

## DATA ITEM DESCRIPTION

**Title: Work Management Plan**

**Number: DI-MGMT-81911**

**AMSC Number: N9370**

**DTIC Applicable: N/A**

**Office of Primary Responsibility: SH/SEA 00C**

**Applicable Forms: N/A**

**Approval Date: 20130520**

**Limitation: N/A**

**GIDEP Applicable: N/A**

**Use/relationship:** The Work Management Plan will be used to plan and prepare for accomplishment of tasks within the contract.

This Data Item Description (DID) contains the format, content, and preparation instructions for the data product resulting from work tasks specified in the contract.

### **Requirements:**

1. Format. The plan shall be in the contractor's format.
2. Content. The plan shall contain a cover and title page identifying the following:
  - a. Plan date of issue.
  - b. Plan document number/revision number or letter.
  - c. Contract number.
  - d. Contractor name and address.
  - e. Title of plan.
  - f. Security classification, if classified.
  - g. Distribution statement.
  - h. Destruction notice, if required.
3. The Plan shall contain the following sections:
  - a. Certification Page
  - b. Purpose.
  - c. Executive summary.
  - d. Applicability
  - e. References
  - f. Detailed analysis
  - g. Responsibilities.
  - h. Procedures.
  - i. Reporting requirements
  - j. Appendixes, if required.

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4. Revision Control. The plan shall contain a list of all revisions identifying the following
  - a. Each revision number or letter.
  - b. Date of each revision.
  - c. Pages affected by each revision.
5. Media Requirements. The plan shall be in Adobe Acrobat (PDF).
6. End of DI-MGMT-81911.