DATA ITEM DESCRIPTION

Title: Project Planning Chart

Number: DI-MGMT-80507B   **Approval Date:** 14 Nov 2006
AMSC Number: 7634   **Limitation:** N/A
DTIC Applicable: No   **GIDEP Applicable:** No
Office of Primary Responsibility: NS/DA02
Applicable Forms: N/A

Use/relationship:

The Project Planning Chart graphically depicts the schedule and actual progress of work on a contract.

This Data Item Description (DID) contains format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID is used as a attachment to a status or progress report to illustrate the amount of work accomplished relative to the work schedule.

For fixed prices contracts, tailor out paragraphs 3.15, 3.16, and 4.

This DID supersede DI-MGMT-80507A.

Requirements:

1. Reference documents. None.

2. Format: The chart shall be in contractor's format.

3. Content.

 3.1 Project planning chart. It shall depict actual and schedules progress for each subdivision using horizontal lines and symbols. Actual progress will be noted by a percentage of the completion figure.

 3.2 Progress of work. Subsequent additions to the work breakdown shall be made as they occur in contract work performance. Items shall not be deleted even though work may be cancelled or stopped before completion.

 3.3 Description. Description entry on the chart will be by task. Tasks are divided into

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subdivisions. For computer software task, the subdivisions shall be Design, Coding, Debugging, Acceptance Testing, and Management. Entries shall be complete and reflect all contract effort.

3.4 Milestone symbol. The triangle symbol will be white if the task has not be achieved. It shall be shaded if the task has been achieved.

3.5 Date released. Last date to which chart was posted.

3.6 Date revised. Date of subsequent contract modification.

3.7 Contractor name.

3.8 Contract title.

3.9 Contract number.

3.10 Purchase description number.

3.11 Security classification.

3.12 Delivery dates. Includes dates for all deliverable items.

3.13 Scheduled starting date. Date each subdivision of work is scheduled to start.

3.14 Actual starting date. Date each subdivision of work actually started.

3.15 Scheduled completion date. Date each subdivision of work is scheduled for completion.

3.16 Actual completion date. Date each subdivision of work actually was completed.

3.15 Manhours Expended. Total manhours expended per task for each reporting period. Manhours defined as total number of direct labor hours regardless of type.

3.16 Funds expended. Contracts funds expended per task for each reporting period. Costs defined as total direct cost plus burden, overhead, general and administrative (G&A), and any other load. Total of all items to equal the total target cost.

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3.17 Expenditures. Manhours expended figures and contract funds expended figures used on the chart will be developed on the same basis as the planned figures. Chart depicts these figures for each report period as cumulative totals, accurate to the as-of-date of the report.

4. END OF DI-MGMT-80507B

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