

DATA ITEM DESCRIPTION

Title: Technical and Management Work Plan

Number: DI-MGMT-81117A

Approval Date: 20190820

AMSC Number: 10074

Limitation: N/A

DTIC Applicable: No

GIDEP Applicable: No

Preparing Activity: MI

Project Number: MGMT-2019-025

Applicable Forms: N/A

Use/relationship: The Technical and Management Work Plan describes the contractor's plan to implement the Statement of Work (SOW) tasking provided via delivery order or task order.

- a. This Data Item Description (DID) contains the format, content, and intended use information for the data deliverable resulting from the work task described in the solicitation.
- b. This DID may be used on any contract which is delivery order or task order oriented.
- c. This DID supersedes DI-MGMT-81117.

Requirements:

1. Reference Documents. None
2. Format. The plan shall be submitted in a contractor devised and Government approved electronic format.
3. Content. The plan shall include information necessary to substantiate the contractor's approach to completing the delivery or task order and information necessary for the Government to assess the soundness of the contractor's approach. The plan shall contain the following:
 - 3.1 Identification. The plan shall identify the contractor's name, contract number, title and number of the delivery or task order, security classification of the plan, name of contract monitor, and the Government office issuing the tasking.
 - 3.2 Descriptive material. The plan shall include descriptive material, system diagrams, sketches, photographs, tables, forms, graphs, worksheets, charts, drawings, etc., as required.

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- 3.3 Organizational structure. The plan shall include a description of the contractor's organizational structure and assignment of functions, duties, and responsibilities, which will be assigned in support of the tasking. Additionally, the plan shall identify the contractor's procedures, policies, and reporting requirements established to initiate, monitor, control, complete, and report on activities required of the delivery or task order.
- 3.4 Organizational interfaces. The plan shall describe all interfaces between the contractor and the Government and between the contractor and other contractors or subcontractors, which are necessary to complete the assigned tasking. This shall include a description of the applicable responsibilities and functional relationships between those organizations.
- 3.5 Methodology. The plan shall include a narrative description clearly defining the technical approach (or method) including tools, standards, and procedures to be used by the contractor to accomplish the delivery or task order. All documentation, activity, or decisions required from the Government or other Government contractor shall be identified.
- 3.6 Personnel. The plan shall identify the names and types of personnel assigned to accomplish the delivery or task order. The plan shall show how the combination of people assigned to each task provides a sufficient knowledge or experience base for that task. This includes identifying any special education, training, experience, or skills of these individuals. Also, any special administrative support requirements shall be identified.
- 3.7 Security. The plan shall identify any special or unique security requirements resulting from the delivery or task order.
- 3.8 Schedule. The plan shall include a milestone chart(s) graphically depicting the schedule of events associated with the delivery or task order. The level of detail shall be sufficient to clearly show how each subtask shall be performed. This includes:
- a. Contractor activities.
 - b. Contractor deliverances (interim and final), including briefings (if required).
 - c. Other program milestones as appropriate (including Government input in 3.5 above).
 - d. Periodic milestones to allow adequate Government review of contractor progress.
- 3.9 Resources chart. The plan shall include a resources chart that graphically and numerically identifies the contractor's total planned man-hour level of effort (LOE) and LOE by month for each subtask identified in the delivery or task order. Proposed monthly subtask man-hours shall be broken out by labor category in support of the delivery or task order.
- 3.10 Travel. The plan shall include a list of the travel requirements that shall include the following for each trip:

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- a. Company or Government agency visited.
- b. Location.
- c. Number of travelers by labor category.
- d. Trip duration.

3.11 Contractor requested data. The plan shall include the contractor's best assessment of any additional data required by the contractor. This list shall be as detailed as possible and shall include document titles, responsible Government organizations, and responsible Government contractors. The criticality of each data required shall be identified.

3.12 Deliverables. The plan shall include a brief description of the contents of each deliverable to be provided as a result of the delivery or task order.

End of DI-MGMT-81117A.