

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188
Exp. Date: Jun 30 1986

1. TITLE MANAGEMENT PLAN	2. IDENTIFICATION NUMBER DI-MGMT-80004
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3. DESCRIPTION/PURPOSE

3.1 The management plan describes the contractor's organization, assignment of functions, duties, and responsibilities, management procedures and policies, and reporting requirements for the conduct of contractually-imposed tasks, projects, or programs.

4. APPROVAL DATE (YYMMDD) 850503	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/NSR-R	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
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7. APPLICATION / INTERRELATIONSHIP

7.1 This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract.

7.2 This data item may be applied in any contract or program phase where the contract management is under the direction and control of the contractor.

7.3 This data item supersedes DI-A-5239B.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER G3545
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10. PREPARATION INSTRUCTIONS

10.1 Contract. This data item is generated by the contract which contains a specific and discrete work task to develop this data product.

10.2 Format. The plan shall be in a format that the contractor devises and conforms to the following:

a. Identification. The plan shall be identified with the preparing office or contractor's title, the identifying numbers or designation of the Contract/Procurement Request, the identity and/or nomenclature of the system/component/program/project, the security classification and the Government activity issuing the controlling contract.

b. Descriptive material. As may be needed to clarify or explain matters in the text, the plan may include descriptive material, sketches, drawings, photographs, tables, forms, graphs, worksheets, charts, etc.

c. Page size. The plan may be typewritten or printed on standard size paper, e.g., 8-1/2 x 11 inches or metric A4. The pages shall be sequentially numbered and security bound together. As necessary, graphic material may be one-way foldouts. All attachments shall be identified and referenced in the text. Each section and paragraph shall be numbered.

d. Table of contents and index. Plans of more than 30 pages in length shall contain a Table of Contents. Plans more than 120 pages in length shall also include an Index.

e. Legibility. The document shall be legible and reproducible.

10. PREPARATION INSTRUCTIONS (Cont'd)

10.3.1 General. The Management Plan shall consist of the organizational structure, the assignment of functions, duties, and responsibilities, the procedures and policies and the reporting requirements that are established for the initiation, monitoring, control, completion, test and verification, and reporting of contractual tasks, projects, and programs.

10.3.2 Specific contents. The management plan shall cover the organizational structure, program management methodology, personnel, security, and reports as described herein. Other subjects to be included are as follows:

- a. design control
- b. reliability
- c. configuration control
- d. standardization
- e. quality assurance
- f. provisioning
- g. control of Government property
- h. delivery procedures
- i. tests
- j. certifications
- k. packaging
- l. shipping
- m. other

10.3.3 Organizational structure. The plan shall present an organizational chart and supporting narrative portraying the contractor's business (corporate) structure. It shall describe the functional relationships and responsibilities among the organizational elements that will participate in the accomplishment of the contractual commitments.

10.3.4 Program management. The plan shall present an organizational chart and supporting narrative describing the management office the contractor establishes to manage the contractual commitments. The plan shall define the direct lines of control, responsibilities, functional relationships, and authority between the management office and the contractor's other organizational elements. The plan shall also describe all interfaces between the contractor and the Government and between the contractor and other contractors which are necessary and pertinent to the accomplishment of contractual tasks, projects, and programs.

10. PREPARATION INSTRUCTIONS (Cont'd)

10.3.5 Methodology.

a. The plan include a narrative description of the technical approach or methods the contractor will employ to accomplish contractual tasks, projects, and programs, including, as applicable, development, tests, manufacture, construction, formulation, installation, logistics support, training, maintenance documentation, and configuration controls.

b. The plan shall include a milestone chart graphically depicting the schedule of events associated with accomplishing each contractual commitment.

10.3.6 Personnel.

a. The plan shall list the personnel staffing of the contractor's management office that directs the contractual tasks, projects, and programs and assist in completing the contract. The listing shall include the education, training, skills, experience, and security clearance that personnel require to fill each such position and shall state the identity, background, and work experience of the personnel assigned to fill these positions.

b. The plan shall also describe the staffing required for proper accomplishment of each contractual task by skill type, skill level, number of personnel, and security clearance. When submitted as part of a proposal, the plan shall state how many such personnel are currently available and how many new hires are required to staff fully to accomplish each task as scheduled.

10.3.7 Security.

a. Provide a Standard Practice Procedure (SPP) which fully describes the security program, safeguards emergency procedures to be established to the protection of Government-furnished and contractor-developed classified materials prepared in conjunction with the project. The SPP shall be prepared in accordance with guidelines contained in the Industrial Security Manual, Purchase Description, and such additional requirements as may be stipulated by the cognizant security compliance organization. The SPP shall require approval by the Government.

b. Develop a comprehensive security accreditation plan to demonstrate how the computer security requirements stipulated in the PD, as applicable, have been accounted for in the system design, and how satisfaction of each requirement will be explicitly demonstrated in the test program. This plan shall also identify any specific support equipment or software to be provided for demonstration of design compliance and/or system compliance with the planned security requirements. The plan shall require approval by the Government prior to implementation.

10.3.8 Reports. The plan shall describe the management methods the contractor will employ to ensure meeting all preparations, format, and submittal requirements established by the CDRL (DD Form 1423) for data to be delivered to the Government.