
**DEFENCE AS A PLATFORM
SIP FINAL SCHEDULE 3
WORK PLAN**

SCHEDULE 3 WORK PLAN

Capitalised terms used but not defined in this Schedule are defined in Clause 1.1 (*Definitions and Interpretation*).

1. SCOPE AND REQUIREMENTS

- 1.1 The scope of activities to be undertaken by the Contractor and the Minimum Services Requirements for the Work Packages are set out in Schedule 1 (*Work Packages*).
- 1.2 This Schedule provides further requirements in relation to the Work Plan that the Contractor is required to design and (once approved by the Authority) comply with.

2. WORK PLAN PREPARATION

- 2.1 The Contractor shall, on or before the relevant Deliverable Date as set out in WP1, deliver to the Authority for Acceptance (in accordance with the process set out at Clause 6 (*Acceptance*)) an initial Work Plan which complies with the requirements of this Schedule, provides a level of detail sufficient for the Authority to understand how the Services will be delivered day-to-day and shall otherwise meet the Authority's reasonable requirements.

3. WORK PLAN STRUCTURE AND CONTENTS

- 3.1 The Contractor shall ensure that the Work Plan is structured as follows:
 - 3.1.1 each Work Package shall be assigned a unique Work Package number;
 - 3.1.2 Work Packages will be broken into elements of activity defined by key outputs and parameters, e.g. Deliverables; and
 - 3.1.3 each element will be assigned a descriptor, e.g. (a), (b), (c).
- 3.2 The Contractor shall ensure that the Work Plan includes the following information and Deliverables, as a minimum:
 - 3.2.1 an overview of the Work Plan and its intended approach and development background;
 - 3.2.2 a Quality Plan in accordance with Paragraph 4 (*Quality Plan*) of this Schedule ("**Quality Plan**");
 - 3.2.3 a project plan setting out the resources, tasks and timescales required to be performed to mobilise and deliver the Deliverables and Services (including details of all Deliverables). As a minimum, this should incorporate:
 - (i) a clear description of the activities to be carried out by the Contractor to deliver the outputs set out in the Work Plan, e.g. a work breakdown structure;
 - (ii) the project schedule including all of the stages, tasks, start dates, finish dates, duration, dependencies, Deliverables, and resources; and
 - (iii) a critical path analysis;
 - 3.2.4 all activities required to manage the project, including the creation and management of RAID Logs, product descriptions, communication plans, exception reports and lessons learnt;
 - 3.2.5 clear identification of, and planned timetables for the delivery of, any relevant Authority Dependencies (provided that no Authority Dependencies may be introduced or amended except through the Change Control Procedure as per Schedule 9 (*Change Control*) of this Agreement);
 - 3.2.6 the methodology and approach for managing dependencies and potential conflicts;
 - 3.2.7 a clear mitigation strategy and plan underpinning all known risks;

- 3.2.8 any training required as part of the Work Plan (including the Quality Plan), identified by the Contractor as being necessary for the Authority and to be provided by the Contractor; and
- 3.2.9 the development of a repository of artefacts (including documentation and materials) necessary to support an understanding of the delivery of the Services.

4. **QUALITY PLAN**

- 4.1 The Contractor shall ensure that the Work Plan includes (as an attachment or appendix) a Quality Plan.
- 4.2 The Contractor shall ensure that the Quality Plan shall, as a minimum:
 - 4.2.1 include a quality management strategy defining the quality requirements and quality control method for all Deliverables;
 - 4.2.2 identify how the quality systems and standards of the Authority and the Contractor are going to be applied;
 - 4.2.3 ensure that all aspects of the performance of this Agreement are the subject of quality management systems; and
 - 4.2.4 be consistent with ISO 9001:2000 or any equivalent standard which is generally recognised as having replaced it.

5. **UPDATING THE WORK PLAN**

- 5.1 After Acceptance of the Work Plan by the Authority in accordance with this Agreement, the Contractor shall keep the Work Plan up-to-date. The Contractor shall provide updates about its contents to the Authority in accordance with any Minimum Service Requirements or as otherwise required by the Authority from time to time.
- 5.2 The Contractor shall also promptly amend the Work Plan:
 - 5.2.1 each time an additional Work Package is signed under this Agreement; and
 - 5.2.2 in accordance with any reasonable recommendations made by the Authority.
- 5.3 Each time the Work Plan is updated, the Contractor shall provide a copy of the amended Work Plan to the Authority for Acceptance in accordance with Clause 6 (*Acceptance*).
- 5.4 The Contractor shall not be entitled to change Deliverable Dates, Minimum Service Requirements, Service standards or descriptions or any other matters that may affect the Authority's rights, remedies or obligations (or the Contractor's obligations) through its updates to the Work Plan.

6. **MISCELLANEOUS**

- 6.1 This Schedule and the Work Plan are without prejudice to the Contractor's other obligations and the Authority's other rights under this Agreement.

