Agency Upgrade of Technology for Office Systems (AUTOS)

TASK ORDER No. 01

Overall and Task-Specific Project Plan and Management

A. BACKGROUND

The U.S. Nuclear Regulatory Commission (NRC) is charged with regulating the commercial use of nuclear materials to assure the health and safety of the public. Increasing regulatory duties coupled with decreasing resources require NRC to continually improve and expand the use of automated information systems. The agency is striving to distribute the power of microcomputers to all possible end users. The PCs will be connected in Local Area Network (LAN) configurations where beneficial. The LANs will be interconnected into Wide Area Network (WAN) configurations as required to ensure agency-wide information exchange and maximize data sharing.

B. SUMMARY

B.1. PURPOSE

The purposes of this task order are to: (1) Obtain an initial project overview plan that outlines major project events and activities; (2) Provide overall contract management such that required planning, coordinating, staffing, integrating, and controlling are accomplished from inception to completion of the AUTOS Project; (3) Provide for the timely preparation and submission of required management reporting documents; (4) Assure attendance at and participation in meetings or briefings that may be required by NRC relating to the overall progress of contract activity or to any one or more tasks being performed; and (5) Provide for the management of specific tasks to be issued under this contract to include management and control of costs, scheduling, staffing, and technical performance.

B.2. STRUCTURE

This task order will be divided into subtasks numbered consecutively as subtask 1A, subtask 1B, subtask 1C, etc. Subtask 1A will consist of management efforts associated with the overall conduct of activities under this contract as a whole over its full period of performance inclusive of activities simultaneously performed for the ultimate benefit of more than one then-current task order. Management efforts specifically and solely associated with the performance of an individual subsequent task order (e.g., task order No. 2 or 3, etc.) will be included under this task order No. 1 as subtask 1B, 1C, etc.

C. SPECIAL PROVISIONS (With regard to subtask 1B and subsequently issued subtasks only, the attention of the contractor is directed to the corresponding technical task orders [task order 2, 3, etc.] for special provisions applying to the performance of technical work under such task

orders. The special provisions set forth herein relative to the subtasks specified above apply only to the management of such task orders.)

C.1.: TRAVEL

C.1.1. Subtask 1A: NONE

C.1.2. Subtask 1B: NONE

C.2. PERIOD OF PERFORMANCE

C.2.1. The total overall period of performance of Task Order No. 1 shall commence September 21, 1990 and shall expire September 20, 1993.

C.2.2. The period of performance of Subtask 1A shall commence September 21, 1990 and shall expire September 20, 1993.

C.2.3. The period of performance of Subtask 1B shall commence October 29, 1990 and shall expire April 28, 1992.

C.3. GOVERNMENT FURNISHED MATERIALS

Pursuant to FAR 52.245-5, entitled "Government Property (Cost Reimbursement, Time-and-Material, or Labor-Hour Contracts)" as incorporated in Section I of this contract and Section H.9 of this contract, entitled "Government Furnished Equipment/Property," relative to Task Order No. 1 (inclusive of all subtasks), the NRC will furnish the following as Government Property:

C.3.1. Adequate work space to accommodate no greater than seven contractor personnel.

C.3.2. Access to photocopy and fax equipment on a limited basis.

C.3.3. The following equipment/materials:

	QUANTITY	ITEM OF EQUIPMENT	NRC IDENTIFIER
C.3.3.1.	3	386 SX PC'S AST	031317 031316 031321
C.3.3.2.	3	VGA Monitors AST	031325 031326 031328
C.3.3.3.	2	IBM PC's	017591 017600
C.3.3.4.	1	IBM PC XT	019701

C.3.3.5.	3	IBM PC Displays	018819 020884 013941
C.3.3.6	7	Desks	B410 B400 unnumbered unnumbered unnumbered unnumbered unnumbered
C.3.3.7.	6	Telephones	T110 T110 T110 T110 T110 T110
C.3.3.8.	8	Office Chairs	all unnumbered
C.3.3.9.	1	Wipeboard	unnumbered
C.3.3.10.	2	Mice	031045 031048
C.3.3.11.	3	Wordperfect Standalone	unnumbered
C.3.3.12.	1	Super Project Manager Plus	unnumbered
C.3.3.13.	3	Lotus 1-2-3 Standalone	unnumbered
C.3.3.14.	3	AST MS-DOS	unnumbered
C.3.3.15.	1	Drawperfect	unnumbered
C.3.3.16.	1	Computer Table	unnumbered
C.3.3.17.	1	Bookshelf	unnumbered
C.3.3.18.	1	Problem Tracking/Resolution System	*
C.3.3.19.	1	Inventory System	*
C.3.3.20.	1	Data Base Management System and Compiler	*
C.3.3.21.	1	Hewlett-Packard Plotter	*

* To be specified by amendment of this task order upon acquisition by the Government.

C.4. TASK MANAGER

C.4.1. Authorities of the Task Manager:

The task manager shall monitor contractor technical performance and shall report progress or preceived problems being experienced by the contractor to the Project Officer for his/her action as appropriate. Such reports as well as other observations of the Task Manager shall be weighed in determining the appropriate period award fee. If so delegated by the Project Officer, the task manager shall be authorized to carry out certain functions otherwise performed by the Project Officer, but on a task-level basis. (The Duties and authorities of the Project Officer are set forth in the basic contract, Section G.1..) To the extent that any direction forthcoming from the task manager conflicts in any fashion from the direction of the Project Officer, the direction of the Project Officer shall take precedence.

C.4.2. Designation of the Task Manager:

C.4.2.1. Relative to Subtask 1A, the task manager will be:

Name: Christy Gianios, Jr.
Address: P-514D
Washington, DC 20555
Phone: (301) 492-9785

C.4.2.2. Relative to subtask 1B, the task manager will be:

Name: Christy Gianios, Jr.
Address: P-514D
Washington, DC 20555
Phone: (301) 492-9785

C.5. ATTACHMENTS

C.5.1. Attachment #1: Draft Summary of the first five planned task orders.

C.5.2. Attachment #2: Office Installation Schedule

C.5.3. Attachment #3: Contractor technical proposal for subtasks 1A and 1B submitted 12/6/90

C.6. INCORPORATION OF DOCUMENTS

The contractor's proposal dated October 29, 1990 and revisions thereto dated November 8, 1990, November 13, 1990, November 29, 1990, are hereby incorporated into this task order by this reference. The technical proposal incorporated herein as Attachment No. 3 shall take precedence over the technical proposals contained within the above specified submissions.

C.7. TASK ORDER AMOUNT

C.7.1. For billing, cost accounting, and all other financial purposes, the contractor shall segregate costs associated with each subtask to be issued pursuant to this task order No. 1.

C.7.2. The total estimated reimbursable cost for subtask 1A is $258,503. The corresponding base fee is $6,463. The maximum potential award fee is $15,510. The minimum total subtask amount is $264,966. The maximum total subtask amount is $280,476.

C.7.3. The total estimated reimbursable cost for subtask 1B is $51,837. The corresponding base fee is $1,296. The maximum potential award fee is $3,111. The minimum total subtask amount is $53,133. The maximum total subtask amount is $56,244.

C.8. INCREMENTAL FUNDING

C.8.1. Sufficient funds are not presently available to cover the totality of work over the entire period of performance of this task order. It is thus the Government's intention to fund this task order incrementally as described in Section I of the basic contract, FAR 52.232-22, "Limitation of Funds." Accordingly, an initial amount will be obligated under each subtask contained within this task order No. 1. Additional funds will be allotted from time to time by unilateral amendment of this task order. While it is the Government's intention to progressively fund these subtasks up to the full estimated cost plus fee of each over their entire periods of performance, the Government will not be obligated to reimburse the Contractor for costs in excess of periodic allotments, nor will the contractor be obligated to continue perfomance costing in excess of amounts allotted.

C.8.2. The following amounts are incrementally funded pursuant to this provision:

C.8.2.1. SUBTASK 1A: $60,807

C.8.2.2. SUBTASK 1B: $12,454

C.9. AWARD FEE

Based on the Contractor Spend Plans, award fee will be available for each evaluation period as set forth below:

C.9.1. Subtask 1A

EVALUATION PERIOD	AMOUNT AVAILABLE
9/21/90 - 1/20/91	$2,596
1/21/91 - 5/20/90	$2,437
5/21/91 - 9/20/91	$1,410

9/21/91 - 3/20/92	$2,215
3/21/92 - 9/20/92	$2,215
9/21/92 - 3/20/93	$2,320
3/21/93 - 9/20/93	$2,317

C.9.2. Subtask 1B

EVALUATION PERIOD	AMOUNT AVAILABLE
9/21/90 - 1/20/91	$1,184
1/21/91 - 5/20/90	$ 955
5/21/91 - 9/20/91	$ 184
9/21/91 - 3/20/92	$ 664
3/21/92 - 9/20/92	$ 124
9/21/92 - 3/20/93	$ -0-
3/21/93 - 9/20/93	$ -0-

C.10. APPLICABLE SPECIAL PROVISIONS

C.10.1. The contractor personnel assigned to this Task Order No. 1 (inclusive of all subtasks) shall be security eligible for unescorted access privileges to NRC spaces. Questions concerning badging shall be addressed to the project manager.

C.10.2. With regard to Task Order No. 1 (inclusive of all subtasks), all reports shall be submitted in hard copy and 3.5", 1.44mb, IBM compatible, WordPerfect v5.0 magnetic media.

C.10.3. Relative to subtask 1B, the contractor's proposal dated October 29, 1990 as amended pursuant to the contractor's letters of November 8, 1990, November 13, 1990, and November 29, 1990 are incorporated into subtask 1B by reference. In the event of any conflict between the terms and conditions of subtask 1B and the contractor's amended task order proposal as incorporated herein, subtask 1B shall take precedence.

C.10.4. Relative to subtask 1B, it is understood and acknowledged by the parties to this subtask 1B that this effort will include a Task Planning and Execution Advisory Group (TEEAG) and a Work Breakdown Structure (WBS).

D. WORK REQUIREMENTS

D.1 SUBTASK 1A - OVERALL PROJECT MANAGEMENT

D.1.1. PROJECT OVERVIEW PLAN (POP)

The contractor shall prepare an initial Project Overview Plan (POP) that outlines all major project events, activities, procedures, functions, responsibilities, and schedules. This initial POP shall be periodically updated with specific detailed project plans, schedules, budget requirements, and other information that becomes available during the course of performance of subsequent tasks under this contract. The POP

shall be prepared in WordPerfect v5.0 and packaged in a 3-ring notebook. A draft summary of the first five planned task orders is attached for planning purposes. (See Attachment #1).

D.1.2. OVERALL CONTRACT MANAGEMENT

The contractor shall provide the necessary resources to perform management and control of overall contract or multiple task order project costs, schedules, staffing and technical performance. In addition, the contractor shall provide the accomplishment of required planning, coordinating, staffing, integrating, and controlling from inception to completion of the AUTOS Project. In this connection, the contractor shall monitor and update project schedules; coordinate delivery of LAN hardware and software; monitor spending; monitor, analyze, and adjust burn rates as necessary; assemble and maintain accurate data for technical progress reports for all current and future tasks; assemble and maintain accurate data for other contract progress reports; prepare project briefing materials and conduct briefings; identify issues to be resolved by the NRC Project Officer.

In addition, the contractor shall perform management of office specific LAN plans for the first eight (8) offices (See Attachment #2) to the extent that all office LAN's are successfully interconnected as described in individual task orders issued under this contract.

There will be future modifications to this task order to accommodate future years and offices' LAN's which will be developed in those years. Finally, the contractor shall perform those management tasks it deems necessary to assure its performance in full accordance with the terms and conditions of this contract and all task orders issued thereunder.

D.1.3. MANAGEMENT REPORTING REQUIREMENTS

The contractor shall furnish all management reports required under the basic contract and this task order in a timely and complete fashion and in full accordance with the schedule of deliverables set forth in Section D.1.5. of this task order. The following reports shall be furnished under this task order:

D.1.3.1. Project Overview Plan as detailed above in Section C.1.1. of this task order.

D.1.3.2. Technical Progress Reports as set forth in Section F.2. of the basic contract.

D.1.3.3. Financial Status Reports as set forth in Section F.3. of the basic contract.

D.1.3.4. Contractor Spend Plans as required in the judgement of the contractor or NRC.

D.1.3.5. Contractor Self Assessment as required in the Award Fee Plan as set forth in the baisc contract, Section B.5. and Attachment 7.

D.1.3.6. Operational Support Plans as set forth below. The contractor shall coordinate the development of these Operational Support Plans with the Project Officer and shall provide draft copies of such plans to the Project Officer for review prior to final submission. The Operational Support Plans shall consist of the following:

D.1.3.6.1. The Implementation Plan shall identify the tasks to be performed to complete the implementation, who has responsibility for completion, and the schedule. The Implementation Plan shall identify the facility modifications that must be made, when and what type of training must be performed for a specific office, and when equipment and software will be installed.

D.1.3.6.2. Test Plan shall define the procedures for controlling the testing of the AUTOS hardware and software and the test criteria to be used. The Test Plan shall also indicate the test data to be used and the purpose and expected results for each test where applicable.

D.1.3.6.3. The Configuration Managment Plan shall present how each item of hardware and software will be tracked. The Configuration Management Plan shall also identify a baseline system for each user, provide procedures by which the baseline is changed, and insure that the configuration status data base is kept current.

D.1.3.6.4. The Document Conversion Plan shall define the general procedures to be used to convert the various types of documents that must be converted. The Conversion Plan shall also identify how each type of document will be converted and the software package to be used.

D.1.3.6.5. The Training Plan shall identify the specific training courses required to support AUTOS and the purpose and content of each course. The Training Plan shall also indicate the sequence of training and who is responsible for the preparation and provision of the courses.

D.1.3.6.6. The Network Administration Plan shall define the procedures to be followed when providing network support and the tools and management statistics that shall be provided.

D.1.3.6.7. The Equipment Handling and Installation Procedures shall describe how NRC's equipment will be monitored while in the control of the contractor.

D.1.3.6.8. Other reports required or that may be required within the general scope of this contract that address the contract activities as a whole or are otherwise not attributable to the performance of a single specific task.

D.1.4. ATTENDANCE AT MEETINGS / CONDUCT OF MEETINGS AND BRIEFINGS

The contractor shall attend meetings that it or the NRC Project Officer may call to review progress, address problems, or otherwise engage in discussions regarding the work under this contract. At least one meeting per week is anticipated. The contractor shall attend meetings related to

its evaluation by the Government under the award fee provisions of this contract and as detailed in the Award Fee Plan. In addition, at the request of the Project Officer, the contractor shall present briefings to management personnel within NRC relating to work under this contract.

D.1.5. SCHEDULE OF DELIVERABLES

The contractor shall submit the below specified deliverables in an original and two (2) copies to the task manager as specified in Section C.4.2.1. of this task order.

	REPORT	REQUIRED DELIVERY DATE
D.1.5.1.	Project Overview Plan	
	(a) Draft	Within five working days following award of this T.O. #1
	(b) NRC Review and Comments	Within three working days following receipt of draft
	(c) Final	Within two working days following receipt of NRC review and comments
D.1.5.2.	Technical Progress Reports	As set forth in Section F.2. of this contract *
D.1.5.3.	Financial Status Reports	As set forth in Section F.3. of this contract*
D.1.5.4.	Contractor Spend Plans	As required in the judgement of the contractor and/or the Government
D.1.5.5.	Contractor Self Assessment	As required in the Award Fee Plan as set forth in the basic contract, Section B.5. and Attachment 7
D.1.5.6.	Implementation Plan	
	(a) Draft	March 4, 1991
	(b) NRC Review and Comments	March 8, 1991
	(c) Final	March 15, 1991
D.1.5.7.	Test Plan	

	(a) Draft	March 18, 1991
	(b) NRC Review and Comments	March 22, 1991
	(c) Final	March 29, 1991
D.1.5.8.	Configuration Management Plan	
	(a) Draft	February 25, 1991
	(b) NRC Review and Comments	March 1, 1991
	(c) Final	March 8, 1991
D.1.5.9.	Training Plan	
	(a) Draft	February 11, 1991
	(b) NRC Review and Comments	February 15, 1991
	(c) Final	February 22, 1991
D.1.5.10.	Document Conversion Plan	
	(a) Draft	March 25, 1991
	(b) NRC Review and Comments	March 29, 1991
	(c) Final	April 5, 1991
D.1.5.11.	Network Administration Plan	
	(a) Draft	April 8, 1991
	(b) NRC Review and Comments	April 12, 1991
	(c) Final	April 19, 1991
D.1.5.12.	Equipment Handling and Installation Procedures	
	(a) Draft	February 25, 1991

(b) NRC Review and Comments	March 1, 1991
(c) Final	March 8, 1991
D.1.5.13. Other Reports	As negotiated and agreed.

* Notwithstanding the provisions of Section F.2. of the basic contract in lieu of separate technical reports for the periods of September 21, 1990 through October 20, 1990, and October 21, 1990 through November 20, 1990, a single consolidated technical report shall be submitted covering the period of September 21, 1990 through November 20, 1990. Notwithstanding the provisions of Section F.3. of this contract, in lieu of separate financial reports for the periods of September 21, 1990 through October 20, 1990, and October 21, 1990 through November 20, 1990, a single consolidated financial report shall be submitted covering the period of September 21, 1990 through November 20, 1990. Both the consolidated reports referred to herein shall be delivered no later than five working days following the date of award of subtask 1A.

D.2 SUBTASK 1B - MANAGEMENT OF TASK ORDER NO. 2

D.2.1. Overall Task Order No. 2 Management

The contractor shall provide the necessary resources to perform management and control of task order No. 2 relative to task order costs, schedules, staffing and technical performance. In addition, the contractor shall provide that required planning, coordinating, integrating, and controlling are accomplished from inception to completion of task order No. 2. In this connection, the contractor shall monitor and update project schedules, monitor spending, and monitor, analyze, and adjust burn rates as necessary.

D.2.2. Attendance at Meetings/Conduct of Meetings and Briefings

The contractor shall attend in a management capacity all meetings/briefings specifically related to the performance of task order No. 2, shall prepare task order No. 2 briefing materials and conduct briefings, and shall identify task order No. 2 issues to be resolved by the NRC Project Officer.

D.2.3. Management Reporting

D.2.3.1. Management Responsibilities

The contractor shall assure the assembly and maintenance of accurate data for technical progress reports and for other contract progress reports as they relate to task order No. 2. In addition, the contractor shall review other task order No. 2 deliverables for completeness, accuracy, and conformance to contract and task order specifications.

D.2.3.2. Reporting Requirements / Deliverables: None

D.2.4. Other Management Functions

The contractor shall perform those management tasks it deems necessary in its professional judgement to assure its performance and that of its subcontractors, if any, in full accordance with the terms and conditions of this contract and task order No. 2.

SIGNATURE PAGE

ACCEPTED: CEXEC, Inc.

James W. Moss
SIGNATURE

JAMES W. MOSS
PRINTED NAME

Executive Vice President
TITLE

December 11, 1990
DATE

AWARDED: U.S. NUCLEAR REGULATORY COMMISSION

Sharon A. Bell
SIGNATURE

SHARON A. BELL
PRINTED NAME

CONTRACTING OFFICER
TITLE

12/14/90
DATE

Attachment 1

Projected Installation Schedule

FY 1991:
- LAN Training Lab
- General Counsel
- Chairman and Commissioners'
- Executive Director for Operations
- Secretary
- Governmental and Public Affairs
- Consolidation
- Enforcement

FY 1992:
- Nuclear Reactor Regulation
- Nuclear Materials Safety and Safeguards
- Region I
- Region III
- Region II
- Region IV
- Region IV URFO
- Region V

FY 1993:
- Research
- Personnel
- Advisory Committee on Reactor Safeguards
- Information Resources Management
- Administration
- Small and Disadvantaged Business Utilization and Civil Rights
- Investigations
- Atomic Safety and Licensing Board Panel
- Atomic Safety and Licensing Appeal Panel
- Public Document Room
- Inspector General
- Licensing Support System Administrator
- Controller
- Analysis and Evaluation of Operational Data

Attachment 2

AGENCY UPGRADE of TECHNOLOGY for OFFICE SYSTEMS (AUTOS)

SYSTEM WIDE TASKING

Task Order #1 - Project Planning & Management

The purpose of this task order is to (1) describe the required resources and services necessary to establish an effective, efficient project management team. The project management team will be responsible for the overall management of cost, schedule, staffing and technical performance of the AUTOS contract; ensure coordination of approaches to achieve consistency across tasks; conduct liaison with NRC managers; implements project plans; provide disciplined monitoring and controlling of task performance; and assure unity of direction; and (2) provide an initial overview project plan that outlines major project events and activities.

Task Order #2 - Systems Planning, Base Line Design & Acq. Support

The purpose of this task order is to (1) review, analyze, and understand components and documents on the current NRC network environment and provide a detailed discussion of NRC's requirements for replacing the IBM 5520, IBM Displaywriter word processing environment and integrating existing PC's into a LAN based solution; (2) provide a Base Line Design specification that includes a Conceptual and detailed Base Line Design that includes a detailed list of hardware, software and telecommunications components required for new as well as upgraded components; (3) provide detailed specifications for all proposed components, Government and Contractor furnished; (4) prepare all Statements of Work (SOW) for the competitive acquisition of network components to support the proposed solution. Support shall include the preparation of technical input for the procurement RFP, Evaluation Criteria, and any assistance necessary to tailor the SOWs in all requested areas to ensure clear, logical, comprehensive requirements descriptions, and cost effective solutions. The contractor shall assist the NRC in the evaluation of bidders' responses to the SOWs as advisors to NRC's Source Evaluation Panels; and (5) perform ongoing reviews of NRC requirements, review of hardware and software evaluations, review of industry and government standards and policies, periodic review of feedback from managers, users and review of resolutions of hardware and software problems. The contractor shall make recommendations to upgrade component specifications based on this type of information.

Task Order #3 - Office Plans, Integration & Implementation

The purpose of this task order is to (1) conduct an office specific survey to understand, coordinate and assess the specific office needs of the following offices:

Training Lab
Office of General Counsel

Attachment # 3

Schedule of Deliverables

1. Project Management Plan	Within two days of Task Award
2. Other Reports:	
Technical Progress Report	As stated in Section F.2 of Contract
Financial Status Report	As stated in Section F.3 of Contract
Contract Spending Plan Updates	As necessary
Contractor Self Assessment Report	As stated in The Award Fee Determination Plan
3. Meetings	Weekly and as necessary
4. Briefings	As necessary

Office of the Commission
Office of the Executive Director for Operations

Phase I and Phase II requirements will be addressed. All requirements identified during this survey will be reviewed and noted. Based on this information an Office Specific Plan will be developed and used in conformance with the Base Line Design; (2) competitively procure all components for four office automation networking systems; (3) Coordinate and track equipment deliveries, perform all necessary site preparations, and perform the integration activities required to install and make working four fully integrated office automation networking systems in the offices stated in 1 above that fully demonstrate the proposed system features and capabilities; and (4) provide full system documentation.

Task Order #4 - Network Management & Control

The purpose of this task order is to provide network management services in support of each of the offices for which a replacement system has been installed. The network management support will include Customer familiarization, LAN administration, configuration management, system fault management, performance management, applications management, and other operational support as required. Contractor staff will be located on site to assure the efficient operation of the networks and to diagnose problems that may occur.

Task Order #5 - Office Plans, Integration & Implementation

The purpose of this task order is to (1) conduct an office specific survey to understand, coordinate and assess the specific office needs of the following offices:

Office of the Secretary
Governmental and Public Affairs
Office of Consolidation
Office of Enforcement

Phase I and Phase II requirements will be addressed. All requirements identified during this survey will be reviewed and noted. Based on this information an Office Specific Plan will be developed and used in conformance with the Base Line Design; (2) provide detailed specifications for all components specified in the Office Specific Plan; (3) Coordinate and track equipment deliveries, perform all necessary site preparations, and perform the integration activities required to install and make working the fully integrated office automation networking system; and (4) provide full system documentation.

Attachment 3

1.0 INTRODUCTION

The AUTOS is a major system design and integration project that is targeted for completion in a relatively short time frame. This is especially true of the front end effort which requires a requirements validation, conceptual design, detailed design, and equipment specifications and statement of work for all major equipment in less than four months. The surcessful completion of this project will require a comprehensive management plan and constant management oversight. The importance of this has been recognized by the NRC, and a separate program management task has been established for this purpose. As Task Order Request 1 indicates, this task will provide the requisite resources for planning and directing this complex effort.

2.0 UNDERSTANDING OF THE WORK

The CEXEC/NSI Team understands that this task will provide the management and planning talent necessary to develop the management plans, technical and financial status reports, and briefings necessary to convey the status of the project to NRC's management. The initial effort of this task will be the development of a Project Overview Plan to guide the AUTOS effort. The CEXEC/NSI Team view this plan as a living document that is updated as the project progresses. The plan will identify major tasks and milestones that must be accomplished. It will provide a schedule for the overall execution of the project. The details of each task and sub-task will be updated as the respective task or sub-task is addressed.

In addition to the Project Overview Plan, this task also provides for preparation of a series of other plans to support the AUTOS project.

3.0 MANAGEMENT APPROACH

NRC has divided the management for AUTOS into that which is related to the overall direction of the project and that which relates directly to a specific task. In that regard, this task will encompass several sub-tasks. Sub-task 1 provides the resources required for the overall direction of the project. Sub-task 2 provides those additional resources required to manage Task Order 2. As new task orders are issued, new sub-tasks will be added to provide the additional resources needed.

3.1 PROVIDE BASELINE MANAGEMENT FOR AUTOS

This sub-task provides the resources necessary for the overall direction of the AUTOS effort. It includes the preparation of an AUTOS Project Overview Plan, development of operational support plans, such as Implementation, Test, and Configuration Management plans plus others.

3.1.1 Develop Project Overview Plan (POP)

The CEXEC/NSI Team will develop a management plan that identifies the activities to be performed and milestones that must be achieved to successfully complete the AUTOS project on time and within budget. This plan will define the tasks and sub-tasks that must be completed in order to implement an organization wide network to support the administrative functions of the NRC. The plan will include a schedule that indicates the start and end dates for each task and sub-task. It will also specify the due dates for deliverables and key milestones. As we have previously indicated, the CEXEC/NSI Team regards this as a working document that will be updated continuously as the project progresses.

3.1.2 Prepare Operational Support Plans

The CEXEC/NSI Team recognizes that to successfully complete a project of AUTOS' magnitude requires a sound planning effort. This task provides the resources to develop a number of generic plans to support the design and especially the implementation of AUTOS. These plans are generic in the sense that they are not site or user area specific. Instead they describe the specific activities that must be performed regardless of facility or user area. The plans will be updated with specific facility and user area information during the planning phase of each user area implementation.

This task provides for the development of the following plans;

a. Implementation Plan that identifies the tasks to be performed to complete the implementation, who has the responsibility for completion, and the schedule. The plan identifies the facility modifications that must be made, when and what type of training must be performed for a specific office, and when equipment and software will be installed.

b. Configuration Management Plan that indicates how each item of hardware and software will be tracked. This plan will identify a baseline system for each user, provide the procedures by which the baseline is changed, and insure that the configuration status data base is kept current.

c. A Test Plan that defines the procedures for controlling the testing of the AUTOS hardware and software and the test criteria to be used. The test plan will indicate the test data to be used and the purpose and expected results for each test where possible.

d. A Training Plan that identifies the specific training courses required to support AUTOS and the purpose and content of each course. The plan will indicate the sequence of training and who is responsible for the preparation and provision of the courses.

e. A Conversion Plan that defines the general procedures that will be used to convert the various types of documents that must be converted. The plan will identify how each type of document will be converted and the software package to be used.

f. A Network Administration Plan that defines the procedures to be followed when providing network support and the tools and management statistics that will be provided.

g. Equipment Handling Procedures that describe how NRC's equipment will be monitored while in the control of the CEXEC/NSI Team.

The CEXEC/NSI Team recognizes the importance of security as it relates to the AUTOS system. It is our understanding that the design and implementation of the AUTOS must meet the security requirements established by the NRC's security office. We will present our understanding of the current status of security as it relates to automated systems in our Requirements Report. Additionally, as we perform each phase of the AUTOS design, we will describe options for incorporating the necessary security features into AUTOS.

3.1.3 Provide Baseline Project Management Activities

The CEXEC/NSI Team will provide the requisite resources to manage the overall direction of AUTOS under this Task Order. Specific technical direction for each task will be provided directly within a separate sub-task established as each new AUTOS task is added. This task will provide the resources necessary to prepare monthly status and financial reports and spend plans and briefings as required to keep the NRC's management informed.

3.1.4 Deliverables and Schedule

The CEXEC/NSI Team will provide a draft of the Project Overview Plan within five days of task initiation. Deliverables such as status and financial reports will be provided in accordance with Section F.2 and F.3 of the contract. Briefings and other reports will be provided as required.

The operational support plans must be in place prior to the initial installations which are schedule to begin in June 1991. Also, some of the information derived from the Detailed Design and the facility specific design tasks will impact some of these plans. Thus, we propose the following schedule for the preparation of these plans:

PLAN	Draft	Review	Final
Implementation Plan	03/04/91	03/08/91	03/15/91
Test Plan	03/18/91	03/22/91	03/29/91
Configuration Management Plan	02/25/91	03/01/91	03/08/91
Training Plan	02/11/91	02/15/91	02/22/91
Document Conversion Plan	03/25/91	03/29/91	04/05/91
Network Administration Plan	04/08/91	04/12/91	04/19/91
Equipment Handling Procedures	02/25/91	03/01/91	03/08/91

As interim drafts of these plans are completed, we will provide them to the NRC's Project Manager for review.
A Configuration Status Tracking system and an Inventory Management system will have to be acquired or developed to support the AUTOS project. The Configuration Status Tracking System will be acquired or developed depending on the cost and modifications required. The estimated cost for this system is $12,000.00. This assumes the acquisition of a standard commercial software and making the requisite modifications. If a system, that meets the requirements, can be developed for less money, then we will develop it. On other projects we have recently completed, we have elected to develop these systems because of the cost of acquiring a package and the extent of tailoring required to satisfy the clients requirements. Additionally, we will require a Problem Tracking and Resolution System and an Inventory System to support the network administration/management and equipment handling activities of AUTOS. NRC has agreed to provide these systems as Government furnished equipment.

3.1.5 Potential Problems

The major problems that the CEXEC/NSI Team perceives with the management of the AUTOS project is the time schedule and its impact on some core elements of the project. A specific example of this is the schedule for the installation of the

demonstration LANs relative to the release of the RFP to acquire the equipment for AUTOS. The demonstration LANs are scheduled for installation approximately 30 days after the RFP is released. Thus, information related to network performance derived from the demonstration LANs will have to be retrofitted to update the specifications for RFP. There are several other schedule impacts that will make the project more difficult to manage simply because they the schedule provides no room for slipping during the early phases.

3.1.6 Other Issues and Requirements

The CEXEC/NSI Team recommends that either we procure under the contract or NRC procures specific equipment to assist in the AUTOS project. A detailed list of the equipment is presented in the cost proposal.

Some items that are required to complete the AUTOS project that will be provided by the NRC include:

a. A database management system and compiler to support development of several support systems if required i.e., Problem Tracking/Resolution System, Configuration Status Tracking System, etc.

b. A plotter to facilitate the preparation and modification of floor plans, cable layouts, etc.

3.2 AUTOS Task Specific Management Activities

This effort will be subdivided into sub-tasks for each task order issued. It provides the program and task management resources necessary to direct specific task level activities. This includes reviewing task deliverables, meeting with the task managers to resolve task related problems, etc.

The overall management of AUTOS will be augmented by the Task Planning and Execution Advisory Group (TPEAG). TPEAG is a group of two senior technical managers from both CEXEC and NSI and chaired by the AUTOS' Project Manager. This group will convene monthly, or more often if required to review the AUTOS project for the quality and timeliness of the deliverables. During the monthly meetings, the AUTOS Project Manager will present a progress review of AUTOS. Periodically, the different Task Order managers will provide an in depth presentation of the activities and status of their specific tasks. In addition, TPEAG will review key deliverables at their discretion to validate the quality of the work being performed by the CEXEC/NSI Team.

4.0 PROPOSED STAFF

The staff for this task will be primarily from CEXEC since it has the primary responsibility for project management. The proposed Project Manager will be Mr. Barry Murphy. He will be supported as required by the proposed Management Analyst, Mr. Randolph Parsons.