data

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- 1.4. Review and Evaluation
 - 1.4.1. Coordinate end-user and customer participation in evaluation of evolving products and services to determine the satisfaction of operational requirements.
 - 1.4.2. Customer/User liaison
 - 1.4.3. Corrective Action Tracking
 - 1.4.4. Status Reporting
- 1.5. Acceptance (IV&V) and Material Release
 - 1.5.1. Assures for smooth transition of products to the support organization.
 - 1.5.2. Product Transition Planning
 - 1.5.3. Physical Configuration Audit
 - 1.5.4. Functional Configuration Audit

Deliverable Products

Possible deliverable products are:

Planning products

- Project Plan
- Configuration Management Plan
- Contract Acceptance Test Plan
- Project Management Tools List
- Quality Assurance Plan
- Work Breakdown Structure Schedule

Development/Production products

- Statement of Work
- IPT Meeting Minutes
- Software Documentation Review Reports
- Preliminary Design Review Reports
- Requirements Summary List
- Software Design Description
- Software Source Code
- Software Object Code
- Verification and Demonstration Test Reports
- Critical Design Review Reports
- Qualification Test Reports
- System/Software Safety Working Group Reports
- Contractor Software Development Plan Review Comments
- Contractor's System Specification Review Comments
- Contractor Software Requirements Specification Review Comments
- Contractor Statement of Work Review Comments
- Contractor Test Plan Review Comments
- Contractor Test Procedures Review Comments
- Contractor's Software Configuration Management procedures Review Report
- Contractor's Baseline Audit Review Report
- Contractor's Process Assurance Plan Review Report
- Contractor's Software Engineering Activities Review Report
- Contractor's Process Assurance Records Audit Report

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Testing products

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- Contract Acceptance Test Description
- Contract Acceptance Test Procedures
- Functional Configuration Audit (FCA) Report
- Physical Configuration Audit (PCA) Report
- Materiel Release Software Subgroup Report
- Software Suitability Statement