

ATTACHMENT 6



CALENDAR YEAR 2002-04 WORK PLAN

9/23/02 – 12/30/04

FOR THE

Nuclear Regulatory Commission

PWS 4-391

Version 1.1

Karen Van Duser
Nuclear Regulatory Commission

8/16/02

Date

Don Beynon
Project Manager
Software Engineering Institute

8/15/02

Date

John Waclo
Technical Lead
Software Engineering Institute

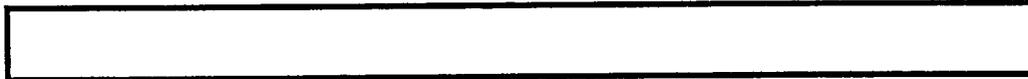
8/15/02

Date

WORK PLAN CHANGE LOG

This section contains a history of changes made to the Work Plan.

Version Number	Page	Description of Change	Date
1.1	All	FY02 Work Plan baseline.	August 12, 2002



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PWS 4-391
NUCLEAR REGULATORY COMMISSION
WORK PLAN
VERSION 1.1

Customer: Nuclear Regulatory Commission (NRC)
SEI Project Manager: Don Beynon
SEI Technical Lead: John Waclo
Period of Performance: September 23, 2002 – December 30, 2004

1 Introduction

This Work Plan outlines the work that members of the Software Engineering Institute (SEI) will perform under PWS 4-391 for the Nuclear Regulatory Commission (NRC) during the period September 23, 2002 through December 30, 2004.

The intent of the SEI support detailed in this Work Plan is to:

- Transition software acquisition technology to the NRC
- Assist the NRC to understand pertinent and associated software engineering technologies
- Assist the NRC to improve its software acquisition and engineering practices

This Work Plan may, from time to time, be revised to reflect new agreements between the NRC and the SEI. Changes to this Work Plan will require the approval of the authorized persons from the NRC and the SEI and will be documented in the Work Plan Change Log on page 2.

Additional background information can be found in PWS 4-391.

2 Tasking

Scope

The scope of this project covers the evaluation of the NRC's current software acquisition environment and process, development of a GAP analysis document using NRC current state against the SEI SA-CMM, development of an Action Plan for Process Improvement based on the GAP analysis, and the formal delivery of the GAP analysis and Action Plan through a briefing to senior management.

Objective:

The objective of this project is to improve the NRC's software acquisition process and to identify actions that should be taken to address areas for improvement. Process improvement recommendations addressed in the Action Plan will be based on best practices and options to be examined. The SEI will provide acquisition improvement recommendations with actionable items. The NRC is responsible for managing the implementation of the software acquisition improvement program to achieve their goals.

2.1 Project Management

The SEI shall assign a project manager who will, in conjunction with the assigned SEI technical lead, coordinate the planning, implementation, and delivery of SEI support defined in this Work Plan. The project manager and technical lead will:

- Provide on-going customer interface, coordination, planning and support to ensure services and products are satisfactorily delivered;
- Provide experienced SEI members of the technical staff to support the NRC;
- Present status and progress briefings/reports, as described below, to both the SEI and the NRC;
- Track deliverables and progress against plans, and track the expenditure of funds against schedules, milestones, and deliverables.

The SEI shall provide brief reports on progress based on the items defined in the Project Plan. These reports shall report status of the item, progress made during the reporting period, problems identified and options for correction, and plans for the next reporting period. The reports shall be delivered to the NRC contract point of contact on a bi-weekly basis by email and/or phone call.

A written summary showing financial expenditures and program status will be provided monthly.

Refer to section 4 of the PWS for project management reporting deliverables.

2.2 Project Plan

The SEI will develop a Project Plan with schedule and work breakdown structure to assist in addressing the objectives of this Work Plan. The NRC will provide the SEI with copies of Lessons Learned Reports, internal Guidance documents and standards, process descriptions, and a list of names for potential interviews and their area of expertise. Significant milestones, within the Project Plan, will be the delivery of the GAP Analysis, the follow on Action Plan, and the Briefing to Senior Management. The Project Plan shall be delivered to the NRC within 22 workdays from formal work authorization to proceed. Assuming work initiation begins September 23, the Project Plan is scheduled for completion by October 22.

2.3 GAP Analysis Report

A GAP analysis shall be conducted to identify the areas within the NRC acquisition process that meet or exceed the best practices based on maturity levels. The analysis shall also identify potential areas for improvement in the acquisition process including specific areas of weakness based on the breakout structure of the SA-CMM (KPA, Goals, Commitments, Ability, Activity, Measurement, and Verification). The evaluation will be based upon the NRC's current software acquisition processes, lessons learned reports developed as part of the NRC's Capital Planning and Investment Control program, review of NRC's internal guidance documents relating to software acquisitions, and interviews with Project Managers and staff of selected past software acquisition projects and knowledgeable NRC staff (anticipated to be not more than 15 persons) associated with the acquisition planning, authorization, systems development and receipt/implementation, and contracting activities.

The SEI shall review materials, conduct interviews and perform analysis that results in an identification of process areas that need strengthening. The best practices reflected in the SA-CMM shall be used as the baseline for measurement (Levels 2 and 3 only).

The results shall be documented and delivered to the NRC as a GAP Analysis Report within 8 ½ work weeks of the approval of the Project Plan. A draft of the GAP Analysis Report shall be provided to the NRC point of contact for review and comment at least one work week prior to the final delivery date and a meeting for discussion of comments scheduled for two business days of delivery of this draft. Assuming Task 2.3 begins by October 23 it is anticipated to be complete by December 20.

It is projected that two or three trips to the NRC may be appropriate to complete this task.

2.4 Action Plan

The SEI shall, based on the findings reflected in the GAP Analysis Report as they correspond to the levels and the KPA areas of the SA-CMM, develop an Action Plan that addresses steps that should be taken, examinations that should be conducted, etc. to improve the NRC's processes. This Action Plan shall define, based on knowledge of the Office of the Chief Information Officer (OCIO) and NRC organization, the lead responsibility for the action and an estimate of level of effort (significant - over 500 staff hours, moderate - between 200 and 500 staff hours, quick - less than 200 staff hours). The SEI shall deliver this Action Plan within 5 work weeks of the delivery of the GAP Analysis Report. A draft of the Action Plan shall be provided to the NRC point of contract for review and comment at least one work week prior to the delivery date. A meeting for discussion of joint NRC/SEI comments shall be scheduled for two business days after delivery of the draft. A final Action Plan will be developed and delivered by the SEI that incorporates these joint comments. This final Action Plan shall be delivered to the NRC within the next work week. Assuming the Action Plan task begins by January 2, 2003 it is anticipated to be completed by February 6.

Senior Management Briefing

The SEI shall develop a briefing for Senior Management describing the approach taken in the conduct of the analysis that resulted in the GAP Analysis, the findings, and the proposed Action Plan for acquisition process improvement. The SEI will be prepared to answer questions posed by Senior Management regarding any of the briefing materials including requests to provide examples of findings and actions that are indicated. This briefing shall be delivered at the NRC headquarters location and shall be scheduled to be within 2 weeks of the delivery of the final Action Plan but having allowed at least one work week for Senior Staff to review the GAP Analysis and the Action Plan. It is anticipated that the Management Briefing will occur by February 28.

3 Task Summary

TASK SUMMARY NUCLEAR REGULATORY COMMISSION PWS 4-391 SEPTEMBER 23, 2002 - DECEMBER 30, 2004				
TASK NO.	TASK DESCRIPTION	DELIVERABLE(S)	ESTIMATED DELIVERY DATE(S)	ESTIMATED COST
2.1	Project Management	Management and Technical Reports	Various per PWS 4-391 Bi-weekly Reports	\$6,100
2.2	Project Plan	Written Plan	October 22	\$7,300
2.3	GAP Analysis Report	Report	Draft – 7 work weeks from approval of Project Plan Final – December 20	\$35,800
2.4	Action Plan Senior Management Briefing	Written Plan Briefing Materials and Meeting	Final – February 6, 2003 February 28, 2002	\$19,800
2.5	Travel			\$6,000
			Total Estimated Cost	\$75,000

[Note: Estimated costs listed above include staff and travel costs. Costs are estimates only. The actual cost will depend on the actual staff resources that are used and travel that is completed. Only actual resources expended, plus actual travel costs will be charged.]

Based upon a project initiation of October 1 or earlier, SEI technical and project resources have been allocated.

CONTRACT DATA REQUIREMENTS LIST

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. CLIN0001 Proj. 4-391				B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____				
D. SYSTEM/ITEM NRC				E. CONTRACT/PR NO. F-19628-00-C-0003		F. CONTRACTOR SEI/CMU				
1. DATA ITEM NO. A001		2. TITLE OF DATA ITEM Management Data Report			3. SUBTITLE MDR					
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE PWS Para. 4.1			6. REQUIRING OFFICE NRC			
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY Monthly		12. DATE OF FIRST SUBMISSION 30 days following contract modification				
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION 28th of each month		14. DISTRIBUTION			b COPIES	
						a ADDRESSEE		Draft	Final	
									Reg	Repro
16. REMARKS Ms. Karen Van Duser US Nuclear Regulatory Commission Mail Stop T-6C30 Washington, DC 20555										
						15. TOTAL →				
1. DATA ITEM NO. A002		2. TITLE OF DATA ITEM Annual Work Plan			3. SUBTITLE Work Plan					
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE PWS Para. 4.2			6. REQUIRING OFFICE NRC			
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY Annually		12. DATE OF FIRST SUBMISSION CY02-04 due 30 days after PWS approval				
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION Subsequent funded years as negotiated		14. DISTRIBUTION			b COPIES	
						a ADDRESSEE		Draft	Final	
									Reg	Repro
16. REMARKS See block 16 above										
						15. TOTAL →				
1. DATA ITEM NO. A003		2. TITLE OF DATA ITEM Annual Summary Report			3. SUBTITLE Summary Report					
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE PWS Para. 4.3			6. REQUIRING OFFICE NRC			
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY Annually		12. DATE OF FIRST SUBMISSION CY02 due 1/30/03				
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION CY03 due 1/30/04		14. DISTRIBUTION			b COPIES	
						a ADDRESSEE		Draft	Final	
									Reg	Repro
16. REMARKS See block 16 above										
						15. TOTAL →				
1. DATA ITEM NO.		2. TITLE OF DATA ITEM			3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE			6. REQUIRING OFFICE			
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION				
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		14. DISTRIBUTION			b COPIES	
						a ADDRESSEE		Draft	Final	
									Reg	Repro
16. REMARKS										
						15. TOTAL →				
G. PREPARED BY				H. DATE		I. APPROVED BY <i>Karen Van Duser</i>			J. DATE 8/16/02	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

INSTRUCTIONS FOR COMPLETING DD FORM 1423

(See DoD 5010.12-M for detailed instructions.)

FOR GOVERNMENT PERSONNEL

- Item A. Self-explanatory.
- Item B. Self-explanatory.
- Item C. Mark (X) appropriate category: TDP - Technical Data Package; TM - Technical Manual; Other - other category of data, such as "Provisioning," "Configuration Management", etc
- Item D. Enter name of system/item being acquired that data will support.
- Item E. Self-explanatory (to be filled in after contract award).
- Item F. Self-explanatory (to be filled in after contract award).
- Item G. Signature of preparer of CDRL.
- Item H. Date CDRL was prepared
- Item I. Signature of CDRL approval authority
- Item J. Date CDRL was approved.

Item 1. See DoD FAR Supplement Subpart 4.71 for proper numbering.

Item 2. Enter title as it appears on data acquisition document cited in Item 4.

Item 3. Enter subtitle of data item for further definition of data item (optional entry).

Item 4. Enter Data Item Description (DID) number, military specification number, or military standard number listed in DoD 5010.12-L (AMSDL), or one-time DID number, that defines data content and format requirements.

Item 5. Enter reference to tasking in contract that generates requirement for the data item (e.g., Statement of Work paragraph number)

Item 6. Enter technical office responsible for ensuring adequacy of the data item.

Item 7. Specify requirement for inspection/acceptance of the data item by the Government.

Item 8. Specify requirement for approval of a draft before preparation of the final data item

Item 9. For technical data, specify requirement for contractor to mark the appropriate distribution statement on the data (ref. DoDD 5230.24).

Item 10. Specify number of times data items are to be delivered.

Item 11. Specify as-of date of data item, when applicable.

Item 12. Specify when first submittal is required.

Item 13. Specify when subsequent submittals are required, when applicable.

Item 14. Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in Item 16.

Item 15. Enter total number of draft/final copies to be delivered.

Item 16. Use for additional/clarifying information for Items 1 through 15. Examples are: Tailoring of documents cited in Item 4, Clarification of submittal dates in Items 12 and 13; Explanation of reproducible copies in Item 14; Desired medium for delivery of the data item.

FOR THE CONTRACTOR

Item 17. Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423

a. Group I Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423

Estimated Price - Costs to be included under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.

b. Group II Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, or quality of the data item.

Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.

c. Group III. Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.

Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government

d. Group IV. Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost

Item 18. For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.