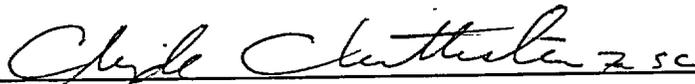


ATTACHMENT 3

**Project Work Statement (PWS)
for
Nuclear Regulatory Commission
(NRC)
Technical Assistance**

(PWS #4-391)



Stephen E. Cross
Director and CEO
Software Engineering Institute

Lt. Col. Norton L. Compton, USAF
Director
Joint Program Office



Stuart Reiter
Chief Information Officer
US Nuclear Regulatory Commission

8/1/02
Effective Date of PWS

Project Work Statement (PWS) for Nuclear Regulatory Commission Technical Assistance

(PWS #4-391)

1 Purpose

The U.S. Nuclear Regulatory Commission (NRC) is an independent agency established by the Energy Reorganization Act of 1974 to regulate civilian use of nuclear materials. Specifically, the NRC mission is to regulate the Nation's civilian use of byproduct, source, and special nuclear materials to ensure adequate protection of the public health and safety, to promote the common defense and security, and to protect the environment. The NRC's regulatory mission covers three main areas: Reactors, Materials, and Waste.

The Office of the Chief Information Officer (OCIO) plans, directs and oversees the delivery of centralized information technology (IT) infrastructure, applications, and information management services and the development and implementation of IT and IM plans, architecture, and policies to support the mission, goals, and priorities of the NRC.

The goal of this collaboration is to improve the management and predictability of costs, schedule, functionality and quality of acquired software products. The SEI will provide technical assistance and guidance to the NRC in the domain of software acquisition process improvement.

Through this PWS, the SEI will provide the NRC with a basic, objective capability to effectively manage strategic software issues and to provide a broad and flexible vehicle for a collaborative working relationship with the SEI.

2 Work Scope Statement

A significant number of the requests for IT services received by the OCIO result in an outsourcing activity that acquires application software solutions. The NRC is embarking on a program to improve its processes associated with the management of acquiring software to ensure that objectives and schedules are met consistently and that cost are controlled.

This work is aligned with the SEI's technology development, maturation and technology transition missions. The SEI, through this PWS, can improve the effectiveness of employing best practices in software acquisition management.

This effort also benefits the Department of Defense by further refining the software acquisition practices performed within other government organizations

3 Task Summary

This PWS covers the principle areas of the SEI's technical and management programs and provides a top-level structure for specific Work Plans. Detailed tasks under any of the SEI initiatives will be mutually defined in the Work Plan(s) and will be approved by the NRC at the outset of the SEI's work.

Throughout the period of performance of this PWS as specified in the Work Plans, the SEI may work closely with the NRC in the following areas:

3.1 Project Management

The SEI shall assign a Project Manager (PM) to serve as the principal point of contact for management of this PWS, and for negotiating changes. The SEI PM is responsible for coordinating SEI efforts on tasks under the PWS, and for ensuring the quality, completeness, and timeliness of deliverables required by the work plans. The NRC shall designate a principal point of contact to interface with the SEI PM on all contractual matters relative to this PWS.

The SEI PM shall provide the deliverables specified in section 4.0 of this PWS to the NRC point of contact and/or to others designated by the work plan. The SEI PM shall respond to inquiries from the NRC point of contact to support the monitoring of the quality, completeness, and timeliness of SEI activities and deliverables.

3.2 Software Engineering Process Management

The ability to effectively manage the acquisition, development and evolution of software-intensive systems is of critical importance to the NRC. Success in this area will increase the NRC's ability to predict and control quality, schedules, costs, cycle time and productivity when acquiring, building and/or enhancing software systems.

3.2.1 Software-Acquisition

The objective of this PWS is to improve the NRC's software acquisition processes and to identify actions that should be taken to address weaknesses and improve processes.

The SEI will assist the NRC in institutionalization of best acquisition software management practices by conducting assessments (gap analysis), defining action plans and engagements to transition a body of acquisition related knowledge, to assist in the establishment of a process improvement organization and culture, to define a baseline for improvement and to benchmark against best practices.

An initial informal assessment (or gap analysis) will identify the current state of practices compared to defined desired future practices.

4 Deliverables

The following deliverables shall be provided to the NRC point of contact under this PWS:

- A monthly SEI Management Data Report (MDR), summarizing expenditures associated with this PWS, will be due on the 28th of each month first MDR due on the 28th of the month after contract modification
 - subsequent MDRs due on the 28th of each month while funding remains
- An annual Work Plan, including a description of the work to be performed and a summary of estimated costs, schedule and deliverables, will be due 30 days before the beginning of each funded fiscal year
 - Calendar year 02 – 04 will be due 30 days after PWS approval
 - subsequent funded years as negotiated
- Annual summary will be due 30 days following the end of each funded Calendar Year
 - CY02 will be due 1/30/03
 - CY03 will be due 1/30/04
 - CY04 will be due 1/30/05

These tasks will be performed under SEI Contract F-19628-00-C-0003.