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MASTER

Contract Number DAHA 90-96-D-006-0004

TASK ORDER MANAGEMENT PLAN

DATABASE DEVELOPMENT AND ANALYSIS IN SUPPORT OF RD&D FOR
THE VISION INDUSTRY TEAMS

DRAFT

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National Guard Bureau
FIPS Team

BDI

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DBDA-4-0001

Douglas E. Kaempf, EE-20
U.S. Department of Energy
Office of Industrial Technologies
1000 Independence Ave.
Washington, DC 20585

Re: DAHA 90-96-D-006-0004
DE-AIO1-96EE41274

Dear Mr. Kaempf:

Enclosed are 3 draft copies of the Draft - Task Order Management Plan (TOMP) as required by DAHA 90-96-D-006-0004, Subtask 1, "TOMP (draft)".

Please feel free to contact the Technical Task Leader, Kenneth Boras, at 410-997-7778 if you should have any questions or comments regarding this deliverable.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mary E. Keeser", written over a horizontal line.

Mary E. Keeser
Group Manager

DRAFT

DATABASE DEVELOPMENT AND ANALYSIS IN SUPPORT OF RD&D FOR THE VISION INDUSTRY TEAMS

TASK ORDER MANAGEMENT PLAN

OCTOBER 7, 1996

Contract Number DAHA 90-96-D-006-0004
Task Order 4

Prepared for:
The U.S. Department of Energy
Office of Industrial Technologies
1000 Independence Ave., SW
Washington, DC 20585

Prepared by:
The BDM National Guard FIPS Team
Four Skyline Place, Suite 212
5113 Leesburg Pike
Falls Church, VA 22041

All material contained in this document is UNCLASSIFIED.

I. INTRODUCTION

This Task Order Management Plan (TOMP) details the management, organizational structure, interfaces, methodology, resources, and schedule for successfully completing the work to provide "Database Development and Analysis in Support of RD&D for the Vision Industry Teams". Specifically, it describes the plan to implement the tasking requirements outlined in the Statement of Work, dated August 13, 1996 as well as verbal modifications received during subsequent meetings.

II. PROJECT MANAGEMENT AND ASSIGNMENT

The BDM Team is organized to facilitate the completion of all tasks in the Task Order (TO). Responsibility for successful completion of the TO is Group Manager, Ms. Mary Keeser of BDM. Implementation of the work and technical lead is provided by Mr. Kenneth W. Boras. Mr. Boras will interact directly with Mr. Kaempf, Program Manager at the U.S. Department of Energy. However, Mr. Boras also reports directly to Ms. Keeser, who reports directly to BDM's National Guard Bureau FIPS Program Manager, Mr. Jim Lash. Team personnel have been and will be selected based on their technical qualifications and experience relevant to the TO. Personnel have the requisite experience in the specific tasks to which they are assigned.

III. ORGANIZATIONAL STRUCTURE

The figure below illustrates the Team organization to accomplish the work on the TO.

Ms. Keeser is responsible to Mr. Jim Lash for the successful completion of the TO, and Mr. Boras is responsible to Ms. Keeser for supervising the other members of the Team working on the TO and ensuring that all TO deliverables are complete, accurate, and provided in accordance with contractual requirements.

The other Team members will work directly under the supervision of Mr. Boras. Mr. Boras will lead each subtask and will serve as lead for each deliverable. Also, Mr. Boras is responsible for ensuring that quality products are delivered on time and within budget. To assist Mr. Boras, BDM Team management will conduct formal internal program reviews. Participants in these reviews include Mr. Lash (Program Manager), Ms. Mary Keeser (the Group Manager) and Mr. Craig Duncan (the Scientific Subject Matter Specialist).

IV. INTERFACES

The Action Officer (Contract Manager) for this TO is the U.S. Department of Energy, Office of Industrial Processes, Office Director, Mr. Douglas Kaempf. Mr. Kaempf is responsible for reviewing the deliverables to ensure compliance with technical standards and guidelines with databases and data integration within the Office of Industrial Technologies. He will also monitor the BDM Team's interaction with Vision Team Leaders and provide technical guidance as is necessary.

V. METHODOLOGY

The technical approach used by the BDM Team for accomplishing this TO is described below. The TO Schedule is shown in Appendix A. It includes activities required to successfully execute the task.

Task Order Description: The primary objective of this task is to design, develop, and implement an RD&D database for use by the Vision Industry Teams. In support of this objective OIT will need to migrate data from each of the Federal agencies to a common data base. Electronic interfaces, to access the data, will be necessary so that OIT program staff as well as industry participants can fully utilize the database. This task will result in hardcopy data books and a database that is easily accessible.

Subtask 1: Program and Project Management. The BDM Team will develop a Task Order Management Plan which will define the subtask activities as well as the resources for each activity, a milestone chart, and the deliverables required to complete the Task.

Deliverables:

Task Order Management Plan (Draft and Final).
Monthly Progress Reports.

Subtask 2: Integration and Migration Strategy. The BDM Team will integrate program-level data by industry area and federal agency. They will perform an assessment of the information and develop a plan by which to migrate data on projects from each program within each agency. The BDM Team will assist in establishing baseline program information to provide: internal documentation of federal programs involved in RD&D relevant to industry visions; information resources on RD&D programs that can be provided to industry; analysis of RD&D focus by technology area and by agency; and identify areas for RD&D cooperation. Also, the BDM Team will identify RD&D funding profiles at the project-level within programs/agencies.

The BDM Team will report results to the OIT Vision Teams and facilitate discussions on how to focus or frame the project-level research and profile development. From these discussions, plans will be developed bring data and other information together to develop agency/program/project level databases in hard copy and electronic report formats.

Subtask 3: Integration Prototyping and Testing. The BDM Team will design develop, install, and test a common user database to be used to identify RD&D projects. The BDM Team will demonstrate how to access project level information; identify the key software and system features necessary to organize and manipulate the information; and deliver databases, databooks and database management documentation to OIT.

The BDM Team will review OITIS database software requirements, off-the-shelf commercial software, and internet access to develop detailed guidance on the use of such software to implement the database. The BDM Team will develop input forms/screens, user interfaces and output forms for the migrated information. The BDM Team will install a prototype system to be used. The BDM Team will test the prototype system and perform several operations as requested by Vision Team Leaders to assess the value of the database for their purposes.

Deliverables:

System/Subsystem Design Description
Implementation Plan

Task 4: Training, Documentation, and Information Dissemination. Upon successful completion of the database, the BDM Team will provide support documentation on the database, implementation software, and use.

Software Users Manual
Software Center Operator Plan

VI. PERSONNEL

The primary assignment of the BDM Team personnel identified on page 2, are necessary to accomplish the principal activities identified. The Personnel Labor Hour Chart is in Appendix B. All personnel supporting this TO meet or exceed the requirements stated in the Personnel Qualifications of the Prime Contract.

VII SECURITY

Security for this TO is Unclassified.

VIII. SCHEDULE

The schedule is found in Appendix A.

IX. RESOURCES

The Labor Hour Chart is found in Appendix B.

X. CONTRACTOR REQUESTED DATA

None is requested or required. However, interaction between the BDM Team and the Vision Team Leaders is necessary.

XI. DELIVERABLES

Delivery Schedule: The BDM Team will deliver three copies of each deliverable to the Action Officer and one copy of each deliverable to BDM.

Subtask 1: Task Management

Deliverable	CDRL/DID	Work days After Award
TOMP Draft	A003/DI-MGMT-80347	15
TOMP Final		30
Monthly Progress Reports	A008/DI-MISC-80368	5th work day

Subtask 2: Integration and Migration Strategy

None

Subtask 3: Integration Prototyping and Testing

Deliverable	CDRL/DID	Work days After Award
System/Subsystem	AO59/DI-IPSC-80432	180
Design Description		
Implementation Plan	AO63/DI-MISC-80919	270

Task 4: Training, Documentation, and Information Dissemination

Deliverable	CDRL/DID	Work days After Award
Software Users Manual	A071/DI-IPSC-81443	340
Software Center Operator Plan	A114/DI-IPSC-81444	365

XII. PLACE OF PERFORMANCE

The contractor shall perform work at the National Guard Bureau. However, travel may be required to other government facilities.

Appendix A
SCHEDULE

NATIONAL GUARD DATABASE DEVELOPMENT AND ANALYSIS IN SUPPORT OF RD&D

Task Name	Duration	Start	Finish	1997												1998															
				A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A			
1.0 Program and Project Management Plan	30d	9/23/96	11/1/96																												
1.1 Management Plan	0d	11/3/96	11/3/96																												
1.2 Monthly Status Report	220d	11/1/96	9/5/97																												
2.0 Integration & Migration Strat.	240d	10/2/96	9/2/97																												
3.0 Prototyping and Testing	180d	1/6/97	9/12/97																												
3.1 Database Description	106d	1/6/97	6/2/97																												
3.2 Implementation Plan	74d	6/2/97	9/11/97																												
4.0 Documentation & Information	60d	7/9/97	9/30/97																												
4.1 Software User Manual	0d	9/30/97	9/30/97																												
4.2 Software Center Operation Plan	0d	9/30/97	9/30/97																												

Project:
Date: 10/10/96

Task

Progress

Milestone

Summary

Rolled Up Task

Rolled Up Milestone

Rolled Up Progress

Appendix B

PERSONNEL HOURS BY SUBTASK

**National Guard Bureau
Labor Projections for
Database Development and Analysis in
Support of RD&D**

LABOR CATEGORY	Subtasks				
	1	2	3	4	TOTAL HRS.
Program Manager	8	8	8	6	30
Group Manager	11	11	11	13	46
Principal Science Subject Matter Specialist	50	100	100	50	300
Business Subject Matter Specialist	80	650	300	116	1146
Analyst/Programmer	80	300	300	220	900
Scientific Subject Matter Specialist	20	0	32	25	77
Technical Writer	25	0	200	220	445
Technical Typist	80	0	100	81	261
Total Labor Hours	354	1069	1051	731	3205