

TacSys Resource Partner (TRP)

Statement of Requirements

# TacSys Resource Partner

The TacSys Delivery Team needs to maintain its ability to deliver project outputs and the MoD capability and obligations associated with all the projects within the team. This ability in its simple terms is delivered via the personnel within the team; the team continues to manage a gap between the Crown Servant resource currently available and the assessed resource required to meet the current TacSys team obligations. When Crown Servant resource is unavailable, through limitations in resourcing or availability of the appropriate Suitably Qualified Experienced Personnel (SQEP) to fulfil a role, the alternate route to achieve the provision of resource is through Private Sector Support (PSS).

The requirement is for Tactical Systems (TacSys) Resource Partner (TRP) to provide a partner to help deliver TacSys client-side activity via output based statements of work.

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# Document Format

The document is presented to detail the requirements that make up the ability to deliver a PSS service that will meet the required outputs of the various TacSys projects.

The specific outputs to be delivered against are captured as individual Work Packages aligned to the various projects within the TacSys team and are detailed at the appendices.

# Requirements

## Core Contractor Deliverables Requirements

| Serial | Requirement Title | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
|  | Contract Programme | The Contractor shall provide a Contract Programme that details the key dates across the Contract Period that relates to all outputs identified within this SoR inclusive of the Work Packages detailed in the appendices to this SoR. The details within the Contract Programme shall include as a minimum:   * Key dates (throughout Contract Period); * Contractor Deliverables and / or outputs which are subject to an acceptance review in accordance with Schedule 8 - Assurance and Acceptance Procedure; * Dates relating to any Authority obligations to provide Government Furnished Artefacts/Assets (GFA) and required availability; * The key dates of any governance and reporting in accordance with SoR serials 3.1 to 3.13; * The key dates of the contract transition in accordance with SoR serials 2.1 to 2.6; * The key dates or exit requirements in accordance with SoR serials 6.1 to 6.3;and * Any other dates the Contractor believes should be captured within the contract programme.   The Contract Programme shall be sufficiently detailed to enable the Authority to monitor as a minimum:   * The Contractor’s progress against the delivery of the Contractor Deliverables. | Contract Programme | Initial Draft @ ITN  Issue 1.0 @ Contract Award (CA)+2 weeks | Contract Programme delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  Schedules in MS Project. |
|  | Staff Induction Process | The Contractor shall provide a staff induction process which enables the onboarding of staff ready to deliver the required outputs.  The staff induction process shall include, but not be limited to:   * Security clearances; * Mandatory training (to be agreed with the Authority at contract award); * Induction training – ways of working, knowledge management, use of IT systems; * IT accounts inclusive of GFA to enable outputs from date of onboarding; * Background information and knowledge transfer as required against Key Personnel (see SoR serial 1.3); * Identification of Key Personnel across the Contractor and Authority teams; and * Authority outcomes and direction aligned to Contractor outputs. | Staff Induction Process | Initial Draft @ ITN  Issue 1.0 @ CA+2 months | Staff induction process delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | Key Roles / Key Personnel | The Contractor, in conjunction with the Authority shall identify Key Roles and Key Personnel to enable the delivery of the Work Packages at the appendices to this SoR. These Key Roles / Key Personnel shall be agreed for the duration of the relevant work package, during which time the Key Roles will be subject to an extended notice period of at least 90 days before any change of staff in these positions to ensure the effective transfer of responsibilities and knowledge transfer to be undertaken.  The Contractor shall provide updated lists of Key Roles and Key Requirements following any changes to Key Roles and/or Key Requirements. | Key Roles and Key Personnel lists | Key Roles list proposed at draft @ ITN (to inform negotiations for agreement)  Key Roles list to be confirmed @ ISFT (post negotiations)  Key Personnel to be confirmed @ CA + 2 months. | Key Roles / Key Personnel list delivered on time in accordance with the Conditions and inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  Data / Lists MSExcel |
|  | Collaborative Working | The Contractor is to implement a collaborative working approach for the delivery of the Contract. This collaboration approach is to be in accordance with the relationship management approach and intent to work together through the ISO 44001 approach as defined in SoR serial 2.5. | Collaborative approach method statement. | Initial Draft @ ITN  Issue 1.0 @ CA+2 months  Annual review post CA as part of annual performance review. | Method statement delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  Schedules in MS Project. |

## Contract Transition Requirements

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
|  | Business Continuity | The Contractor shall deliver, manage and maintain a Business Continuity Plan. The Business Continuity Plan is to be a documented, structured approach with instructions to continue delivery of the TacSys Resource Partner operations, outputs or services following a disruptive event and shall include as a minimum:   * an analysis of business processes and continuity need through a business impact analysis which is required to identify, assess and understand: * the organisation’s critical outputs, processes and activities, and their relative priorities; * the organisation’s assets, people and resources that support its delivery; * the impact and consequences over time of a failure to maintain or deliver the organisation’s key outputs, processes and activities; and * the dependencies on others for the organisation’s outputs and activities, and of others on the organisation. * an organisational strategy to deal with business continuity which shall: * provide a high-level statement on the need for effective business continuity management and planning; * implement measures to reduce the likelihood and potential impact of incidents; * take account of any resilience and mitigation measures; * provide options for the continuity of critical activities during and following a disruptive event; * take account of the activities which have not been identified as critical; * set out how relationships with key stakeholders and external parties will be managed during and after a disruptive event; and * provide direction on how often Business Continuity Plans and strategies are to be exercised and reviewed. | Business Continuity Plan | Initial Draft @ ITN  Issue 1.0 @ CA+2 months  Annual review post CA | Business Continuity Plan delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | Security Management / Conditions | The Contractor shall deliver, manage and maintain a Security Management Plan to ensure information assurance and security management as required against the delivery of the Contract. The plan shall include, but not be limited to the following information:   * Security Management Plan ownership and maintenance; * Security management approach; * Security threats and risks; * Security policies and standards; * Physical security environment; * Personnel security environment; * Security stakeholders; and * Stakeholder engagement; | Security Management Plan | Initial Draft @ ITN  Issue 1.0 @ CA+2 months  Annual review post CA | Security Management Plan delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | Quality Management | The Contractor shall deliver, manage and maintain a Quality Management Plan for delivery of project outputs, in accordance with the Quality Standards AQAP 2105 Edition C Version 1 NATO Requirements for Quality Plans and DEFCON 602A 12/17. | Quality Management Plan | Initial Draft @ ITN  Issue 1.0 @ CA+2 months  Annual review post CA | Quality Management Plan delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | Information Management | The Contractor shall deliver, manage and maintain an Information Management Plan to support information management during the life of the Contract. The Information Management Plan shall include, but not be limited to:   * Information Management Plan ownership and maintenance; * Information management strategy; * Information governance; * Information sharing, to include knowledge transfer process; and * Document and configuration control. | Information Management Plan | Initial Draft @ ITN  Issue 1.0 @ CA+2 months  Annual review post CA | Information Management Plan delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | Relationship Management | The Contractor shall conduct its relationships in accordance with the principles of ISO 44001 this shall include but not be limited to:   * The Collaborative Business Relationship Management Specification which compliments the Authority approach to managing strategic business relationships and underpins the TRP Joint Relationship Management Plan (JRMP). * The joint business relationship (bi-lateral relationship) will be established, maintained and exited through a Joint Relationship Management Plan (JRMP) which will be co-developed with the Authority in accordance with ISO 44001 and SoR Serial2.6. * The Contractor shall enter into and the support multi-lateral joint relationship management plan arrangements in accordance with the principles of ISO 44001 as required to support the business of the Authority and the delivery of the TRP capability as required. | See 1.4 | Initial Draft @ ITN  Issue 1.0 @ CA+2 months  Annual review post CA as part of annual performance review | To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  Schedules in MS Project. |
|  | Joint Relationship Management Plan | During the course of the breakthrough event at SoR serial 3.2 the Contractor shall, in conjunction with the Authority develop a Joint Relationship Management Plan (JRMP).  The JRMP shall take account of other documentation including the Contract and provide links and references where information already exists. The Authority will provide previous examples during the breakthrough event.   * The JRMP shall include, but not be limited to: * General overview: * Joint business objectives; * Roles and responsibilities; * Outline of management / governance structure; and * Principles for visions, values & behaviours; * Awareness: * Identify constraints and initial risks; and * Identify resources & skills development requirements; * Knowledge: * Identify operating models; * Identify performance objectives; * Establish levels of authority; and * Identify communications plan aligned to stakeholder management; and * Working together: * Identify key areas of concern or constraint within each organisation; * Identify joint process to manage knowledge and information flow across relationship; * Incorporate the joint programme for reviews, performance measurement and reporting:   + This is to include developing the terms of reference for both the TacSys Resource Partner Monthly Performance Review to meet the governance requirements at SoR Serial 3.7; * Incorporate process issue resolution at the appropriate levels; * Incorporate measures to monitor and maintain appropriate behaviours; and * Specify bi-annual strategic meetings to set joint strategic objectives and check if those set in the previous 6 months have been met. Agree appropriate key attendees and the organisation responsible for setting the agenda in accordance with an Authority-provided template. The Contractor is responsible for minuting these meetings, and for documenting and managing the implementation of any action plans which may be recommended. | Joint Relationship Management Plan | Draft @ CA+3 months with an agreed route to finalise document as a joint action.  Annual review post CA | Joint Relationship Management Plan delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

## Governance and Management

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
|  | Contract Start Up Meeting | Immediately after Contract Effective Date the Contractor shall organise a Contract Start Up Meeting at their premises (if UK based). This shall as a minimum include:   * introduction of personnel (especially those in key roles); * discussing the Contract Programme and Transition Plan; * discussing the initial contract governance; * discussing the formats for the Weekly Performance Review and Monthly Performance Review; * a presentation on key provisions in the Contract which need to be considered during delivery by the Authority Commercial Officer; and * Any other business.   The Contractor shall minute the Contract Start Up Meeting and shall distribute such minutes and a record of decisions and actions for agreement or subsequent amendment within five working days of the review to the Authority Project Manager for subsequent amendment as required and distribution to other attendees.  The Authority reserves the right to change this location to the Authority's premises if the Contractor is based outside the UK.  The Contractor shall invite as a minimum the following Authority personnel;   * the Authority project manager; * the Authority commercial officer; * the TRP support lead; and * any other individual the Authority designates as necessary (To be no more than 10 Authority attendees in total). | Contract Start Up Meeting | CA + 2 weeks  Minutes to be submitted 5 working days after the Contract Start Up Meeting. | Minutes from the Contract Start Up Meeting delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | Relationship Management breakthrough event | The Contractor shall, in compliance with the requirements of ISO-44001, host, attend and participate in a breakthrough event with the Authority to set the relationship approach and define the outline content of the JRMP.  The Contractor shall ensure that suitably empowered individuals are in attendance, the Authority will attend with the TacSys management team. | JRMP  Breakthrough event | Initial Draft @ breakthrough event  Issue 1.0 at a timeframe to be jointly agreed at the breakthrough event.  Breakthrough event to be held within 2 months of CA | The production of the outline content of the JRMP shall be a joint activity to be completed at the breakthrough event.  To be produced in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | Risk Management | The Contractor shall produce, update and maintain a Risk Management Strategy. This strategy is to include as a minimum:   * Organisation, roles and reporting; * Methodology: * Identification; * Analysis; * Planning; and * Management; and * Risk review process;   The Contractor shall seek to manage risk jointly with the Authority and utilise the Authority risk management tool, Active Risk Manager (ARM) to record and maintain risks. | Risk Management Strategy | Initial Draft @ ITN  Issue 1.0 @ CA+2 months  Reviewed annually thereafter. | Risk Management Strategy delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | Lines of Communication | The Contractor shall define primary lines of communication to enable day to day management of the Contract. This shall include, but not be limited to;   * Primary contract manager; * Resource manager; and * Work package management.   Where necessary these roles can be modified and agreed with the Authority at CA to align with the proposed Contractor delivery structure.  The lines of communication will be the primary points of contact to enable the contract governance and shall be responsible for attending the Weekly Performance Reviews and Monthly Performance Reviews. | Primary Lines of Contact | CA + 2weeks @ Contract Start Up Meeting | The primary lines of contact delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  Data / Lists MSExcel |
|  | Weekly Performance Review | The Contractor shall hold a Weekly Performance Review via telecon at a time and date agreed between the Contractor and the Authority. If an agreement is not reached the Weekly Performance Review shall be held on the first working day of the week at 2.00p.m. to review the prior week.  The Weekly Performance Review shall include as a minimum;   * Primary activities completed in week just ended; * Current progress in relation to any submitted Work Packages – this is to include both changes, updates or new requirements; * Any matters, risks, threats, issues or impediments required to be notified to the Authority in relation to any Contractor Deliverables; and * Any other matter reasonably required by the Authority in relation to Contractor Deliverables. | Attendance at Weekly Performance Review and a record of actions and decisions | Weekly Performance Review to be held weekly from CA. | To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | Monthly Performance Report | The Contractor shall produce a monthly performance Report. The Monthly Performance Report shall be delivered no later than 5 working days after the end of each Contract Month.  The Monthly Performance Report shall, as a minimum, detail the Contractor’s performance of its obligations. The performance information shall include, but not be limited to:   * the status of any outstanding actions from the last Monthly Performance Report, minutes from the last Monthly Performance Review and the associated record of Authority recommendations and actions; * overall management of this Contract with the aim of ensuring that the Contractor delivers within the agreed boundaries of performance, quality, cost and time; * KPI performance (detailing the performance by the Contractor against each of the KPIs and identifying whether the Contractor has met or has failed to meet the required outputs); * Milestones met and details of milestones that were due to be performed in the Contract Month just ended which the Contractor has failed to meet; * any disputes which are to be resolved in line with mutually agreed procedures * any risks, issues, assumptions, dependencies, opportunities and constraints in connection with the project; * a description of any complaints and/or comments made in relation to the performance of the Contractor Deliverables; * any other matters, risks, threats, issues or impediments required to be notified to the Authority in relation to the Contractor Deliverables (including in relation to behaviours); and * any other matter reasonably required by the Authority in relation to the Contractor Deliverables. | Monthly Performance Report | Initial Draft format @ ITN  First issue @ CA+1 months  5 working days after the end of each Month for the duration of the Contract | Monthly Performance Report delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  Data / Lists MSExcel |
|  | Monthly Performance Review | The Contractor shall attend a Monthly Performance Review each Contract Month. It shall be held on a day and time as agreed between the Contractor and the Authority and shall as a minimum:   * Follow a hybrid[[1]](#footnote-2) approach * Chaired by the Authority; and * Follow an Agenda as set by the Authority to review the contents of the Monthly Performance Report (as defined at SoR serial 3.6).   The Contractor shall minute the Monthly Performance Review and shall distribute such minutes and a record of decisions and actions for agreement or subsequent amendment within five working days of the review to the Authority project manager for subsequent amendment as required and distribution to other attendees. | Attendance at Monthly Performance Review  Minutes of Monthly Performance Review | Monthly Performance Review to be held monthly.  Minutes to be provided 5 working days after each Monthly Performance Review |  |
|  | Quarterly Performance Review | A Quarterly Performance Review shall be held in the Contract Month following the Quarter just ended in each contract year and shall replace the Monthly Performance Review for that Contract Month.  The Quarterly Performance Review shall follow the requirements for the Monthly Performance Review (in accordance with SoR serial 3.7) but shall also include:   * An assessment of KPI trends; and * A review of the relationship aligned to the Joint Relationship Management Plan (as defined in SoR serial 2.6).   The Contractor shall minute the Quarterly Performance Review and shall distribute such minutes and a record of decisions and actions for agreement or subsequent amendment within five working days of the review to the Authority Project Manager for subsequent amendment as required and distribution to other attendees. | Attendance at Quarterly Performance Review  Minutes of Quarterly Performance Review | Quarterly Performance Review CA + 3 / 6 / 9 months each year  Minutes to be provided 5 working days after each Quarterly Performance Review. |  |
|  | Annual Performance Report | The Annual Performance Report shall, as a minimum, detail the Contractor’s performance as per the Monthly Performance Report requirement at SoR Serial 3.6 of its obligations and the delivery of the Contractor Deliverables. In addition, it shall include as a minimum;   * the KPI results for the preceding twelve Contract Months; * Details of any of the social value KPIs which are not achieving a “Good Rating” advising any changes to the Contractors approach to improving the achievement of the requisite Social Value requirement; * a recommendation as to whether any of the KPIs should be amended and, if so, the proposed monitoring methodology; * the relationship status; and * any other matters, risks, threats, issues or impediments required to be notified to the Authority in relation to the Contractor Deliverables (including in relation to behaviours). | Annual Performance Report | CA + 12 / 24 / 36 months | Annual Performance Report delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  Data / Lists MSExcel |
|  | Annual Performance Review | An Annual Performance Review shall be held on each anniversary of the Contract Award during the Contract Period and shall replace the Monthly Performance Review for that month.  The Annual Performance Review shall review the matters in the Annual Performance Report.  The Contractor shall minute the Annual Performance Review and shall distribute such minutes and a record of decisions and actions for agreement or subsequent amendment within five working days of the review to the Authority Project Manager for subsequent amendment as required and distribution to other attendees. | Attendance at Annual Performance Review  Minutes of Annual Performance Review | Annual Performance to be held at CA + 12 / 24 / 36 months  Minutes to be provided 5 working days after Annual Performance Review |  |
|  | Ad-Hoc Project Review | The Authority may require an Ad-Hoc Project Review in the event it determines there to be a problem in need of address to maintain the delivery of the Contract and/or delivery of the Contractor deliverables. It is anticipated no more than one ad-hoc project review per quarter.  In the event of an Ad-Hoc Project Review being required, the Authority will notify the Contractor of the time, location and format of the Ad-Hoc Project Review. The Ad-Hoc Project Review shall as a minimum:   * Follow a hybrid[[2]](#footnote-3) approach * Chaired by the Authority; and * Agenda as set by the Authority.   When appropriate, in relation to the subject for the Ad-Hoc Project Review, the Authority will notify the Contractor if it is to produce an Ad-Hoc Project Report and the contents required for the Ad-Hoc Project Report.  The Contractor shall minute the Ad-Hoc Project Review and shall distribute such minutes and a record of decisions and actions for agreement or subsequent amendment within five working days of the review to the Authority Project Manager for subsequent amendment as required and distribution to other attendees. | Attendance at Ad-Hoc Project Review (if required by the Authority)  Ad-Hoc Project Report (if required by the Authority)  Minutes of Ad-Hoc Project Review (if an Ad-Hoc Project Review takes place) | If required, Ad-Hoc Project Review and Ad-Hoc Project Report as notified by the Authority.  Minutes to be provided within 5 working days of any Ad-Hoc Project Review. |  |
|  | Dispute Resolution Process | The Contractor shall deliver, manage and maintain a Dispute Resolution Process, to ensure a route exists to consider disputes and disagreements as required against the delivery of the Contract. The process shall include, but not be limited to the following information:   * Seeking to enable a resolution between the appropriate parties. * Aligning outputs to the SoR and where appropriate the work package outputs defined at the appendices to this SoR. * Providing alignment to the governance regime to enable management of disputes which is to be operated as a joint task between the Authority and the Contractor, identifying appropriate posts and / or individuals to act in the role of dispute arbiters and reporting into the Monthly Performance Report at SoR serial 3.6, * Identifying an appropriate resolution approach which may include the use of any alternative dispute resolution procedure on which the parties may agree. | Dispute Resolution Process | Initial Draft @ ITN  Issue 1.0 @ CA+2 months | Dispute Resolution Process delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | Conflict of Interest Regime | The Contractor shall deliver, manage, implement, and maintain a Conflict of Interest Regime to ensure that the ability to deliver outputs relating to both a supplier and a client are not prejudiced as required against the delivery of the Contract. The process shall include, but not be limited to the following information:   * The nature and extent of any conflict of interest or potential conflict of interest; * Roles and Responsibilities as a client and a supplier in relation to the Contract * Defined resources and roles supporting the Contract * Level of access to information required to meet the delivery of the Contract; * Mechanisms being implemented to protect and limit disclosure of Government Furnished Information; and * Governance approach to enable audit of the implementation of the conflict of interest regime. | Conflict of Interest regime | Initial Draft @ ITN  Issue 1.0 @ CA+2 months | Conflict of Interest Regime delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

## Tasking Form Process

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
|  | Tasking Form Process - Includes modification to existing work packages and creation of new work packages | The Contractor shall respond to all tasking requests from the Authority that are submitted on the appropriate tasking form.  The Contractor shall assess tasking requirements submitted and provide a costed proposal which shall include, but not be limited to, the following information:   * A work breakdown structure to detail the tasking being completed; * A schedule to deliver the required tasking outputs; * A cost breakdown against prior rate cards, with supporting quotations, to deliver the required tasking outputs; * Any impact across existing Contractor Deliverables in undertaking a change; * Any impact to the Contract Programme at SoR serial 1.1 and associated Milestone Payment Plan; * Any impact to the Contractor Deliverables being undertaken by Key Personnel; * Any assumptions or dependencies raised to deliver the required tasking outputs; and * Any risks associated with the delivery of the required tasking outputs providing details of how these risks are to be managed. | Response to Tasking Form | Response to Tasking Form: 15 working days following submission of Tasking Form from the Authority | A response to the Tasking form delivered on time, inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  Schedules in MSProject  Lists / data in MSExcel |

## Incentivisation

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
|  | General KPI requirements | The Contractor shall report on the KPIs as defined within the Contract. This report is to be captured as part of the Monthly Performance Report at SoR Serial 3.6. The KPI Report shall include, but not be limited to:   * KPI performance in month, pass or fail against the monitoring methodology detailed for the relevant KPI; * Where a fail is recorded detailing any third party issues which may have caused the KPI to be failed; and * Detail of a recovery plan or actions for any failed KPI. | KPI Report supported by evidence pack of Authority approvals for each measure  KPI Reports and evidence held for the duration of the contract. | Initial Draft format @ ITN  First issue @ CA+1 month as part of the Monthly Performance Report  Further issues at each Contract Month as part of Monthly Performance Report | To be accepted as part of the Monthly Performance Review at SoR Serial 3.6 |

## Exit Requirements

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
|  | Exit Plan | The exit period shall commence at 6 months prior to the end of the Contract Period, or at a point advised and agreed between the Authority and the Contractor.  The Contractor shall produce an Exit Plan that is to identify the transition approach and activities to effectively exit the Contract whilst seeking to ensure that any transition to a future TRP Provider is supported. The Contractor shall:   * Incorporate all lessons learned from the transition-in process concerning the conduct of the outgoing Contractor that should be rectified for the next transition period.   The Exit Plan shall include, as a minimum:   * Details, including name and contact details of an empowered Exit Manager acting as the Contractor point of contact for issues relating to exit management; * A draft timetable of the activities to be performed by both the Contractor and the Authority; * Arrangements for receiving any successor; * Exit governance to capture the requirements in SoR serial 6.2; * Stakeholder notification list: including: organisation, POC, email and telephone number; * Identification of knowledge transfer requirements and the strategy to implement; * Any additional information management requirements included during the life of the Contract; * Any process diagrams produced under the Contract in support of the requirements and documentation described in this SoR; and * TUPE requirements | Exit Plan | Initial Draft @ ITN  Issue 1.0 @ CA+2 months  Review and update as required yearly and no later than Contract end – 8 months (2 months prior to the commencement of the Exit Period) | Exit management plan delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord  Schedule in MSProject |
|  | Exit governance | During the Exit Period the Contractor shall expand the Monthly Performance Report to detail the delivery of the Contractor Deliverables in accordance with the Exit Plan at SoR Serial 6.1. The information shall include, but not be limited to:   * A description of the work conducted in respect of the relevant Contract Month relating to the Exit Plan and * Any matters, risks, threats, issues or impediments in relation to the Contractor Deliverables to be provided in accordance with the Exit Plan. | Revised governance scheme during the final 6 months of the Contract Period  Amended form of Monthly Performance Report for Exit Period | Exit Period | To be accepted as part of the Monthly Performance Report as set out at SoR serial 3.6. |
|  | Exit Workshop | The Contractor shall participate in an Exit Workshop with the Authority in the final Contract Month on a day and time as agreed between the Contractor and the Authority  The Exit Workshop shall as a minimum;   * Be conducted in person; * Be located at DE&S MoD Abbey Wood; * Be chaired by the Authority; and * Have an agenda as set by the Authority.   This Exit Workshop shall enable a collaborative and continuous improvement environment for the Authority and shall include as a minimum:   * A review of the implementation of the Exit Plan identifying learning from experience; and * A review of any remediation work that occurred across the Contract and reasons for this remediation work.   The Contractor shall minute the Exit Workshop and shall distribute such minutes and a record of decisions and actions for agreement or subsequent amendment within five working days of the Exit Workshop to the Authority Project Manager for subsequent amendment as required and distribution to other attendees.  The Contractor shall invite as a minimum the following authority personnel;   * the Authority project manager; * the Authority commercial officer; * the TRP support lead; and * any other individual the Authority designates as necessary (To be no more than 10 Authority attendees in total). | Workshop attendance and minutes | Contract end -1 month  Minutes to be submitted 5 working days week after the Exit Workshop. | Minutes from the Exit Workshop delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

# Appendices

This section provides the relevant Work Packages required to deliver defined outputs for the TacSys team.

## APPENDIX 1 - TRP Core Function – PMO Work Package

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 1.1 |  | **Schedule Management**  The Contractor shall establish, manage and maintain the Schedule(s) and associated planning artefacts for the duration of the Contract. These include the resourced schedule baseline and associated forecasts, Work Breakdown Structure (WBS), WBS Dictionary, Basis of Estimate (BOE), resource plans, Organisation Breakdown Structure (OBS), Responsibility Assignment Matrix (RAM) relating to the TacSys Projects which are detailed at Appendix 13 to Appendix 34 of this Statement of Requirements.  The full set of planning artefacts will be in accordance with Defence Digital (DD) Policy and Guidance. |  |  |  |
| 1.2 | SQEP – P3M Project Controls | On a monthly basis, the Contractor shall engage with relevant stakeholders to review the Schedule and establish any necessary updates and changes to the Schedule including, as a minimum:   * Project specific list to include project team, key TacSys functional roles and, key customer/supplier roles where appropriate.     The Schedule and associated planning artefacts shall be baselined following successful completion of TacSys Programme Controls compliance checks that will be shared at the start of the schedule development process.  The Schedule shall be built in accordance with DD207 Scheduling Policy, utilising Project Online (POL). Access to POL will be provided as an Authority Obligation. | Schedule which shall include as a minimum:  Up-to-date resourced, baselined Schedule maintained to an Authority-agreed level of compliance. | 5 working days after the end of each Contract Month . | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists MS Excel. Schedules in MS Projects. |
| 1.3 | SQEP – P3M Project Controls | The schedule shall be underpinned by a WBS, WBS Dictionary and a BOE that will be established and maintained in an agreed format. It will be supported by an OBS and a RAM.  The WBS Dictionary and BOE will be built in accordance with DD206 Project Planning Policy, and in line with templates provided .  OBS and RAM will be built in accordance with templates provided. | Up-to-date WBS Dictionary.  Up-to-date Basis of Estimate. | 5 working days after the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists MS Excel. Schedules in MS Projects. |
| 1.4 | SQEP – P3M Project Controls | The Contractor shall develop and maintain a Schedule Risk Analysis (SRA) utilising the Predict Tool . | Schedule Risk Analysis | The first Quarter after CA and Quarterly thereafter. | Schedule Risk Analysis Delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists MS Excel. Schedules in MS Projects. |
| 1.5 | SQEP – P3M Project Controls | The Contractor shall provide a Monthly Schedule Review Report on the Schedule’s status, in support of the requirements of TacSys governance. The Monthly Schedule Review Report will be available for and reviewed at monthly project reviews.  The Monthly Schedule Review Report will contain the following:   * Schedule narrative of key issues or escalations; * Summary of the status of project milestones in the Schedule, including Information Services Plan (ISP) milestones; * Resource baseline and forecast; * The current level of float in the Schedule; and * Details of proposed changes, including the number of changes requested, approved and rejected. | Monthly Schedule Review Report | 5 working days after the end of each Contract Month | Monthly Schedule Review Report delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists MS Excel. Schedules in MS Projects. |
| 1.6 | SQEP – P3M Project Controls | **Risk Management**  The Contractor shall develop, manage and maintain the project risk register and associated reporting relating to the TacSys projects which are detailed at Appendix 13 to Appendix 34 of this Statement of Requirements. Risks will refer to either threats or opportunities. Issues shall also be recorded and managed in the same register.  The risk process shall be managed and maintained in accordance with the Authority’s risk management Plan. |  |  |  |
| 1.7 | SQEP – P3M Project Controls | The Contractor shall develop, manage and maintain the project risk register within the Active Risk Management Tool (ARM). To manage and maintain the risk register, the Contractor shall engage on a monthly basis with all relevant stakeholders to manage risks.  The risk register shall be managed and maintained in accordance with the Authority’s Risk Management Plan. Access per user for the ARM Tool will be supplied as an Authority Obligation. | An up-to-date risk register | 5 working days after the end of each Contract Month | Risk register delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists MS Excel. |
| 1.8 | SQEP – P3M Project Controls | The Contractor shall provide a risk review board report to support local or TacSys level risk review board. The report shall include the following:   * Candidate risks for approval; * Risks for closure; * Risks by proximity; * Top risks; * Issues; and * Risk quantitative and qualitative trend analysis (as appropriate).   This will be presented at a monthly local or TacSys Risk Review Board in accordance with TacSys governance. | Risk Review Board Report | 5 working days after the end of each Month for the duration of the Contract | Risk Review Board Report delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists MS Excel. |
| 1.9 | SQEP – P3M Project Controls | **Assumptions Management**  The Contractor shall manage and maintain the project Master Data and Assumptions List (MDAL), in accordance with TacSys Programme Controls guidance and in support of TacSys governance relating to the TacSys Projects which are detailed at Appendix 13 to Appendix 34 of this Statement of Requirements. |  |  |  |
| 1.10 | SQEP – P3M Project Controls | The Contractor shall develop, manage and maintain the project MDAL. To manage and maintain the MDAL, the Contractor shall engage on a monthly basis with all relevant stakeholders to manage MDAL. | Up-to-date MDAL | 5 working days after the end of each Contract Month | MDAL delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists MS Excel. Schedules in MS Projects. |
| 1.11 | SQEP – P3M Project Controls | The Contractor shall provide an Assumptions Report to support local or TacSys level risk review board. The report shall include the following:   * Candidate assumptions for approval; * Changed assumptions; and * Assumptions for closure. | Assumptions Report | 5 working days after the end of each Contract Month | Assumptions Report delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists MS Excel. |
| 1.12 | SQEP – P3M Project Controls | **Dependency Management**  The Contractor shall identify, manage and maintain the project dependencies within the Authority’s dependency schedule relating to the TacSys Projects are detailed at Appendix 13 to Appendix 34 of this Statement of Requirements. |  |  |  |
| 1.13 | SQEP – P3M Project Controls | The Contractor shall manage the project dependencies within the Authority’s dependency schedule. The Contractor shall as a minimum undertake the following activity:   * capture and manage all dependencies for the project, either between the project and other Authority projects, or between the project and teams external to the Authority; * record internal Authority dependencies within the TacSys dependency schedule; * record external to Authority dependencies within the Authority Dependency Schedule and Assumptions Dependencies and Management (ADaM) tool. | An up-to-date and accurate representation of project dependencies within the TacSys dependency schedule | 5 working days after the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects. |
| 1.14 | SQEP – P3M Project Controls | The Contractor shall provide a dependencies report to support the Authority’s interdependencies reviews. The Dependencies Report shall include the following:   * priority dependencies; and * dependencies within proximity window. | Dependencies report | 5 working days after the end of each Contract Month | Dependencies Report delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word. |
| 1.15 | SQEP – P3M Project Controls | **Change Control**  The Contractor shall ensure that changes to programme or project control artefact baselines are managed in accordance with the Authority’s Change Control Process relating to the projects which are detailed at Appendix 13 to Appendix 34 of this Statement of Requirements, and as a minimum:   * support the assessment of proposed changes in relation to impact to Schedule, risk, assumptions; dependencies; * update planning artefacts to reflect approved changes (including, but not limited to WBS, Schedule, BOE, risk, assumptions and dependencies); and | Projects documentation and/or documentations all compliant with approved TacSys Change Control Process | As required for each TacSys project in accordance with the Authority’s Change Control Process. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects. |
| 1.16 | SQEP – P3M Project Controls | **Governance**  The Contractor shall provide support to the Authority’s projects in the establishment and operation of the TacSys PMO governance, including as a minimum:   * ensuring that project meeting schedules are coherent with, and inform the Authority’s governance reviews, in accordance with the reporting calendar; * ensuring that project dashboards are completed and comply with the defined Defence Digital and Authority standards;      * ensuring that project information is made available to the team compiling Authority review packs which covers as a minimum dashboard, schedule, risk, assumptions, dependencies and all other areas identified in Appendix 1 within this SoR | Collated information packs for meeting attendees. | 5 working days prior to the relevant governance meeting defined in the Reporting Calendar | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MS Office format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects. |
| 1.17 | SQEP – P3M Project Controls | **Management Information**  The Contractor shall support Authority project level analysis to ensure the overall performance of the Order Book is understood and informed by management information, where this includes the following:   * pan-project analysis (e.g. dependencies, schedule, risk); * Quantitative and qualitative trend analysis; * functional analysis (e.g. obsolescence landscape, approvals, test & trials, commercial, etc).   On a monthly basis, and in line with the Reporting Calendar, the Contractor shall engage with relevant stakeholders to review the project control artefacts and provide analysis support to the Authority’s Programme Control Manager.  Engagement shall include as a minimum:   * Project specific list to include project team, functional areas and customer/supplier roles where appropriate.   The analysis will be conducted in support of TacSys PMO governance. | Analysis reports | 5 working days after the end of each Contract Month | Analysis reports delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects. |
| 1.18 | SQEP – P3M Project Controls | **Project Management**  The Contractor shall support Authority project controls with the management and oversight of the Order Book. Activities will include the following:   * Process and template continuous improvement and development; * Process compliance reviews in support of project initiation or rebaselining in accordance with Defence Digital Policy and Guidance for Schedule Management      * Project control Subject Matter Expert (SME) advice to projects; * Authority project control staff development and skills transfer; * Functional management (e.g. project control team meetings, communications and wellbeing); * Defence Digital Portfolio Management Office (PMO) engagement, process feedback and continuous improvement. | Process improvements.  Compliance Reports. | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects. |

## APPENDIX 2 - TRP Core Function – Approvals Work Package

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 2.1 | LE TacCIS Business Case & Review Note Approval | The Contractor shall:   * Seek Specific Evidence Table (SET) endorsement; * Facilitate scrutiny evidence working groups; * Draft Business Case and Review Note; * Obtain LE TacCIS 1\* and 2\* endorsement; * Facilitate Defence Digital Approvals and Army   Investment Committee (AIC) early engagement and checkpoints;   * Produce Defence Digital Approvals assurance report; * Obtain Defence Digital Approvals and AIC endorsement; * Support Scrutiny Report production; * Support MOD Head Office, HMT and Cabinet Office circulation. | Support to Business Case and review Note approvals. This shall include as a minimum;  MORPHEUS Full Business Case  Design Service Contract second Review Note  BCIP Sustain & Upgrade Full Business Case  Logistics Support Contract Full Business Case  NIOBE Full Business Case  Makefast Review Note | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and with any required endorsements.  To be delivered in an appropriate MSOffice format e.g.;  SET spreadsheet endorsed by the Scrutiny team  Business case / Review Note in MS Word endorsed by Project Dp Hd and TacSys TL  Defence Digital Approvals and AIC MS PowerPoint presentations endorsed by Project Dp Hd and TacSys TL  Assurance report in Digital Approvals Tool (DAT) endorsed by the Defence Digital Approvals  Business case / review note in MS Word submitted to Approving Authority |
| 2.2 | LE TacCIS Information Notes | The Contractor shall:   * Draft Information Notes; * Obtain LE TacCIS 1\* and 2\* endorsement; * Obtain Defence Digital Approvals and AIC endorsement; * Support MOD Head Office, HMT and Cabinet Office circulation. | Information Notes which shall include as a minimum:  MORPHEUS Information Note 2024  MORPHEUS Information Note 2025  TRINITY Information Note 2024  DSA Information Note 2025  Multi-Mode Radio Full Operating Capability Information Note | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and with any required endorsements.  To be delivered in an appropriate MSOffice format e.g.;  Information note in MS Word endorsed by Project Dp Hd and TacSys TL  Information Note in MS Word submitted to the Authority |
| 2.3 | Integrated Assurance and Approvals Plan (IAAP) | The Contractor shall:   * Undertake a 6-monthly review of, and update as required, the IAAP; * Ensure the IAAP is updated and current as part of all LE TacCIS Business Case and Review Note submissions. | Maintained and updated IAAP | 6 monthly from CA  and on any date required by the Authority in line with Business Case and Review Note submission. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and with any required endorsements.  To be delivered in an appropriate MSOffice format e.g.;  Including:   1. IAAP in MS Word endorsed by TacSys TL and sign off by the SRO 2. IAAP in MS Word endorsed by DPAS |
| 2.4 | Digital Approval Tool (DAT) | The Contractor shall:   * Maintain and update all LE TacCIS business case, review note and information note entries in DAT; * Add new LE TacCIS business case, review note and information note submissions into DAT; and * Maintain and update LE TacCIS investment project entries in DAT. | Maintained and updated DAT including as a minimum:  DAT investment project entries;  DAT; business case entries; and  Approval submission updates, reports and stakeholders. | 5 working days after the end of each Month for the duration of the Contract and on any date required by the Authority in line with business case / review note submission. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and with any required endorsements.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects  DAT inputs and Business Case entries endorsed by TacSys Dp Hd |
| 2.5 | Approvals Weekly Tracker | The Contractor shall:   * Maintain, update and release the LE TacCIS Approvals Weekly Tracker. | Maintained and updated Approvals Weekly Tracker | Weekly from CA. | Approvals Weekly Tracker delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and endorsed by TacSys TL.  To be delivered in an MS Powerpoint presentation. |
| 2.6 | Approvals Ribbon | The Contractor shall:   * Maintain, update and release the LE TacCIS approvals ribbon. | Maintained and updated approvals ribbon. | Weekly from CA. | Approvals Ribbon delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and endorsed by TacSys Dp Hd  To be delivered in MS Excel. |
| 2.7 | Approvals Forward Plan | The Contractor shall:   * Maintain, update and release the LE TacCIS Approvals Forward Plan | Maintained and updated LE TacCIS Approvals Forward Plan | 5 working days after the end of each Contract Month | Approvals Forward Plan delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and endorsed by TacSys TL and Senior Responsible Owner  To be delivered in MS Powerpoint presentation. |

## APPENDIX 3 - TRP Core Function – PSO Work Package

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| 3.1 | SQEP – Corporate Support | The Contractor shall undertake the following activities;   * On & off Boarding of all Staff; * Staff security clearance management. | Corporate support shall include as a minimum:  Staff arrival and departure Information to support authority resource meetings  Up to date Contractor Staff clearance information. | Monthly from CA | Delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data/lists in MS Excel |
| 3.2 | SQEP – P3M | The Contractor shall undertake the following activities;   * Management of the TRP Contract; * Management of change request process * Management of Contract budget | Project Management Support which shall include as a minimum:  Monthly Status Reports  Monthly Finance Reports including Accruals  Attendance at Resource Committee Board (RCB) | Status and finance reports monthly from CA.  RCB fortnightly from CA. | Delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data/lists in MS Excel |

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## APPENDIX 4 - TRP Core Function – Safety and Environmental Work Package

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 4.1 | Safety & Environmental Management Plan (S&EMP) | The Contractor shall undertake the following activities;   * Production of the project S&EMP with content appropriate to the Project Phase, * Management of existing project Safety & Environmental Management Plan for the phase of the project. | Production and management of Project S&EMP | As per Order Book forecast for individual projects  Annual review post CA | Authorised Safety and Environmental Management Plan delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word. |
| 4.2 | Safety & Environmental Case Management | The Contractor shall undertake the following activities;   * Production of project Safety & Environmental Case (including supporting) documentation required under MOD regulations and policy; * Verification of project Safety & Environmental Case documentation required under MOD regulations and policy; * Production of project Safety & Environmental Case Reports (Part 1 - Requirements and Part 3 - Operation and Support); * Management and amendment of Safety & Environmental Case documentation for stakeholders review in readiness for authorisation; * Support the Project Manager on safety and environmental factors for input to competition data packs and to review vendor responses. | Safety and Environmental Case Report and supporting documentation. | As per Order Book forecast | Authorised Safety and Environmental Case Report and supporting documentation delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word. |
| 4.3 | Supplier Safety Case Review | The Contractor shall undertake the following activities;  Reviewing, assuring, commenting, and feeding back on safety aspects of project supplier documentation (including but not limited to Part 2 Safety and Environmental Case Reports). | Feedback comments in format required by the Authority. | As per Order Book forecast | Accepted supplier Safety and Environmental Case documentation delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word. |
| 4.4 | Supplier Environmental Case Review | The Contractor shall undertake the following activities;  Reviewing, assuring, commenting, and feeding back on environmental aspects of supplier documentation (including but not limited to Part 2 Safety and Environmental Case Reports). | Feedback comments in format required by the Authority | As per Order Book forecast | Accepted supplier Safety and Environmental Case documentation delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word. |
| 4.5 | Safety Requirements | The Contractor shall undertake the following activities;  Support project requirements manager / engineers to establish and refine user / system requirements for Safety Requirements. | Safety Requirements | As per Order Book forecast | Requirements database delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 4.6 | Environmental Requirements | The Contractor shall undertake the following activities;  Support project requirements manager / engineer to establish and refine user / system requirements for Sustainability and Environmental Requirements | Environmental Requirements | As per Order Book forecast | Requirements database delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 4.7 | Safety and Environmental Meetings | The Contractor shall undertake the following activities;   * Organise, facilitate / support, invite attendees and produce minutes for the safety and environmental meetings, this shall include but not be limited to;   + Project safety and environmental panels,   + Working groups,   + Portfolio committee. | Organisation and support of safety and environmental meetings.  Meeting minutes | As per Order Book forecast, meetings to be held at least Annually post CA.  Minutes to be provided 5 working days after the relevant meeting | Accepted meeting minutes delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 4.8 | Hazard management | The Contractor shall undertake the following activities;   * Identification and analysis of inherent safety hazards * Identification and analysis of programmable elements functional safety hazards; * Production of hazard log(s); * Maintenance of hazard Log(s). | Hazard log(s) | As per Order Book forecast | Safety and environmental panel endorsed hazard log(s) delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  MS Excel or agreed Hazard Log tool |
| 4.9 | Portfolio Environmental Case Management | The Contractor shall undertake the following activities;   * Organise, facilitate and invite attendees and produce records of decisions for the environmental features matrix working groups; * Maintenance of environmental case documentation required under MoD regulations and policy (under POEMS); * Maintenance of portfolio level environmental case report and annexes; | Environmental case documentation  (i.e., POEMS documentation) | Reviewed Annually | Accepted environmental case documentation delivered on time inclusive of the minimum criteria listed in description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord / MS Excel as highlighted in POEMS |
| 4.10 | Hazardous Materials management | The Contractor shall undertake the following activities;   * Maintenance of portfolio Hazardous Materials Database and associated technical dossiers. | Maintained live Hazardous Materials Database and associated technical dossiers. | The first Quarter after CA and Quarterly thereafter. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Excel and where required accepted Technical Dossiers MS Word |
| 4.11 | Portfolio Environmental Meetings | The Contractor shall undertake the following activities;   * Organise, facilitate and invite attendees and produce records of decisions for portfolio environmental working groups | Organisation and support of environmental meetings/ environmental working groups.    Meeting minutes. | The first Quarter after CA and Quarterly thereafter.  Minutes to be provided 5 working days after the relevant meeting. | Accepted meeting minutes delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 4.12 | Safety and Environmental Support | The Contractor shall undertake the following activities;   * Provide advice and guidance on safety and environmental management within projects, including both internal and external stakeholders; * Provide support to investigation, management and sentencing of project accidents, incidents, and near misses; * Provide support to project safety and environmental audits. | Appropriate SQEP support provided to appropriate projects within each Contract Monthly | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 4.13 | Sustainability Appraisals | The Contractor shall undertake the following activities;   * Organise, facilitate, and invite attendees for sustainability appraisal meeting(s); * Production of project sustainability appraisal; * Maintenance of project sustainability appraisal. | Project sustainability appraisal | As per Order Book forecast. Review and maintenance activities to be completed at least Annually post CA | Project Sustainability Appraisal delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord / MS Excel |

## APPENDIX 5 - TRP Core Function – Engineering Core[[3]](#footnote-4) Work Package

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 5.1 | SQEP – DDaT /CIS - Leadership | The Contractor shall undertake the following activities;   * responsible for establishing and maintaining an effective means of reporting (including engineering operations, concerns and exceptions) to the TacSys TL. * responsible for managing, escalation of technical risks and issues to the LE TacCIS Programme Board and for implementing direction and guidance from the Programme Board. * Representing the engineering function at the TacSys Management board and other management meetings. * Prepare an Engineering Report, which shall encompass all engineering activities undertaken by the Coordinating Design Organisation (CDO). This shall include those activities performed by all CDO staff. | Engineering Report  Attend TacSys management board meetings and provide SME input as required. | Engineering Report to be provided for  TacSys Management Board meetings to take place weekly. | delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word. |
| 5.2 | SQEP – DDaT / CIS - Leadership | The Contractor shall undertake the following activities:   * Ensuring technical solutions are coherent, deliverable and demonstrate value for money and implementing the control mechanisms; * CDO organisational design; and governance. * cross-project engineering governance and engineering coherence. In accordance with CDO organisational design, engaging via policies, processes and practices. | Development and maintenance of engineering policies  Development and maintenance of engineering governance | Engineering polices and engineering governance to be provided at Contract Transition and thereafter every 6 months from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word. |
| 5.3 | SQEP – DDaT / CIS - Leadership | The Contractor shall provide the technical management of the CDO, including the following specific tasks:   * Ensuring an effective management is maintained, enabling effective engineering delivery; * Identification, assignment and resolution of operational issues; * Maintenance of knowledge base and ensuring effective knowledge transfer sharing across the team; * Update and maintain the Systems Engineering Management Plan (SEMP) for the CDO; * Manage the engineering resources in a flexible manner to ensure maximum utilisation. * Aligning resources to project needs, maintaining resource flexibility in line with the Authority’s priorities. Responding to demand priorities and promptly escalating for decisions where necessary. * Developing, maintaining and updating a complete engineering task list. * Administer and manage the CDO change process, including the alignment with the Authority Change Control Process; * Participation in the risk identification and review meetings. | Technical management of the CDO which shall include as a minimum:  Update and maintain CDO SEMP  Update and maintain CDO resource plan. Resource planning sessions shall be held in consultation with the Authority to ensure tasks are prioritised. | CDO SEMP and resource plan to be provided at Contract Transition and thereafter every 6 months from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word. |
| 5.4 | SQEP – DDaT / CIS - Leadership | The Contractor shall be responsible for:   * development, modification and update of all Authority engineering policies and processes. * Horizon scanning of Defence Digital, Defence Equipment & Support, external functional, legislative and standard based change | Report highlighting any changes to engineering process;  Horizon scanning briefing  Timeline of process reviews to identify required process reviews | Report to be provided within 5 working days of the end of each Contract Month  Horizon scanning at quarterly from CA  Timeline of process reviews to be updated within 5 working days of the end of each Contract Month | Outputs delivered on time inclusive of the minimum criteria listed in Description column and to be provided and accepted as part of the Engineer’s Report at SoR serial 5.1.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word. |
| 5.5 | SQEP – DDaT / CIS - Leadership | The Contractor shall undertake the engineering functional governance ensuring appropriate oversight and coherence across engineering function activities. This will include:   * Delivering engineering briefs; * Completion of Record of Actions and Decisions (ROADs) * Develop, manage and maintain the engineering risk register within the Active Risk Management Tool (ARM) * Support solution coherence board; * Support coherence working group. | Engineering brief presentation and ROADs  Up to date engineering risk register  Solution Coherence Board and Working Group ROADs | Engineering brief presentation and ROADs to be provided fortnightly from CA  Input to management of risks and opportunities, Solution Coherence Board RODs and Engineering coordination meeting RODs to be provided within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column and to be provided and accepted as part of the Engineer’s Report at SoR serial 5.1.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word. |
| 5.6 | SQEP – DDaT / CIS - Leadership | The Contractor shall report on all engineering functional activities, highlighting management of risks and issues. The Contractor shall also represent the engineering function in Authority briefing and governance meetings. | Engineering Report;  CDO Engineering Management Report;  Engineering Function Reporting (Architecture, Security, Integration, Safety and Environment., Transformation);  Support to CDO Communications; and  Support to TacSys Communications. | Within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column and to be provided and accepted as part of the Engineer’s Report at SoR serial 5.1.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word. |
| 5.7 | SQEP – DDaT / CIS - Leadership | The Contractor shall provide engineering governance services, this will include:   * Ensuring all TacSys delivery projects comply with the Authority engineering policy & engineering functional governance model; * Ensuring project teams with engineering aspects appoint an Engineering Lead; * Ensuring actions and issues arising from governance are addressed; * Ensuring compliance with JSP604 requirements; and * Conduct maturity assessments of all CDO engineering functions and processes. | Approval of project SEMP  List of mandated engineering project artefacts, inc JSP604 aspects;  Engineering audits for projects including maturity assessment;  CDO engineering audits; and  Execution of engineering governance model - tracked actions. | Approval of project SEMPs in accordance with Project Schedules.  List of mandated engineering project artefacts at CA + 3 / 6 / 9 / 12 each year for the duration of the Contract.  Audits to be carried out at key lifecycle stages as required by the Authority.  Execution of engineering governance model at CA + 6 / 12 Months each year for the duration of the Contract. Actions to be reviewed each Contract Month. |  |
| 5.8 | SQEP – DDaT / CIS - Leadership | The Contractor shall define/update System Engineering Processes and Procedures embellishing any existing documentation and processes and include details within the Engineering Report. | Policy and procedures regarding System Engineering activities to be performed for each project in accordance with its lifecycle needs and in adherence with ISO/IEC 15288:2015;  Guidance on the production of System Engineering Management Plans in accordance with BS-ISO-IEC-IEEE 24748-4-2016;  System Engineering Long Term Curation Plan, identifying Planned updates and emerging disruptive influences. | CA + 6 / 12 Months each year for the duration of the Contract. | Outputs delivered on time inclusive of the minimum criteria listed in Description column and to be provided and accepted as part of the Engineer’s Report at SoR serial 5.1. |
| 5.9 | SQEP – DDaT / CIS - Leadership | The Contractor shall maintain a capability to deliver standardised engineering services in line with TacSys engineering policy through a set of established processes and artefacts supported by engineering tooling that is appropriately scaled. | Standardised processes;  CDO tooling strategy recommendations;  CDO document register  Records of CDO assurance/approvals for CDO generated artefacts; and Standardised artefact templates. | Standardised processes, CDO document register and records of CDO assurance/approvals to be provided each Contract Month.  CDO tooling strategy recommendations and standardised artefact templates to be provided at CA + 6 / 12 Months each year for the duration of the Contract. | Outputs delivered on time inclusive of the minimum criteria listed in Description column and to be provided and accepted as part of the Engineer’s Report at SoR serial 5.1. |
| 5.10 | SQEP – DDaT / CIS - Leadership | The Contractor shall;   * Provide the continuous improvement of engineering function capabilities. * Embedding process improvements resulting from CDO transformation activities. * Informing and aligning to the future operating model. Driving best practice and increased maturity against EMAF metrics. | Updated processes resulting from continuous improvement;  CDO lessons learned and improvement actions;  Implementing improvements based upon engineering maturity assessments; | CA + 3 / 6 / 9 / 12 Months each year for the duration of the Contract. | Outputs delivered on time inclusive of the minimum criteria listed in Description column and to be provided and accepted as part of the monthly Transformation Report |
| 5.11 | SQEP – DDaT / CIS - Leadership | The Contractor shall provide direction and guidance for test and reference capabilities under CDO governance to deliver test assurance compliance of in-service and project baselines as required. | Review, markup, and approval or rejection (as appropriate) of Project ITEAPS | iaw Project schedules | Outputs delivered on time inclusive of the minimum criteria listed in Description column and to be provided and accepted as part of the Engineer’s Report at SoR serial 5.1. |
| 5.12 | SQEP – DDaT / CIS – Leadership exit strategy | The Contractor shall plan and manage their exit strategy for this SoR, including:   * All CDO related artefacts are held on or are uploaded to the CDO SharePoint area; * A CDO handover pack, with any necessary accompanying documentation, to be submitted to the Authority and any appointed industry partner(s); * Hold handover workshops with the Authority and any appointed industry partner(s); * Ensure that any management plans, which have been developed by the Contractor, are maintained throughout the entire period of this SoR; | CDO SharePoint updated and baselined.  CDO handover plan, accompany incremental artefacts and briefings;  Minimum of six briefings to be planned during the last 3 Months of the Contract  Updated management Plans which reflect any delivery team needs over the perceived remainder of the Contract. | CDO Sharepoint at CA + 3 / 6 / 9 / 12 Months each year for the duration of the Contract.  CDO Handover Plan and accompanying documents issued at 6 Months before the end of the Contract Period and updated further until the end of the Contract Period.  Briefings to be provided in the period 3 Months before the end of the Contract Period.  Updated management plans at CA + 6 / 12 each year for the duration of the Contract Period. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word. |
| 5.13 | SQEP – DDaT /CIS – System Engineering | The Contractor shall maintain and manage the document review tool utilised in the CDO. | Working document review tool | Ongoing throughout the Contract Period | Software application available for access by all with MoDNet accounts via web interface. |
| 5.14 | SQEP – DDaT / CIS - Architecture | The Contractor shall provide Architecture Support to the LE TacSys programmes and projects including;   * Undertake the role of Architecture Lead for TacSys programmes; * Provide technical leadership of the Architectures required by TacSys projects including ensuring coherence with wider architecture activities in DD and Army; * Produce/Update the CDO Architecture Management Strategy (AMS) to provide guidance for projects in producing their Architecture Management Plans; * Assure the contents of each project’s Architecture Management Plan is of sufficient quality to inform project scheduling of activities; * Raise awareness of architecture activity within CDO engineering team, including new successes, upcoming events, failures, opportunities, and risks; * Interface to the DD TacCIS lead solution architect and raise awareness of planned Defence Digital changes to reference architectures, technology strategies & rules, assurance process; * Support project submissions to the design authority board and other stakeholders; * Review and approve project architectural artefacts, recommend changes/additions, identify necessary artefacts and any duplication/confliction across LE TacSys delivery team; * Support the ongoing development and maintenance of the Army operation business modelling, including working with the Army enterprise architecture lead; * Report on internal and external stakeholder engagements. | Report of all Architectural activity in TacSys;  Architecture Management Strategy updates; and  Project Architectural Plan Review comments.  Project submissions to the Design Authority board.  Review and approval of project architectural artefacts | Report of all Architectural activity in TacSys to be provided within 5 working days of the end of each Contract Month.  Architecture Management Strategy updates at CA + 6 / 12 Months each year for the duration of the Contract.  Iaw Project plans | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 5.15 | SQEP – DDaT / CIS - Architecture | The Contractor shall curate the architecture repository and perform quarterly reviews to ensure consistency and compliance with agreed practices and procedures for architectural artefacts. | Architectural model artefact consistency and focus on key architectural elements (included every three months in an architecture report).  Review accounts for tools and access arrangements for elements of the repository (included every three months in Architecture Report). | CA + 3 / 6 / 9 / 12 Months each year for the duration of the Contract. | Outputs delivered on time inclusive of the minimum criteria listed in Description column and to be provided and accepted as part of the Architecture Report at SoR serial 5.14. |
| 5.16 | SQEP – DDaT / CIS - Architecture | The Contractor shall ensure projects have sufficient evidence to enable the Technical Design Authority (TDA) to give assurances with respect solution coherence. Provide oversight and support to any submissions to the TDA. | Review notes and advice | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column and to be provided and accepted as part of the Architecture Report at SoR serial 5.14. |
| 5.17 | SQEP – DDaT / CIS - Architecture | The Contractor shall produce a CDO architecture management plan (in sync with the Systems Engineering Management Plan) covering the approach to development and coherence of the TacSys Architecture with the wider defence enterprise. | CDO Architecture Management Plan | CA + 6 / 12 Months each year for the duration of the Contract. | By designated Civil Servant (with support from DD Architecture team). |
| 5.18 | SQEP – DDaT / CIS - Architecture | The Contractor shall chair an TacSys Architecture Steering Group (TASG) and provide the technical secretariat function to the TacSys Architecture Working Group (TAWG) | TASG terms of reference  TAWG RODs and minutes | CA + 3 / 6 / 9 / 12 Months each year for the duration of the Contract.  Minutes to be provided within 5 working days of the relevant meeting. | Acceptance as part of the Architecture Report. |
| 5.19 | SQEP – DDaT / CIS - Architecture | The Contractor shall perform internal and external stakeholder communication to raise awareness of architectural matters within CDO and to/from Defence Digital | Bulletins delivered to project teams and CDO staff | As required by the Authority. | Acceptance as part of the Architecture Report (list). |
| 5.20 | SQEP – DDaT / CIS - Architecture | Update / produce and maintain the project Architectures including:   * LE TacCIS Solution Architecture * MORPHEUS Solution Architecture * BCIP to MORPHEUS Transition Solution Architectures * TRINITY Solution Architecture * NIOBE Solution Architecture * DSA Solution Architecture * LDGv2 Solution Architecture * Seraph Solution Architecture   Note Bearers , Morpheus Key Management System (MKMS), and future DSA(2030) and other projects are part of the MORPHEUS Architecture.  Ensure that Project Solution Architectures are updated in line with the LE TacCIS Solution Architecture – Note current Architectures are in SparxEA or PTC Windchill.  Update mapping between the Architectures and the Projects System / Solution Architectures both MoD supplied and supplier  Develop queries to automate view updates .  All modelling shall meet the standards laid down by the DD Technical design authority and have coherent Archimate visual notation Language – unless agreed other with DD TDA | Up to date Solution architectures model accessible to all architecture SMEs at all times. Architectures prepared with the degree of skill, care, diligence, best up-to-date practice and foresight reasonably expected of a fully qualified and competent professional contractor. | As per Order Book Schedule. | Quarterly by designated Civil Servant (with support from DD Architecture team). Additionally web browser view to be made available for wider access. |
|  | SQEP – DDaT / CIS - Architecture | Support UK and Service Executive interests in NATO Federated Mission Networking (FMN) Tactical Edge IWG Spiral development of interoperability standards, including development of NATO FMN Architecture artifacts. | Discussion material used in Tiger team workgroups  Working groups notes /report from UK representative | Discussion material 5 working days prior to the relevant meeting.  Noted to be provided within 5 working days after the relevant meeting. | Output delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – Software Architect | The Contractor shall provide a Software Architect responsible for;     * Reviewing Software Architectures; * Performing adhoc code reviews (primarily C/C++); * Review test and acceptance documentation to ensure adequate coverage to meet TacSys business needs; and * Review build documentation to ensure it meets “best practice standards”. | Review Notes and recommendations, as expected of a professional, competent Software Architect. | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – System Modelling | The Contractor shall provide system modelling expertise, including:   * Produce a LE TacCIS modelling strategy; * Assist project teams in defining the scope of modelling activities that will be required including specifying the requirements and assisting in managing the output. | LE TacCIS Modelling Strategy  Direction and guidance specifying modelling requirement and validating outputs | LE TacCIS Modelling Strategy to be provided at contact transition and thereafter annually from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – System Integration | The Contractor shall provide system integration support, including:   * Emerging programmes support to non-TacSys Projects for integration programme support for Battlefield Information System Application (BISA) including: * Architectural alignment; * Schedule alignment; * Government Furnished Equipment (GFE) alignment. | Report detailing alignment status and issues | CA + 3 / 6 / 9 / 12 Months from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – System Integration | The Contractor shall provide technical & programmatic support to Joint System Integration Body (JSIB) relationship management team for BCIP Morpheus engagements. | Reports, review of documents as requested by the Authority. | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – E3 | The Contractor shall provide the following Electromagnetic Environmental Effects (E3) support, including:   * Production of portfolio E3 Requirements and Management Plan; * Curation of existing E3 Requirements and Management Plan for the developing need s of the portfolio and changes in standards, policy and legislation (including spectrum management); * Management of and support to existing E3 guidance in JSP604 leaflets 3030, 3031 and 4850 accommodating changes in standards, policy and legislation; * Management, review and/or tailoring of project E3 requirements to ensure compliance with TacSys policy, standards and legislation; * Review and comment on Hazard Logs, Risk Analyses, Safety and Environmental Case Report (SECR) and other E3 safety related documentation; * Provide support to safety and environment panels, working groups and committees * Provide support to investigation, management and sentencing of project / programme / portfolio accidents, incidents and near misses | E3 Requirements and Management Plan  SSRD and E3 Assurance Statement  E3 summary letter or review feedback  Support to meetings may include, but not be limited to:  Presentation;  SECR;  Hazard log review;  Test report review; and/or  Advice letter. | E3 Requirement and Management Plan to be provided each year during the Contract Period and further updates to be provided as required by the Authority.  Support to meetings as required by the Authority. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format or as required by the Authority e.g.;  Documentation in MS Word. |
|  | SQEP – DDaT / CIS – E3 | The Contractor shall review platform E3 control Plans (i.e. EMC/EMI, RadHaz, TEMPEST, EMP(P), etc.) to ensure adequacy and efficacy of TacCIS E3 requirement. | Provide comments against Project Documentation to provide the SQEP position as required by the Authority throughout each Contract Month. | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – E3 | Management, review and/or tailoring of platform E3 requirements to ensure compliance with TacSys policy, standards and legislation. | Update to TacSys Requirements documents including System Requirement Document (SRD), SSRD and Verification and Validation (V&V) for E3 and TEMPEST | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – E3 | Production of Statements of Work to enable platform DTs to engage appropriate support for de-risking or contractual electromagnetic baseline testing. | Statements of Work | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 5.30 | SQEP – DDaT / CIS – E3 | Production of evaluation criteria, scoring mechanisms and/or technical review of tender evaluations. | E3 assessment criteria or tender evaluation | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 5.31 | SQEP – DDaT / CIS – E3 | Review of facility electromagnetic test plans (e.g. EMC, RadHaz, TEMPEST, etc.) to ensure testing will satisfy TacSys policy, standards and legislation. | Provide comments against Project Documentation to provide the SQEP position as required by the Authority throughout each Contract Month. | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 5.32 | SQEP – DDaT / CIS – E3 | Review of facility electromagnetic test reports (e.g. EMC, RadHaz, TEMPEST, etc.) to ensure testing satisfies the test plan, TacSys policy, standards and legislation. | Review feedback, installation design review and RadHaz analysis. | As per Order Book Forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 5.33 | SQEP – DDaT / CIS – E3 | Production of a project E3 assurance statement which summarises projects' electromagnetic performance against the agreed standards. | V&V accreditation and certification report | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 5.34 | SQEP – DDaT / CIS – E3 | Provide SQEP support to Platform electromagnetic WG, Technical Assurance Services (TAS) E3 WG, Installation Design Review, E3 WG, Technical Electromagnetic Working Group (TEWG) | SQEP support may include review of designs, assessment of analysis, action resolution, etc. as required by the Authority. | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – Test and Acceptance | The Contractor shall provide direction and guidance regarding test and acceptance, processes procedures and practices. This shall include as a minimum:   * Test and acceptance activities (covered in ITEAPs); * Test readiness reviews; * Test schedules and reports; * Test procedures; * Integration, test and acceptance approaches. | Test readiness reviews  Test schedules  Test reports  Test procedures  Integration plans | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – Safety & Environmental | The Contractor shall provide support to the investigation, management and sentencing of in-service accidents, incidents, and near-misses, including:   * Investigation reports to the Authority, in accordance with TacSys DT Safety and Environmental Management System (SEMS). * Co-ordination of all actions necessary to achieve either tolerable and ALARP or broadly acceptable outcomes of each accident, incident, or near-miss. Report as required to Authority. | Incident report | Within 14 days of event (or sooner if requested by the Authority.) | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – Safety & Environmental | The Contractor shall support the LE TacSys programme and the TacSys safety lead (crown servant) in the production of safety and environmental case and safety documentation related to all TacSys programmes and projects, including:   * Production of all safety and environmental artefacts required under MoD regulations and policy; * Management of existing project safety and environmental management plan for the phase of the project; * Verification of project safety & environmental case documentation required under MoD regulations and policy; * Support the TacSys safety lead on safety and environmental factors for input to competition data packs and to review vendor responses; * Support the projects and programmes technical authority on safety and environmental factors related to the design any TacSys system or product; * Support the Authority in order to provide assurance related to safety and environment on supplier produced documentation; * Establishing programme and projects safety committees; * Establishing a programme and projects environmental committee (as appropriate); * Completing a preliminary hazard identification and analysis; * Initiating and managing a hazard log; and * Identifying and consolidating safety requirements. | Projects safety and environmental plans, including:  Safety & environmental management systems;  Safety & environmental management committee;  Project safety & environmental management plans;    Project safety & environmental cases;  Project safety & environmental case reports;  Capability safety & environmental cases;  Capability safety & environmental cases reports  Safety assessments;  Safety statements;  Safety notices;  Safety advice letters;  Safe and suitable for service (S3) letters; and  Hazard logs and related documents.  Minutes (or published notes) of meetings attended. | Minutes to be provided within 5 working days of the relevant meeting. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – Safety & Environmental | The Contractor shall provide support to conduct safety and environmental audits, to include as a minimum:   * Provide planning information to external safety and environmental audits; * Respond to external safety and environmental audit plans; * Provide assistance to external SE audits; * Respond to external SE audit findings; * Preparation of internal safety and environmental audits, including assembly and distribution of documentation; * Organisation and management, of personnel and meetings. for internal safety and environmental audits; and * carry out internal safety and environmental audits. | Planning information  Responses to audit findings  Pre-audit packs  Internal safety and environmental audits conducted.  Record and report internal safety and environmental audit findings to the Authority via the TacSys safety and environmental management committee | Report to each safety environmental management committee, 6 monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – Safety & Environmental | The Contractor shall provide safety and environmental assurance to the Authority that all known TacSys Delivery Team safety and environmental risks are reduced to either tolerable and ALARP or broadly acceptable in accord with the Safety, Health and Environmental Policy of the UK Secretary of State for Defence. As a minimum, the Contractor shall provide safety and environmental policy advice and opinion to:     * The TacSys portfolio of programmes and projects in safety and environmental matters (all TacSys DT staff, including management team and project managers); * Customers, including MOD Centre and Front-Line Commands (FLCs);      * Users; * Suppliers; * Other MOD Teams, including Land, Air and Maritime platform teams, requiring advice on TacSys DT safety; and * Other reporting systems. | * Safety and environmental report | Within 5 working days of the end of each Contract Month. | Safety and environmental report delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – Safety & Environmental | The Contractor shall provide safety and environmental subject matter expertise to support the LE TacCIS Chief Engineer and shall liaise with CDO staff. This shall include any significant headlines in the bi-weekly Cross Brief. This shall include:   * Details of activities undertaken;      * Headlines from meetings.      * Tasks completed. | Cross Brief | Fortnightly from CA. |  |
|  | SQEP – DDaT / CIS – Safety & Environmental | The Contractor shall provide general safety & environmental support, to include as a minimum:     * Through life support to maintain currency of safety and environment artefacts and processes: * Stakeholder management;      * Attendance at relevant meetings to provide appropriate recommendations; * Liaison with Pan Defence Organisations and Defence OEMs: * Attend meetings as directed CDO safety environmental Lead and provide appropriate recommendations as required; * Provide a mechanism to facilitate maintenance of knowledge, its organisation and capture and ensure its availability and accessibility for future: * Keep the TacSys DT informed of activities and work undertaken:   + Production of weekly written reports in an agreed format;   + Provision of verbal briefs at weekly meetings as required by TacSys; and   + Produce other reports and briefs as appropriate. Format of reports to be agreed with TacSys DT staff; * Make provision for the transfer of skills and knowledge: * Task completion through the provision of:   + Verbal and written briefs; and   + Coaching and mentoring of designated TacSys/ MOD personnel; * Provide support to other safety and environmental areas of responsibility to ensure pan-programme and system coherence: * Task completion through the provision of:   + Promulgation of own outputs to other safety and environmental areas for comment;   + Peer review of other safety and environmental areas outputs; and   + Provision of an ‘all-informed’ information stream; * Provide safety and environmental technical training advice, guidance to safety and environmental staff as required: * Task completion through the provision of:   + Verbal comment and support at review meetings;   + Formal comment on documents; and   + Written reports; * Provide support, recommendations and comment on safety and environmental technical studies and tasks.      * Task completion through the provision of:   + Drafting of technical studies and tasks;   + Verbal comment and support at review meetings; and   + Formal comment on documents; * Complete mandatory activity as agreed.      * Task completion through:   + Completion of time recording as agreed, and   + Completion of mandatory training and recording. * Provide a plan for succession and contingency.      * Task completion through the provision of:   + An options brief to provide succession options; and   + Contingency for prolonged absence or departure from role. | A mechanism to facilitate maintenance of knowledge, its organisation and capture and ensure its availability and accessibility for future.  Provision for the transfer of skills and knowledge.  Promulgation of own outputs to other safety and environmental areas for comment;  Peer review of other safety and environmental areas outputs; and  Provision of an ‘all-informed’ information stream;  Safety and environmental technical training advice  A plan for succession and contingency. | Within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – HFI | The Contractor shall provide resources to undertake the role of HFI lead who will be responsible for setting the TacSys direction, reviewing and approving all HFI related artefacts | HFI related direction and guidance, best up-to-date practice and foresight reasonably expected of a fully qualified and competent professional contractor | As per Order Book Forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – HFI | The Contractor will update and maintain the following HFI artifacts:   * LE TacCIS HFI Strategy; * Programme and Project HFI plans; * Target Audience Descriptions (TAD); * HFI RAIDO; * Project Use cases * Early Human Factors Analysis (EHFA) where applicable. | LE TacCIS HFI Strategy  Programme and Project HFI plans  Target Audience Descriptions (TAD)  HFI RAIDO  Project Use cases  Early Human Factors Analysis (EHFA) where applicable | Le TacCIS HFI Strategy annual from CA.  As per Order Book Forecast for individual projects. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – Technology Management: | The contractor shall lead on technology management:   * Regular engagement with AHQ, DSTL and other research institutes to ensure LE TacCIS issues are being addressed; * Drawing from expertise from wider SMEs within the TRP; * Under continuous technology watch including disruptive technologies; * Maintain / update the LE TacCIS Technology Roadmap; * Regular bulletins to the Delivery Teams on findings and potential pull through opportunities. | Technology roadmap    Technology briefings  Technology watch Report | Technology Roadmap at CA + 3 / 6 / 9 / 12 Months each year from CA.  Technology Watch Report at CA + 6 / 12 Months each year from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT - Requirements Management | The Contractor shall provide support to the management of the Authority requirements including as a minimum:   * Design and maintain the DOORS formal (requirements) modules and link modules and produce associated schema to ensure efficient and logical traceability of requirements, related development information, test and acceptance data for all Authority sub-programmes and projects; * Develop and enact processes to ensure a consistent set of requirements with Industry Partners throughout the life of the contracts; * Enact the update of the Authority DOORS modules; * Ensure Authority architectures are linked to the appropriate requirements (and use cases, etc.) in the DOORS modules; * Baseline all URD and SRD documents on a quarterly basis; * Produce quarterly report reflecting any amendments/changes to the requirements baselines. | Requirements report to cover, as a minimum, all items in description. | Within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT - Requirements Management | The Contractor shall provide input to requirements assurance and acceptance process, as a minimum:   * Testing and acceptance event input with the provision of related documentation and, if required, attendance; * Ensure the traceability of test related data to the requirements. | Requirements report | Within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT - Requirements Management | The Contractor shall provide input to requirements change control, including as a minimum:     * Attend change control board(s); Provide specialist technical input and secretarial support; * Produce minutes/ROADs within a fortnight of any meeting attended; * Develop and maintain change request logs; * Present changes to Change Control Board (CCB) for approval; * Following CCB approval incorporate changes into the requirements sets within the DOORS database; * Evaluate outputs from FLC and DSTL experimentation and the effect on the URD/ SRD. | Requirements Report  DOORS database | Requirements Report within 5 working days of the end of each Contract Month.  Minutes to be provided within 5 working days of the relevant meeting. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT - Requirements Management | The Contractor shall provide requirements analysis/ database queries/ database exports, including as a minimum:     * Perform database queries/ manipulations to enable gap analyses to be conducted and performance indicators to be ascertained. Rectify any issues as required;      * Respond to TacSys DT enquiries with information from the LE TacCIS requirements set (from within DOORS);      * Database query output information provided in coherent format to relevant stakeholders; * Provide exports of requirements database as full documents or as exerts as requested. | Requirements report  Requirements documents | Requirements Report within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT - Requirements Management | The Contractor shall provide General Requirements Support, including as a minimum:   * Provide a mechanism to facilitate maintenance of knowledge, its organisation and capture and ensure its availability and accessibility for future:   + Keep the TacSys DT informed of activities and work undertaken: * Production of monthly written reports in an agreed format; * Provision of verbal briefs at weekly meetings as required by TacSys; * Produce other reports and briefs as appropriate; * Make provision for the transfer of skills and knowledge.   Task completion through the provision of:   * Verbal and written briefs; * Coaching and mentoring of designated TacSys/ MOD personnel; * Provide support to other TSCs areas of responsibility to ensure pan-programme and system coherence. Task completion through the provision of: * Promulgation of own outputs to other TSCs for comment; * Peer review of other TSC outputs; and * Provision of an ‘all-informed’ information stream; * Provide technical input and direction in agreeing priorities for technical studies and tasks. Task completion through the provision of: * Provide input review meetings; * Formal comment on documents; and * Written reports to relevant stakeholder; and * Provide input to assist with fulfilling requirements across the TacSys portfolio. Task completion through the provision of: * Input to technical studies and tasks; * Verbal comment and support at review meetings; and * Formal comment on documents. | Requirements Report | Requirements Report within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT - Requirements Management | Support to the MoD requirements manager providing;   * Identification of 3OAs relevant to requirements within the Authority. * Identification of risk related to requirements * Stakeholder management | Provide comments supporting 3OA and 4OA reviews  to provide the SQEP position as required by the Authority throughout each Contract Month. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Requirements Management | The Contractor shall supply technical DOORS support for TacSys members, including tuition, export and import, generation of template modules. | Knowledge transfer on operation of DOORS requirements tool. . | As required by the Authority. |  |

## APPENDIX 6 - TRP Core Function – Engineering[[4]](#footnote-5) Work Package

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 6.1 | SQEP – DDaT / CIS – Systems Engineering specialists | The Contractor shall provide Systems Engineering support to the Authority projects including;   * Reviewing and governance   + Provide technical direction, guidance and assurance of projects artefacts including document reviews, production of strategy papers and any technical documentation required by the project or programme as requested by the project lead; and   + Provide technical direction, guidance and assurance of the development of the solution architectures and system design; * Technical liaison with project and functional teams, suppliers, Other Government Departments, customers, stakeholders and other parties;   + Provide support to the project leads in their technical activities;   + Producing strategy papers as requested;   + Analysis reports;   + Review of Contractor supplied deliverables;   + White papers;   + Procurement documentation;   + Technical reports;   + Briefing notes;   + Engineering planning; and   + Activity reports; * Technical liaison with DE&S (Platform delivery teams and the Land Open Systems Architecture (LOSA)); * Engagement in LOSA and General Vehicle Architecture working groups; * Lead on engagement with platform delivery teams on architectural issues; and * Provide support to the project leads in their industry engagement activities; and * Technical liaison with NATO and other nations; * Provide support to the Authority in the supply of technical SMEs for NATO working groups. | Activity reports against topics in the description will be either a stand alone report or included within a wider team report at the direction of the Authority. | As per Order Book forecast for individual projects  Report to be provided within 5 working days of the end of each Contract Month | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 6.2 | SQEP – DDaT / CIS – Specialist Engineering | The Contractor shall provide System Engineering skills for use across the LE TacCIS projects in the following areas:   * Knowledge of extant LE TacCIS systems in service or in development by MoD; * TacSys system integration; * Network technologies, including specialisations relevant to the tactical domain; * Bearers + ancillaries; * Voice and multimedia Services; * Audio ancillaries (inc headsets); * Information management; * End users devices (computing and voice infrastructure); * Application and application infrastructure design, including virtualisation and cloud technologies; * Software (operating systems and common apps); * Software - Applications including battlefield management applications; * Geographic information systems and symbology services; * System and communications management; * Information and operational service management; * Gateways; * Key management and distribution; * Security inc. Data @ Rest (D@R), risk analysis / assessment, Identity and Access Management (IdAM), cross domain solutions and defensive cyber technology * EMC / TEMPEST; * Environmental Qualification; * System Hardware; * Platform installation equipment; * Cabling and power distribution; * General Vehicle Architecture; * Human factors integration / UCD governance and implementation; * System Integration; * Test, simulation and modelling of complex information exchanges; * System testing; * Fielding and acceptance; and * Innovation, research and experimentation. | Activity reports against topics in the description will be either a stand alone report or included within a wider team report at the direction of the Authority. | As per Order Book forecast for individual projects  Report to be provided within 5 working days of the end of each Contract Month | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 6.3 | SQEP – DDaT / CIS – Platform Integration | The Contractor shall provide technical support to Platform Integration & Fielding (PI&F) on installation and integration including;   * Design lines; * Requirement maturation; * Tendering activities; * PI&F engineering function; * Manage interfaces; * PI&F Design; * Development of system requirements ; * Platform-specific constraints; * Integration Design & Certification Process; * RN4 Assurance; * Platform installation group; and * Stakeholder management. | Activity reports against topics in the description will be either a stand alone report or included within a wider team report at the direction of the Authority. | As per Order Book forecast for individual projects  Report to be provided within 5 working days of the end of each Contract Month | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 6.4 | SQEP – DDaT / CIS – PI&F | The Contractor shall provide technical support to Platform Integration & Fielding on installation (surveys and first of type) including:   * Requirement Maturation; * Tendering activities; * Design review participation; * Platform-specific integration issues; * Liaison with Platform Teams; * First of type test plan, inc. facilities; * First of type use case; * Platform integration group; and * Stakeholder management. | Activity reports against topics in the description will be either a stand alone report or included within a wider team report at the direction of the Authority. | As per Order Book forecast for individual projects  Report to be provided within 5 working days of the end of each Contract Month | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 6.5 | SQEP – DDaT / CIS – PI&F | The Contractor shall provide technical support to Platform Integration & Fielding assurance and certification activities including;   * Coordinate all certification activities; * Integration Design & Certification process; and * TAS knowledge transfer. | Activity reports against topics in the description will be either a stand alone report or included within a wider team report at the direction of the Authority. | As per Order Book forecast for individual projects  Report to be provided within 5 working days of the end of each Contract Month | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

## APPENDIX 7 - TRP Core Function – Cost Modelling and Estimating Work Package

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 7.1 | Support to MOD approvals submissions | The Contractor shall be responsible for the maintenance and operation of the MORPHEUS and BCIP Cost Model, in line with appropriate MOD process and guidance (such as JSP 507 and JSP 655), such that the Contractor can deliver the required cost forecasting outputs to support the forthcoming MORPHEUS and BCIP Review Note(s) and Business Case submissions, to include:     * MORPHEUS Full Business Case; * BCIP Sustain & Upgrade Full Business Case; * Design Service Contract Review Note 2; and * Logistics Support Contract Outline Business Case / Full business Case. | Support to MOD approvals submissions which shall include as a minimum:  CDAL  Cost Model  Cost Model Report  Cost Model Assurance Report (Verification and Validation)  Optimism bias report  Affordability Assessment  Investment Appraisal | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and with any required endorsements.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects  Including:  CDAL – MS Excel endorsed by Project Lead and Cost Modelling (CM) Lead and submitted to CAAS Approvals Team (CAT);  Cost Model – MS Excel Authority Cost Model endorsed by CM Lead and submitted to CAT;  Cost Model Report – MS Word endorsed by CM Lead and submitted to CAT;  Cost Model Assurance Report (Verification and Validation) – MS Word endorsed by CM Lead and submitted to CAT;  Optimism Bias Report – MS Word endorsed by CM Lead and submitted to CAT;  Affordability Assessment submitted into the Business Case / Review Note; and  Investment Appraisal – MS Word endorsed by CM Lead and submitted to CAT. |
| 7.2 | Support to MOD approvals submissions | The Contractor shall provide cost modelling assurance, guidance and support Authority project approvals where delivery of cost analyses output is managed by the Authority finance department. This will be done through cost model peer reviews, cost model Verification & Validation (V&Vs), and review of cost analyses artefacts prior to submission to the CAAS Approvals Team to include:     * DSA Full Business Case; * NIOBE Full Business Case; * Falcon In-Service Support Review Note; and * AFV Headsets FBC. | Support to MOD approvals submissions which shall include as a minimum:  Cost Model peer reviews (standardised templates);  Cost Model V&V assurance Report; and  Optimism Bias Report. | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and with any required endorsements.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects  Including:  Cost Model Peer Review – MS Excel endorsed by CM lead;  Cost Model Assurance Report (Verification and Validation) – MS Word endorsed by CM lead and submitted to CAT; and  Optimism Bias Report – MS Word endorsed by CM lead and submitted to CAT. |
| 7.3 | Support to MOD financial processes | The Contractor shall provide cost estimation support to all TacSys MOD Options, Initial Look Requests (ILRs) and Formal Change Requests (FCR). The Contractor shall provide a high level (ROM Cost) CDAL and Cost model to support the formal return. | Support to MOD financial processes, which shall include as a minimum:  ILR / FCR / options impact analysis inclusive of CDAL and Cost Model; and  Completed ROM Cost Table within ILR / FCR / Option. | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and with any required endorsements.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects  Including:  ILR / FCR / Options Impact Analysis inclusive of MS Excel CDAL and Cost Model endorsed by CM lead. |
| 7.4 | Support to MOD financial processes | The Contractor shall provide cost estimation support to the MOD Programme Cost Review (PCR) process for MORPHEUS and BCIP projects, providing updates to cost forecasts and associated briefing materials to support PCR reporting both within TacSys and wider Defence Digital / Strategic Command.   * The Contractor shall ensure that costing data and assumptions used within the MORPHEUS/BCIP Cost Model are consistent with programme / project Third-Order Assumptions (3OAs) and associated Fourth-Order Assumptions (4OAs) / Master Data and Assumptions List (MDAL). * The Contractor shall work with Authority project controls to ensure the programme Risk Register and Schedule are appropriately reflected within the MORPHEUS/BCIP Cost Model, including a suitable account of schedule risk impacts. | Support to MOD financial processes which shall include as a minimum for MORPHEUS and BCIP Project Costings:  CDAL revisions with appropriate change control;  Cost model updates;  Cost variance  analysis; and  PCR Reporting Pack | Every six months from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and with any required endorsements.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects  Including: Up to date CDAL – MS Excel endorsed by Project Lead and CM Lead Revised MORPHEUS & BCIP Cost Model Output and Variance Analysis – MS Excel submission into 1\* PCR review pack, endorsed by CM lead. |
| 7.5 | Support to TacSys Commercial Activities – Qualifying Defence Contracts | The Contractor shall:   * Conduct an Allowable Cost Review (ACR) on BCIP Qualifying Defence Contracts in accordance with the Single Source Contracting Regulations (SSCRs). * Provide costing input to negotiations as required. * Review and analysis of Single Source Regulations Office (SSRO) Contract Profit Rates and Labour/Overhead Rates if required. | Support which shall include as a minimum:  Contractor Pricing Workbook to issue to industry Weekly update reports ACR negotiation brief | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and with any required endorsements.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects  Including:  Contractor Pricing Workbook – MS Excel endorsed by CM and commercial lead;  Weekly update reports - Appropriate MS Powerpoint/Word endorsed by CM  Allowable Cost Report – MS Word endorsed by CM and Commercial lead.  Negotiation brief – Appropriate MS Powerpoint/Word endorsed by CM and Commercial lead |
| 7.6 | Support to TacSys Commercial Activities – Competitive Tenders | The Contractor shall support development of appropriate evaluation strategies and pricing templates for MORPHEUS Delivery Partner and Logistics Support Contract competitive tenders, to include;   * Generation of tailored contractor pricing workbook template, for obtaining industry submissions. * Conduct costing evaluations of the industry tender responses. * Provide cost estimation and analysis support to all requisite meetings and discussions, including informing negotiations. | Support which shall include as a minimum:  Contractor pricing workbook to issue to bidders; Development of pricing evaluation spreadsheet; Attendance and participation in industry/bidders conferences; Attendance and participation in Tender Assessment Panels; and Cost Evaluation Report. | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and with any required endorsements.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects  Including: Contractor pricing workbook – MS Excel endorsed by CM and commercial lead.  Pricing evaluation spreadsheet - MS Excel endorsed by CM and commercial lead.  Cost evaluation report - MS Excel/Word endorsed by CM and commercial lead. |
| 7.7 | TacSys Cost Modelling Support | The Contractor shall;   * Support the development of cost modelling guidance within the Authority, including specific guidance documents on subjects including but not limited to three-point estimating, uncertainty and risk in cost modelling, simulation, parametric cost estimation, macros and Visual Basic for Applications (VBA). * Provide on-the-shoulder coaching of Authority cost modelling and finance staff to improve their skillset in line with the guidance documentation developed. | Cost forecasting guidance documentation for Authority cost modelling processes. | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and with any required endorsements.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects |
| 7.8 | TacSys Cost modelling support | The Contractor shall update and maintain the Authority Cost Model, including the Cost Model user guide, along with supporting information, such as the Cost Capture Workbook. | Cost modelling support which shall include as a minimum:  Up to date Authority Cost Model  Up to date Authority Cost Model User Guide  Up to date Authority Cost Capture Workbook  Up to date Authority Cost Capture User Guide | On CA & Annually from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure and with any required endorsements.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word.  Data / Lists in MS Excel. Schedules in MS Projects  Including: TacSys DT Cost Model Template – MS Excel endorsed by CM lead;  TacSys DT Cost Model User Guide – MS Word endorsed by CM lead;  TacSys DT Cost Capture – MS Excel endorsed by CM lead; and  TacSys DT Cost Capture User Guide – MS Word endorsed by CM lead. |

## APPENDIX 8 - TRP Core Function – Fielding Work Package

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 8.1 | SQEP – CIS, Fielding | The Contractor shall provide Fielding subject matter expertise support to TacSys DC3I projects to include (but not limited to):   * Armoured Fighting Vehicle Headsets (AFV(H); * Multi-Mode Radio MMR; and * Dismounted Situational Awareness (DSA). | Monthly reporting including current status and outcomes; | As per Order Book forecast for individual projects  Report to be provided within 5 working days of the end of each Contract Month | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  Data / Lists in MS Excel. Schedules in MS Projects |
| 8.2 | SQEP – CIS, Fielding | The Contractor shall provide Fielding subject matter expertise support to TacSys Morpheus Projects to include but not be limited to:   * Morpheus * Bearers * Sustain | Monthly reporting including current status and outcomes; | As per Order Book forecast for individual projects  Report to be provided within 5 working days of the end of each Contract Month | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  Data / Lists in MS Excel. Schedules in MS Projects |
| 8.3 | SQEP – CIS, Fielding | The Contractor shall provide Fielding subject matter expertise support that shall include as a minimum:   * Work with the individual Projects to provide Fielding advice and support to all DC3I projects and by exception any other TacSys projects as required including BCIP SUSTAIN; * Input fielding requirements, timelines and resource requirements to project schedules; * Liaise with TacSys teams including In Service teams and other enabling areas, such as but not limited to;   + Integrated logistics support   + Security   + Safety   + Software management   + Finance   + Commercial   to develop and agree processes and roadmaps to bring the capability to a position to be ready to field in all aspects   * Agreement of GFE requirements; * Agree, define and develop the contractual requirement artefacts to support fielding of individual projects. To include but not be limited to;   + Original Equipment Manufacturer (OEM) support   + Babcock uplift requirements   + 2D Barcoding or equivalent   + GFE uplift   + Deployable flashing facility upgrades   + Requirements for any other upgrade hardware or firmware; * Liaise with the TacSys and Army Head Quarters (AHQ) training environments to ensure that project training and capability delivery (with respect to fielding) are coherent and achievable within the agreed fielding window; * Liaise and work with external agencies to agree fielding processes, fielding plans and fielding timelines. The external agencies shall include but not be limited to:   + Army HQ,   + Front Line Commands,   + Strategic Command,   + DE&S,   + UK National Distribution Agency,   + Contractors,   + OEMs; * Agree In-Service support required to develop fielding processes and fielding delivery; * Work with TacSys project teams and OEMs to agree manufacturing plans and timelines to support proposed fielding activities; * Work with TacSys facilities management team to agree resource requirements for individual projects and work with TacSys / Strategic Command / Army HQ to agree and develop route to obtaining the required resource to ensure required resource is available to enable the facilities management team to deliver capability to Front Line Commands. | Fielding artefact generation and staffing as required by the LE TacCIS Fielding Guidance Document (including but not limited to fielding approach, fielding strategy, fielding directive);  Artefacts to support contractual requirements  Fielding details to inform project schedules including;   * Resource details * Alignment to OEM manufacturing plans | As per Order Book forecast for individual projects | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  Data / Lists in MS Excel. Schedules in MS Projects |

## APPENDIX 9 - TRP Core Function – Integrated Logistics Support (ILS) Work Package

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 9.1 | Integrated Logistic Support (ILS) Strategy | The Contractor shall Create, update, manage and maintain the Authority ILS Strategy for current and future Authority projects (TacSys In Service, MORPHEUS Sub Programme, TRINITY & NIOBE) in accordance with all relevant standards, including as a minimum:   * Def Stan 00-600; and * The Defence Logistics Framework. | ILS Strategies | Monthly from CA  . | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.2 | Supportability Analysis Strategy | The Contractor shall:  Create, update, manage and maintain the Authority Supportability Analysis Strategy and;  Tailor the Supportability Analysis to ensure the incorporation of all TacSys projects per serial 1.1. Input will be required from a number of internal and external stakeholders, including as a minimum:   * MORPHEUS Project Delivery Leads and future capability baselines, MORPHEUS Test & Reference Centre (MTRC) inclusive of any future names, Platform Installation and Training; * Authority Project Support Office Lead; * Engineering Delivery Leads for CDO; * Risk, Assumptions, Issues, Dependency Opportunities (RAIDO) Manager; * Evolve to Open (including future names) Project Manager; * Commercial Lead; and * Costings Lead. | Supportability Analysis Strategies | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.3 | TacSys ILS element strategies | The Contractor shall Create, update, manage and maintain the Authority ILS element strategies. | Authority ILS element strategies | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.4 | Not Used | | | | |
| 9.5 | Requirements Documents | The Contractor shall:   * Input, update, manage and maintain, in conjunction with the Authority Requirements Team, the ILS requirements for Authority Projects System Requirements Documents (SRD) and Integration Test Evaluation and Acceptance Strategies (ITEAS). * Review and comment on AHQ URD. | Agreed ILS Requirements to the SRD, URD and ITEAS for all Authority projects per serial 9.1. | Monthly from CA. the Contract. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.6 | Support Solution Development Tool | The Contractor shall Create, update, manage and maintain the Authority Support Solution Development Tool (SSDT).  The SSDT is a Defence Digital (DD) mandated tool that provides a record of support solution development activity in a format which is coherent and consistent across DD and Defence Equipment & Support (DE&S). | Up-to-date SSDT for all Authority projects per serial 9.1. | Fortnightly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.7 | ILSP and ILS EPs | The Contractor shall Create, update, manage and maintain the Integrated Logistics Support Plans (ILSP) and Integrated Logistics Support Elements Plan as agreed by the project. These may include but not limited to the following Engineering Publications (EP):   * Supply Support; * Technical Documentation and Information; * Reliability and Maintainability (R&M); * Support and Test Equipment (S&TE); * Workforce and Human Factors; * Packaging, Handling, Storage and Transportation (PHS&T); * Disposal; * Software Support; * Facilities; * Supportability, Testing and Verification (including Logistics Demonstration); * Configuration Management; * In-Service Support; * LORA (as required); * MTA (as required); * Supportability case (as required); * R&M Case (as required); and * Maintenance Demo (as Required). | Up-to-date ILS Plan and ILS element plans in support of all TacSys projects per serial 9.1. | As required as per project schedule. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.8 | Transfer of TacSys System ILS solution | The Contractor shall engage with the in service delivery managers to support the transfer of the Authority systems Information Service Plan (ISP), Engineering Publications (Eps) and artefacts to the TacSys In-Service Support team. | Transfer of the System ILS Support Solution for all projects. | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.9 | ILS Business Case input | The Contractor shall provide ILS support to:   * Work Breakdown Structure; * Product Breakdown Structures; * Project schedules; * Resourcing; * Contract Schedules; and * Contract Data Requirements List (CDRL). | ILS input to Business Cases and review notes | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.10 | ILS support to contract negotiations | The Contractor shall provide the function to act as the focal point and support all ILS activities relating to Authority Projects, including as a minimum the creation, update, contribution and/ or updates to associated competition deliverables:   * Dynamic, Project, Qualification Questionnaire (DPQQ); * Invitation to negotiate (ITN); * Invitation to Tender (ITT); * Tender Evaluations; * SoR; * Contract Schedules; * Contract Data Requirements List (CDRL); and contributing and updating the ILS evaluation questions and evaluation criteria at each stage of the competition. | ILS input to all contract documentation including review and marking of tender proposals. | Monthly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.11 | OEM contract | The Contractor shall Act as the focal point and support for all ILS activities relating to the OEM Contract, to include as a minimum:   * Review of all deliverables for the OEM Contract; * Attendance and participation or chair relevant contractor ILS meetings and input into monthly report with the Authority and AHQ; * Attendance at all ILS reviews with (formal and informal). * Approximately once a month and quarterly formal contractor meetings; * Attendance at all internal ILS stakeholder reviews (formal and informal); and * Support the development and refinement of the ILS Process. | Attendance and participation in relevant ILS meetings inclusive of Agree RODs and project milestones. Generate input into periodic reports (Weekly, Bi-weekly, Monthly, Quarterly) | Weekly, fortnightly, monthly or quarterly as required by the Authority for each type of ILS meeting and report from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.12 | Obsolescence strategy | The Contractor shall:   * Update, manage and maintain the TacSys ILS Obsolescence (Obs) Strategy to include hardware and software (firmware); * Produce process maps in conjunction with all relevant standards, including as a minimum: * Def Stan 00-600; and * The Defence Logistics Framework; * Engauge with the TacSys stake holder community to maintain a cohesive Obs strategy (CDO, In-Service, and TacSys Pillars). | Manage and update Authority Obs strategy with the authority of Obs manager. Management of and updated Authority Obs process maps. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.13 | Obsolescence deliverables | The Contractor shall produce Project specific Obsolescence Management Plans (OMP). including as a minimum:   * OMP Peer Review; * OMP rework; * OMP CDO review * OMP remedial work; * Obsolescence Management Report Submitted to Authority | Obsolescence  Management Plan | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.14 | Obsolescence in-service support | The Contractor shall provide;   * The focal point to act and support all obsolescence activities to support in-service equipment obsolescence registers: * Analysis obsolescence tooling and submit case to procure suitable Obsolescence tooling to deliver: * Obsolescence case register. * last time buy register. * Mitigation register. * Co-chair Obsolescence working Group for TacSys and AHQ. | Submission of case to procure Obsolescence tooling and the management of obsolescence tooling.  Authority and AHQ WGs and RODs. | Report within 5 working days of the end of each Contract Month.  TacSys Obsolescence Working Group to take place each Contract Month.  AHQ Obsolescence Working Group to take place quarterly | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.15 | Obsolescence management and analysis | The Contractor shall:   * Provide support to the Obsolescence Manager in conducting Obsolescence analysis and review to support all projects. * Review of OEM Obsolescence proposals and artefacts in order to support capabilities enhancement or replacement projects. | Time risk profile.  OM case report with populated comments.  Obsolescence risk raised on to ARM | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.16 | TacSys Software Support Strategy | The Contractor shall Create, update, manage and maintain the Authority Software Support Strategy in accordance with all relevant standards, including as a minimum:   * Def Stan 00-600. * The Defence Logistics Framework. | Software Support Strategy | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.17 | TacSys Patching Policy | The Contractor shall Create, update, manage and maintain the Authority Patching Policy. | TacSys Patching Policy | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.18 | Software Support Deliverables | The Contractor shall:   * Create, update, manage and maintain the Project Software Support Plans in accordance with all TacSys projects per serial 9.1. * Review and comment on AHQ User Requirement Document (URD). | Project Software Support Plans | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.19 | OEM contract deliverables | The Contractor shall provide Project ILSMs in the review of all software support related deliverables. These may include but not limited to the following artefacts:   * Integrated Support Plan (ISP); * Software Support Plan; * Supportability Analysis (SA) Plan; * Software Supportability Case Report; * Supportability Case Report; * R&M Plan; and * R&M Case Report. | Reviewed OEM contract deliverables. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.20 | Quality Assurance Lead + SMEs | The Contractor shall provide:  The lead for the Quality Assurance Management (QAM) to better manage asset deliveries that the Authority are receiving.  Assets are categorised into Hardware, Software and Information, mainly non codified. These are the interim products or prototypes which are delivered from suppliers to the Authority. This is an overarching TacSys wide QAM.  The ethos is to aim to "Right First Time" and "Avoid Reoccurrence" of any identified quality issues.  The Contractor shall:  - Identify the “What”: Ensure all the deliverables to authority are clearly identified;  - Identify the “When”. Ensure the forecasted and actual date of the deliveries are identified i.e.  M= current month, M+1, M+2, M+3…M+12, (12 month plan, rolling 3 month actual, 9 month forecast to cover 12 months); and  - Identify the “Who”. Ensure the appropriate SQEP is identified and assigned to QA the asset delivery. | Asset Delivery Quality Assurance Plan | Monthly from Contract Award for the duration of the Contract. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.21 | Quality Assurance Lead +SMEs | The Contractor shall provide:  - Implement and improve the  “How”: A QAM process has been developed and need to be implemented and improved. Key areas of considerations:  - Where best the QA needs to take place, considering right 1st time, building quality i.e. at supplier, before leaving supplier, when delivered to Authority;  - Clear Acceptance criteria per asset category, Hardware, Software and Information: test, inspection, pass, fail, exceptions, caveats, rejection, root causes, corrective action: plan to mitigate and/or eliminate root causes;  - Evidence and factual, traceable QA; and  - Sign off and closure. | Implement and maintain QAM process throughout contract period. | Reviewed monthly from Contract Award for the duration of the Contract. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.22 | Quality Assurance Lead +SMEs | The Contractor shall:   * Develop and implement QAM Key Performance Indicators (KPI) * Monitor KPIs to demonstrate the effectiveness QAM by reducing the number of quality issues, achieving right 1st time and building quality at source. | A minimum of 4 and maximum of 6 KPIs.  Measurement of KPIs and advice on corrective action where necessary. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.23 | Quality Assurance Lead +SMEs | The Contractor shall provide Knowledge Transfer and Sustainability by:   * Create QAM related training content; * Arrange QAM Share New and acquired knowledge (SNAK * ) Sessions (3 x 2hr sessions); and * Deliver training (3 x 2hr sessions). | Excel training plan  QAM Sessions | Within 12 months of tasking | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.24 | I-Log / Training | The Contractor shall;   * Provide: specialist training support to the TacSys Project Team. * Provide training expertise and guidance on matters pertaining to training as well as when required provided recommendations on such matters; * Attend and participate in individual team, programme and project meetings; and * Conduct Stakeholder Management; and record the outcomes relating to the TacSys training requirements. | Maintained Training Strategy  Maintained Training Road Map | On the first working day of each Month from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.25 | Training | The Contractor shall maintain and update projected training costings for LE TacCIS. This shall include as a minimum:   * Quarterly PCR input. * Monthly Forecast of Outrun (FOO) updates. | Up-to-date Training Costings for LE TacCIS | Quarterly QRPC  Monthly FOO | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.26 | Training | The Contractor shall provide: Manage and maintain the Authority Training documentation for LE TacCIS, to include as a minimum:   * Training strategy; * Training road map; and * Training RAIDO register. | Up-to-date TacSys Training Documentation | Monthly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.27 | Training | * The Contractor shall provide Analysis of training for all required projects, to include the following as a minimum: * Attend and provide recommendations to Training Working Group (TWG); * Establish and chair Training Needs Analysis Steering Group (TNA SG); * Attend and provide recommendations to Capability Integration Working Group (CIWG); * Support the development of Training Support Plans; * Provide input to competitions for TNA Parts 1 and 2; * Review and Quality Assure TNA Deliverables; * Deliver TNA to Training Requirements Authority; * Stakeholder Management; * Provide Training expertise and recommendations to the Authority; * Provide Training input to project artefacts; and * Attend and provide recommendations to individual Team, Programme and Project Meetings. | Written update to SO1 ILS.  Format of reports are to be in line with current format with changes as required by SO1 ILS | Weekly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.28 | Training | The Contractor shall provide Development and design of training for all required projects, to include the following as a minimum:   * Attend and provide recommendations to TWG; * Establish and chair Training Design Steering Group; * Attend and provide recommendations advice to CIWG; and * Provide input to competitions to design and develop training solutions; * Review and Quality Assure Training Design and Training Materials Deliverables; * Deliver Training Design and Training Materials to the Training Delivery Authority; * Run SME Workshops with both the user, the customer and supplier stakeholders; * Liaise with stakeholders from all Training Environments (including but not limited to Combined Arms Tactical Trainer (CATT)), Combined Arms Staff Training (CAST), Army Recruiting Training Division (ARTD), Field Army Training (FAT) in order to co-ordinate activities to integrate LE TacCIS into these environments; * Stakeholder Management; * Provide Training expertise and recommendations to the Authority; * Provide Training input to project artefacts; * Attend and provide recommendations to individual team, programme and project meetings. | Provide weekly written update to SO1 ILS. Format of reports are to be in line with current format with changes agreed with SO1 ILS. | Weekly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.29 | Training | The Contractor shall provide Delivery and assurance of training for all required projects, to including the following as a minimum:   * Attend and provide recommendations to the TWG; * Attend and provide recommendations to the CIWG; * Provide input to competitions to deliver training; * Review and quality assurance) pilot courses; * Review and quality assure internal validations (InVals); * Support the administration of training delivery inclusive of Location, Accommodation, Students, Equipment; * Stakeholder management; * Provide training expertise and recommendations to the Authority; * Provide training input to project artefacts; and * Attend and provide recommendations to individual team, programme and project meetings. | Weekly written update to SO1 ILS. Format of reports are to be in line with current format with changes agreed with SO1 ILS. | Weekly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.30 | Training | The Contractor shall provide general training support to include the following as a minimum:   * Create, manage and maintain a training support resource plan to ensure sufficient resource in the training function is available to support all TacSys projects; * Through Life Support to maintain currency of TNAs and training materials; * Stakeholder Management; * Attendance at relevant meetings to provide appropriate recommendations; * Liaison with pan-Defence Organisations and Defence OEMs including attending meetings as directed by SO1 ILS and provide appropriate recommendations as required; * Provide a mechanism to facilitate maintenance of knowledge, its organisation and capture and ensure its availability and accessibility for future; * Keep the TacSys Delivery Team informed of activities and work undertaken through back briefs and reports; * Production of weekly written reports in an agreed format and the provision of verbal briefs at weekly meetings as required by TacSys Delivery Team; * Make provision for the transfer of skills and knowledge with task completion through the provision of: * Verbal and written briefs; and * Coaching and mentoring of designated TacSys/MOD personnel; * Provide support to other TSCs areas of responsibility to ensure pan-Programme and system coherence with task completion through the provision of: * Promulgation of own outputs to other TSCs for comment; * Peer review of other TSC outputs; and * Provision of an ‘all-informed’ information stream. * Provide technical training advice, guidance and assurance in identifying priorities for technical studies and tasks; * Comment on technical studies and tasks, task completion through the provision of: * Drafting of technical studies and task; * Verbal comment and support at review meetings; and * Formal comment on documents and written reports. * Complete mandatory activity as agreed with task completion through: * Completion of time recording as agreed; and * Completion of mandatory training and recording. * Provide a plan for succession and contingency with task completion through the provision of: * Options briefs to provide succession options; * Contingency for prolonged absence or departure from role; and * A written review of current week’s outputs and decisions and forecast of forthcoming week’s tasks. | Provide weekly written update to SO1 ILS. Format of reports are to be in line with current format with changes agreed with SO1 ILS. | Weekly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.31 | GFA | The Contractor shall provide GFA management to the MORPHEUS Programme and advice to other TacSys Projects. This will include as a minimum:   * Co-ordinating the GFA requirement across all of the MORPHEUS projects; * Reviewing all GFA requirements for all MORPHEUS projects during procurement exercises engaging with the relevant Authority staff to identify the following: * Where GFA will be sourced from; * That the GFA will be available at the required time, for the required period; * That there is a procedure in place for transport of GFA to the Contractor; * That the appropriate Inventory Management tools are included in contracts which require GFA, for example BIWMS; * Where items are not recorded on the Public Stores Account the Contractor shall record and track all items on the GFA tracker; * Once MORPHEUS projects are on contract, the Contractor will make the Authority aware of the relevant GFA requirements but cannot guarantee that this is followed for each of the MORPHEUS projects; and * At the conclusion of each of the Contracts, the Contractor will support the Authority that GFA has been returned in the same state or destroyed as required by the MORPHEUS Projects. | Report on GFA position that includes all specified areas and demonstrates delivery against the description commensurate with that expected of a competent professional. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.32 | GFA | The Contractor shall provide the GFA reporting. This shall, as a minimum, include:   * Present a short GFA update at the Lead’s Project ‘stand-up meeting; * Present a formal report to the MORPHEUS Programme Managers' Project Review; * Present a formal Highlight Report at the MORPHEUS Programme Review; * Present a formal report at the MORPHEUS Multi-Vendor Dependency and Performance Review and * Meet with each of the MORPHEUS Project Managers to review the GFA situation for each of their projects; and * Produce Record of Decisions (RODs) for meetings where required. | Short presentation at the Project ‘stand-up meeting;  Formal report presentation at MORPHEUS Programme Review;  Highlight Report presentation at the MORPHEUS Programme Board; and  RODs from meeting with each MORPHEUS Project Manage. | Monthly for each meeting from CA.. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.33 | GFA | The Contractor shall engage with other Authority staff as required to support activities which shall as a minimum include:   * Maintaining the schedule; * Risk management; * Assumptions management; * Dependencies management; * Input into budget forecasting; and * Stakeholder management. | GFA related activities updated on: schedules, risks, assumptions, dependencies, budget forecasting and stakeholder management. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.34 | GFA | The Contractor shall engage with the Authority Asset Management Team to ensure that the allocation and management of GFA is synchronised across the MORPHEUS range of projects. | GFA allocation and management synchronised across MORPHEUS projects. | Monthly for each meeting from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.35 | GFA | The Contractor shall engage with the MORPHEUS Programme Team to verify whether any GFA has any import, export, disclosure or intellectual property restrictions or requires any other necessary consents for use.   * Where it is able to, assist the Authority with maintaining compliance with any restrictions placed upon any GFA; * When appropriate, the Contractor is responsible for identifying the relevant trade controls and working with the Authority to ensure all trade controls are addressed, in so far as they are reasonably able; * The Contractor must refer to the Trade Controls -Team or MOD Commercial Team for guidance, as appropriate; * When appropriate, the Contractor shall consider all aspects of the import and export of controlled technology and goods. This will include the temporary export of such items for e.g. Trials; address how this import/ export process will be handled; and how the Contractor will fully document the controls; * Shall review all GFA documentation; * Shall create proposals, including timelines, to address such controls; * Shall agree milestones with the Authority to be delivered throughout the Programme; * Shall work to implement the plan to the agreed timelines; and * Shall identify any amendments or changes required throughout the delivery, and notify the Authority immediately once known, both parties shall agree any changes required. | Identification of GFA restrictions and any necessary consents required.  Identification of trade controls.  Plans to address how import/exports will be handled and documented.  Review of all GFA documentation.  Creation of proposals to address controls.  Plans implemented to the agreed timelines.  Identification of amendments or changes require. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.36 | GFA | When appropriate, the Contractor shall produce a MORPHEUS project schedule change impact statement, to assess the impact of any potential or upcoming change to the relevant MORPHEUS project schedule. This is to consider, as a minimum, the impact on the performance, cost and time of both the relevant project, and other programme projects. | MORPHEUS Project Schedule Change Impact Statement | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.37 | GFA | The Contractor shall:   * Work with the MORPHEUS Project Managers to ensure that GFA is being managed appropriately through the project life cycle – Pre-Competition Phase, Competition Phase and Post Competition phase. The Contractor responsibilities at each are listed below: * Pre-Competition Phase. As part of the Competition Data Pack, the Contractor shall identify pertinent GFA. Subsequent to the identification of the GFA, the Contractor shall be responsible for: * Validating any request by the Project Manager for GFA; * Confirming with the Project Manager and recording the date and duration GFA is required, the quantity and the method of delivery/ consignment; identifying and recording, with the Project Manager, any special considerations for Jigs, Tools and Test Equipment; * conducting a check on whether any GFA has a requirement for any necessary consents including, import, export, Intellectual Property Rights or restrictions upon disclosure and identifying what is necessary for compliance;      * identification of availability of relevant of GFA for the date and duration it is required; and * if the GFA is not available from stock, notifying the MORPHEUS Project Lead and Commercial Lead that the Authority cannot meet this obligation. | Up-to-date and fully validated and agreed GFA list per MORPHEUS project.  Contribution to TacSys Projects Tender Evaluations, validating GFA requirements. | Monthly from Contract Award for the duration of the Contract. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.38 | GFA | Competition Phase. As part of the procurement exercises for each of the MORPHEUS Projects, the Contractor shall review Tenderer’s GFA requests and validate whether or not the Authority can meet these obligations. The Contractor shall be responsible for:   * Validating any request by tenderers for GFA with Authority staff, validating as a minimum, quantities, dates required and duration of the GFA holding; * Identifying and recording, any special considerations for Jigs, Tools and Test Equipment from tenders; * Conducting a check on whether any GFA has a requirement for any necessary consents including, import, export, Intellectual Property Rights or restrictions upon disclosure and identifying what is necessary for compliance; and * If the GFA is not available from Authority holdings, notifying the MORPHEUS Project Leads and Commercial Leads that the Authority cannot meet this obligation. | Up-to-date and fully validated and agreed GFA list per MORPHEUS project. Contribution to MORPHEUS projects Tender Evaluations, validating GFA requirements | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.39 | GFA | Post Competition Phase. Once the relevant contract is let, then the Contractor shall:   * Manage the Authority GFA obligations; and * Work with the Authority GFA lead to ensure that GFA is managed to meet Authority GFA obligations.   For any additional GFA requests, the Contractor shall validate, approve and engage with Authority staff to meet the additional GFA requirements. The Contractor shall be, as a minimum, responsible for:   * Validating any request by any relevant Contractor for GFA with Authority staff, validating as a minimum, quantities, dates required and duration of the GFA holding; * Identifying and recording any special considerations for Jigs, Tools and Test Equipment; * Conducting a check on whether any GFA has a requirement for any necessary consents including, import, export, Intellectual Property Rights or restrictions upon disclosure and identifying what is necessary for compliance; * Identification of availability of relevant of GFA for the date and duration it is required; and * If the GFA is not available from stock, notifying the MORPHEUS Project Leads and Commercial Leads that the Authority cannot meet this obligation. | Up-to-date and fully validated and agreed GFA list per MORPHEUS project.  Contribution to MORPHEUS projects Tender Evaluations, validating GFA requirements. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 9.40 | GFA | The Contractor shall:   * Maintain the MORPHEUS asset management & GFA training plan; * Develop and update MORPHEUS asset management & GFA related training content; * Arrange MORPHEUS asset management & GFA SNAK Sessions ; and * Deliver training | Training plan.  Training content.  SNAK Training sessions planned & arranged.  SNAK Training delivered. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Software Asset Management | The Contractor shall support In-Service SAM corporate reporting and governance, including:   * Monthly reporting on Software Asset Management (SAM) at PDS project reviews; * Chairing and leading Software WG quarterly (including managing the actions); * Provide support to TacSys Software Advisory Forum (including issuing calling notices and supporting paperwork, managing the actions and updating and issuing terms of reference; * Adhere to SAM Control Framework’s KPI and reporting policy; and * Provide input to the TacSys LFE Log. | Monthly Report  SAM related direction and guidance, best up-to-date practice and foresight reasonably expected of a fully qualified and competent professional contractor | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Software Asset Management | The Contractor shall provide Software Asset Management SME to In-Service PMs, including:   * Support In-Service PDS projects (BCIP, LDGv1, TCIS, JCRVT) with: * licence renewals; * licence requests; * licence forecasting; * CCs for the above; * Raising and managing software related risks through to outcomes in collaboration with the PM; * Support project in developing TLMPs; * Attendance at relevant project meetings; and * Maintenance and maturation of the TacSys SAM strategy across DTs. | SAM related direction and guidance, best up-to-date practice and foresight reasonably expected of a fully qualified and competent professional contractor | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Software Asset Management | The Contractor shall provide Software Asset Management training within TacSys, including:   * Maintaining the SAM training plan; * Arranging software SNAK sessions; * Create SAM training content; * Arrange SAM SNAK; Sessions (3 x 2hr sessions); and * Deliver training (3 x 2hr sessions). | SAM related direction and guidance, best up-to-date practice and foresight reasonably expected of a fully qualified and competent professional contractor  SAM Training Plan  SAM SNAK Sessions | Annually from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Software Asset Management | The Contractor shall provide Software Asset Management SME to LDGv2, including:   * Review design documents; * Licensing and forecasting; * Software support model creation; and * SoR development for software for future LDGv2 phases. | SAM related direction and guidance, best up-to-date practice and foresight reasonably expected of a fully qualified and competent professional contractor | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Software Asset Management | The Contractor shall provide support to wider TacSys including:   * Contribute to SoR developments across TacSys in support of the LE TacCIS portfolio; * Manage the Software Demand and Supply Planning Cycle raising and successfully managing risks and conflicts to successful outcomes / outputs as required; * Mature the Software Demand and Supply Planning Cycle; * Adhere to capabilities’ TLMPs provision for software management; * Assist project develop meaningful TLMPs (throughout the Concept, Assessment, Design, Manufacture, In-service, Disposal (CADMID) cycle); * Contribute to TacSys capabilities’ ILS artefacts to ensure sufficient provision for software support;   Research and advise ILS teams on the required level of software support to be included within TLMPs; - Maintain and mature the TacSys SAM control framework ensuring its suitability for the business and evolution forwards the Future Operating Model; and   * Be responsible for expediting, de-risking, facilitating and delivering the final output. This will include, but not be limited to, activities such as: * Licence service requests; * Updates to the licence data base; * Licence harvest requests; and * Licence End User Licence Agreement (EULA) and Terms & Conditions (T&Cs) confirmations. | SAM related direction and guidance, best up-to-date practice and foresight reasonably expected of a fully qualified and competent professional contractor  Managing licence service requests.  Maintaining licence data base | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

## APPENDIX 10 - TRP Core Function – Requirements Management Work Package

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 10.1 | SQEP - Requirements Management | The Contractor shall provide support to the Authority requirements team on behalf of the LE TacCIS Programme to manage, create, maintain, review and provide input into the following, as a minimum:   * Define, update and maintain the process by which the requirements will be managed and accepted through life; * Review and update Concept of Employment (CONEMP); * Maintain the traceability of systems requirements fulfilment to the User Requirement Document through traceability from the contract System Requirement Document; * Respond to change requests and provide an impact assessment from a requirements perspective that have an implication on the outcome; * Development and promotion of business process artefacts for the adoption of a model based system engineering approach to requirements solicitation, encompassing architecture, user centred design, agile delivery; * Identification of requirements related risks and mitigation actions; * Identification of relevant 3OA relevant to requirements within TacSys and supporting 4OA/Master Data & Assumptions List (MDAL) derivation; and * Provide technical DOORS support for TacSys members, including simple tuition, exports and imports, generation of standard template modules (e.g., Verification & Validation Requirement Matrix (VVRM), SRD, URD) and generic requirement modules (e.g., security, platform integration, ILS). | Requirements and acceptance management strategy;  CONEMP comments;  SRD;  Impact assessments;  Business process artefacts;  Risk review comments;  3OA comments;  DOORS artefacts as required; and  Status of requirements management support in a monthly report. | As per Order Book forecast for individual projects  To be reviewed each Contract Month | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 10.2 | SQEP – Requirements Acceptance | The Contractor shall provide requirement acceptance SQEP as required across the LE TacCIS Programme including:   * Review suppliers’ integration and acceptance test plans updating project Integrated Test Evaluation & Acceptance Plans to reflect how all Defence Lines of Development (DLOD) will be delivered to achieve PASE for approval; * Review suppliers’ acceptance test cases and procedures, platform testing, first of type scenarios, field trial serials and logistic demonstration serials for approval; * Review design documentation and design reviews for requirements compliance; * Prepare requests for information and review of responses providing appropriate requirements; * Review suppliers’ acceptance test evidence for functional and non-functional requirements to recommend a level of compliance of the evidence provided for approval; and * Hold regular test and acceptance working groups to include all DLOD stakeholders for review and acceptance of test plans and evidence submitted. | Provide comments against Project Documentation to provide the SQEP position as required by the Authority throughout each Contract Month.  Status of requirements acceptance support in a monthly report. | Within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 10.3 | SQEP - Requirements Sustainment | The Contractor shall, in consultation with the relevant Project Manager, project technical representative, end user community and DLOD stakeholders:   * maintain the SRD and URD requirements document that describes capabilities in the in-service phase (e.g., FALCON, BCIP and LDG); and * Prepare Post Design Service requirements to sustain capability and obsolescence. | SRD and URD in DOORS  Status of requirements management support against In-Service projects in a monthly report. | As per Order Book forecast for individual In-Service projects  Within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

## APPENDIX 11 - TRP Core Function – Stakeholder and Engagement Management Work Package

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 11.1 | SQEP – P3M programme / project / workstream stakeholder management | The Contractor shall ensure the proper maintenance and governance of stakeholder management across TacSys and associated projects, this will include;   * Regular updating of stakeholder management reporting * Creating and maintaining project stakeholder engagement strategies * Recording of stakeholder engagements * Consolidation of project engagements to report from an organisational perspective. | **At a project level**  Stakeholder and Communication Plan  Updated MAC (Management, Analysis, Communication) for Project Stakeholders    Updated and/or reviewed stakeholder events schedule  Industry Engagement Strategy (where relevant)  Completed External Stakeholder Engagement Forms  External Lines to Take report  Review and updated Defence Share pages  **At Organisation Level**  TacSys Stakeholder Analysis Report consolidated to Delivery Tower and Programme Level  Facilitated workshops to support stakeholder management review workshops as scheduled in line with stakeholder management strategy  Stakeholder management forum group meeting and knowledge share | As per Order Book forecast for individual projects  Within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 11.2 | SQEP – P3M Stakeholder Engagement industry engagement | The Contractor shall support TacSys project outputs in delivering industry engagement events. This will include;   * Overseeing the process for development and sign-off of Industry Engagement * Defining and supporting best practice for preparation for Industry Engagement events * Managing a programme of events * Managing artefacts to support Industry Engagement events | **At project level**  Industry Engagement Evaluation Strategy  Draft presentation pack  Draft advert to alert industry to event  Lines to Take when Engaging with External Stakeholders  **At organisation level**  Industry Engagement Information Pack and How to Guide  Maintenance of appropriate platform guidance for events  Management of event location bookings (including business case and framework call off)  Lines to Take when Engaging with External Stakeholders | As per Order Book forecast for individual projects aligned to communication strategies. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 11.3 | SQEP – P3M Stakeholder Engagement industry engagement | The contractor shall be responsible for maintaining an appropriate collaborative working environment for engagement with industry outside of the formal tender process.  This is currently Defence Share but during the lifetime the contractor must explore all the appropriate options for TacSys to comply with best practice and value for money in providing this capability | Defence Share Strategy and How to Guidance  Maintenance of the Industry Engagement Shared Mailbox  Maintenance of the Defence Share membership list within the TacSys strategy and MoD guidance | As per Order Book forecast for individual projects  Within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 11.4 | SQEP – P3M Stakeholder Management strategic supplier relationship management | The contractor shall be responsible for the drafting and maintenance of a corporate relationship management strategy and supporting templates and toolsets aligned to ISO 44001 and where relevant MOD or Defence Digital strategic supplier management strategy  The maintenance of an upskilling programme available to project team members either as bespoke workshops or regular programme | Corporate relationship management plan/strategy  Regular upskilling sessions offered as whole TacSys sessions or team bespoke sessions according to identified requirement | Quarterly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 11.5 | SQEP – P3M Stakeholder Management strategic supplier relationship management | The contractor shall be responsible for the development and support to the maintenance of the relationship management plan and associated artefacts appropriate to the relevant point within the acquisition lifecycle aligned to ISO 44001 and where relevant MOD or Defence Digital Strategic Supplier Management (SSM) strategy  The facilitation of supporting workshops and meetings for the development and support activities for relationship management plan development and maintenance support    The leading of the relevant question/section drafting for procurement tenders or framework call off and subsequent response evaluation  The secretariat support for relevant Defence Digital SSM identified suppliers as required for quarterly business reviews | Relationship management plan in development or in operation within the relationship action plan in support of (joint) relationship management plan    Governance schedule supported | Quarterly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 11.6 | SQEP – P3M Stakeholder Management business intelligence | The contractor shall develop a business intelligence, industry reporting and risk management reporting system against an agreed list of contracted and watched suppliers within TacSys using agreed tools and information sources within MOD e.g.   * JOSCAR, * Company watch, * CAAS, * Supplier information briefs.   to support business decisions within TacSys.  The contractor will ensure the approach is evidence based using recognised sources of data and information and MODNET or open source tools unless agreed with the Authority.  The approach must not undermine TacSys position within Defence Digital programmes (e.g. SSM)  There is a requirement for outputs to be flexed as required according to what is required to support business decisions. | At a Glance (for contracted, watched and Tier 2 suppliers)  Supplier Relationship Mapping (for contracted and watched suppliers)  Supplier Contact and Organisational Mapping (for contracted, watched and Tier 2 suppliers)  TACSYS Supplier Profile (for contracted, watched and Tier 2 suppliers)  Tier 1 and 2 Supply Chain Risk Profile (for contracted suppliers) | Updates within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 11.7 | SQEP – P3M Stakeholder Management communications | The contractor shall maintain the approach within TacSys to provide a communications service to the director and deputy directors, contributing to a plan to be signed off by the senior leadership team.  Manage the plan on progress against communications deliverables with senior leadership team to ensure plans remain on track and their requirements are fulfilled.  **Correspondence**   * Coordinate responses to correspondence, parliamentary questions, and briefing commissions within TacSys * Analyse and evaluate correspondence and parliamentary questions, sharing insight with policy leads and the wider team via quarterly reports.   **Internal Comms**   * Lead on creating a communications grid with content plan for a regular drumbeat of internal comms activity. * Draft blogs, newsletters, staff emails and intranet news articles to make colleagues aware of activity across TacSys   **Press and External Relations**   * Work closely with the Army HQ and Defence Digital comms team and press office to keep colleagues informed of upcoming issues, including planning announcements and publications. * Lead on managing a central repository of lines to take, ensuring that they are cleared and up to date so that they can be deployed accurately and appropriately at speed. | Correspondence  Internal communications grid  Announcements and publications  Press and external relations lines to take | Updates within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

## APPENDIX 12 - TRP Core Function – Security Work Package

| Serial | Requirement | | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- | --- |
| 12.1 | | SQEP – DDaT / CIS - Security | The Contractor shall undertake the role of TacSys security lead, reporting into the Coordinating Design Organisation (CDO) with the following functions:   * Produce, maintain and apply the Security Management Plan across the TacSys programme and projects; * Support the creation, analysis and review of security architect layered viewpoints for capabilities, services and projects; and * Create, review, assess, comment, advise and support the security and crypto solutions. (Apps, infra, networks, crypto, defensive cyber operations). * Organise and invite attendees for a quarterly Security Design & Assurance Working Group (SyDAWG). Each SyDAWG permits a cross-TacSys review of CDO Security outputs and/or consideration of particular security issues affecting the TacSys portfolio. | Status of security lead support in a monthly report;  Security Management Plan;  Security architecture views;  Security and crypto policies, design and solutions; and  SyDAWG meeting record of actions and decisions. | Security report to be provided within 5 working days of the end of each Contract Month.  Security management plan to be provided each Contract Year  SyDAWG meeting take place the first Quarter after CA and Quarterly thereafter.  Records of actions and decisions to be provided within 5 working days of the relevant meeting.  Other security outputs to be provided as per the Order Book forecast for individual projects  . | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 12.2 | |  | Whilst undertaking the role of TacSys security lead, the Contractor shall report on:   * Internal and external stakeholder engagements; * Security activity within CDO engineering team, including new successes, upcoming events, failures, opportunities/risks. This activity shall be captured in a CDO cross brief slide pack including a notes page to provide any necessary explanation. | Status of security lead support in a monthly report;  CDO cross brief slide deck | Security Report to be provided within 5 working days of the end of each Contract Month.  CDO cross brief slide to be provided fortnightly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 12.3 | |  | The Contractor shall facilitate the secure by design Defence Digital policy across TacSys projects, by performing the following activities:   * Create, review and analyse security architect layered viewpoints for capabilities, services and projects. (Apps, infra, networks, crypto, defensive cyber operations); * Create, review, assess, comment, advise and support the security and crypto solutions.(Apps, infra, networks, crypto, defensive cyber operations); * Review security policy, procedures and artefacts to ensure alignment with secure by design; | Security & crypto architectures in TacSys/ AHQ documents and in architecture tooling, policy and procedures;  Security & crypto policies, designs and solutions in TacSys or AHQ documents; | Security & Crypto related outputs to be provided at Contract Transition and thereafter every 6 months from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 12.4 | | SQEP – DDaT / CIS - Security | The Contractor shall perform the following:   * Update and maintain the Security Risk registers for TacSys projects and programmes addressing capability and technical risks; * Conduct risk analysis and identify risk treatment; * Attend project meetings as required. | Baseline threat intelligence / threat  assessment material;  Security Risk registers;  Current residual risks for RMADS. | Baseline intelligence/ threat assessment material to be provided at Contract Transition and thereafter every 6 months from CA  Security risk registers to be updated monthly from CA.  Residual risks to be updated annually from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 12.5 | | SQEP – DDaT / CIS - Security | The Contractor shall support the requirements team in the identification of security requirements including:   * Baseline control sets; * Defensive cyber capabilities; * JSP604 requirements. | Programme baseline security control sets;  Security requirements papers. | Programme baseline security control sets to be provided at Contract Transition and thereafter every 6 months from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  . |
| 12.6 | | SQEP – DDaT / CIS - Security | The Contractor shall host and run attendees’ security working groups for TacSys projects. At a minimum this will include;   * the MORPHEUS security working group; * the In-Service systems security working group   Each security working group will undertake a review of current security risks and issues, consideration of new security risks and issues, a review of security compliance across projects, and the development and delivery of direction and guidance. | Security working group record of actions and decisions. | Security working group to be held at Contract Transition and thereafter every 3 months from CA.  Minutes to be provided within 5 working days of the relevant SWG. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 12.7 | | SQEP – DDaT / CIS - Security | The Contractor shall support and attend the security technical liaison meetings that are arranged by suppliers or within the Authority. | Technical liaison meeting record of actions and decisions. | Technical liaison meetings to be held at Contract Transition and thereafter every 3 months from CA.  Record of actions and decisions to be provided within 5 working days of the relevant meeting. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 12.8 | | SQEP – DDaT / CIS - Security | The Contractor shall review project generated security, crypto, engineering, system design & assurance artefacts. | Provide comments against Project Documentation to provide the SQEP position as required by the Authority throughout each Contract Month. | Within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 12.9 | | SQEP – DDaT / CIS - Security | The Contractor shall maintain a register of system accreditation and assurance approvals; and  Regularly review the system accreditation register to ensure currency of accreditation and supporting risk balance cases. | Up to date information held in the system accreditation register | Within 5 working days of the end of each Contract Month. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 12.10 | | SQEP – DDaT / CIS - Security | The Contractor shall administer DART entries for all TacSys programmes and projects. | TacSys entries maintained in DART with supporting evidence and certification | As per Order Book forecast for individual projects | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  . |
| 12.11 | | SQEP – DDaT / CIS - Security | The Contractor shall perform security risk and requirements management, including the following activities:   * Produce, maintain and update security risk registers for TacSys projects and programme addressing capability / technical risks (not to consider programmatic or supply chain risks). * Conduct risk analysis and identify risk treatment as necessary. * Attend CDO risk review, project risk review boards and TacSys risk review board (as required); * Support programme risk board for risk escalation, conducting monthly security risk and requirement review boards and identifying / documenting ARM risks; and * Create, review, analyse and raise security requirements to TacSys requirements management team, including baseline control set, defensive cyber capabilities, JSP604 requirements, and other requirements as necessary. | Baseline threat intelligence / threat assessment material;  Current CDO and TacSys risk register entries;  Current residual risks for RMADS;  Security risk and requirement review board, record of actions and decisions; and  Programme baseline security control sets; Security requirements papers. | Baseline threat intelligence, threat assessment material, programme baseline security control sets and security requirements papers to be provided at Contract Transition and thereafter every 6 months from CA  Current CDO and TacSys risk register entries and security review board record of actions and decisions to be provided each Contract Month.  Current residual risks for RMADS to be provided each year for the duration of the Contract. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 12.12 | | SQEP – DDaT / CIS - Security | The Contractor shall provide security assurance and accreditation services across the LE TacCIS business, including:   * Define the scope for Information Technology Health Checks (ITHC) to projects to support an accreditable solution; * Oversee and manage required ITHC; * Review ITHC report and provide /submit the risk balance case or remediation plans for projects; | ITHC scope, report and outcomes  Completed, submitted risk balance cases  Approved remediation plans; | ITHC scope assessment and related documentation to be provided at Contract Transition and thereafter every 3 months from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 12.13 | | SQEP – DDaT / CIS - Security | The Contractor shall provide Portfolio Assurance Technical Coherence Case Officer Services, including:   * Assist with the design and assurance reviews of in scope design, development and delivery projects based on the interpretation of Information and Communications Technology (ICT) and information assurance and security policy; * Complete assessments against JSP 604 (and other artefacts) for the capabilities, capturing the risks associated with and the impact of releasing the ICT capability onto the defence network; * Report to/from JSP 604 compliance board on the status of the TacSys projects and the issues, risks and opportunities to the Defence Network arising and advise the projects accordingly; and * Coordinate with other Defence Digital case officers to achieve efficient and effective coverage of projects in scope (and their interdependent projects and change packages). | Direction & Guidance notes;  Interim assessment statements;  Decision and action records from stakeholder meetings;  Records of decisions and evidence pertaining to the compliance and non-compliance with ICT and information assurance and security policy;  Technical Release Readiness Assessment (TRRA) reports against JSP604 compliance, including: capability descriptions, associated risks, associated benefits, recommendations;  . | As per Order Book forecast for individual projects | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

## APPENDIX 13 - TRP Work Package – MORPHEUS Project

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 13.1 | SQEP – P3M | The Contractor shall provide the Authority with day to day support to the programme to manage the MORPHEUS Programme strategy and underpinning artefacts. This shall span the breadth of MORPHEUS activities including but not limited to;   * BCIP Sustain * BCIP Upgrade * MORPHEUS Delivery Partner (inc Competition, Demonstrator, Design and Development phases) * Post initial fielding DP phases | Contract Deliverable which shall include as a minimum:  Monthly reporting as part of performance reporting requirements to cover;  Narrative of key issues or escalations;  Summary of the status of Key Milestones, including ISP milestones; Outputs delivered, | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 13.2 | SQEP – P3M | The Contractor shall generate, manage and maintain the appropriate relevant MORPHEUS programme strategy documents. | Artefacts to include but not limited to:  MORPHEUS Blueprint  MORPHEUS Programme Strategy  MORPHEUS Programme management plan. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 13.3 | SQEP – P3M | The Contractor shall, engage with key stakeholders to ensure that artefacts owned outside of the MORPHEUS Programme team remain coherent with the strategy documents identified in Serial 13.2. | Artefacts to include but not limited to:  MORPHEUS commercial strategies.  MORPHEUS procurement strategies.  MORPHEUS mandate(s)  MORPHEUS benefits map and benefits realisation strategy.  MORPHEUS governance strategy. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS Engineering Leadership | The Contractor shall provide the Authority with strategic direction for the MORPHEUS project working to support the Project as follows;   * Lead in the setting of technical Direction * Manage and liaise with Technical Stakeholders * Acting as the MORPHEUS technical point of contact for technical service liaison activities with Other DD & MoD Departments (including DPMA, SMITS, Def Cyber, Dstl and DD); * Support Approvals as required * Setting the overall Engineering and Technical direction of the Project * Working with the MoD Morpheus Engineering in setting priority of Work Packages * Preparation and presentation for key project decision points and options analysis | Monthly reporting  Rods/minutes as required | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS Engineering | The Contractor shall provide technical support to the Project Management Team in development of technical material relating to MORPHEUS, including as a minimum:   * Creating, updating, managing and maintaining technical specifications, * Technical pre-qualification questions and evaluation criteria, * Technical tender assessment questions and evaluation criteria, * Technical elements of the tender pack and statements of requirements for the MORPHEUS competitions. | Contract Deliverable which shall include as a minimum:  Up-to-date Technical Specifications  Production and maintenance of the project Statements of Requirements | As required by the schedule – to be reviewed every 10 days | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS Engineering | The Contractor shall undertake and report on, as a minimum, all of the following activities when the MORPHEUS project is undertaking competitions; Providing technical support to Industry Days, including as a minimum:     * Preparation of briefing material * Delivering presentations * Participation in briefings and panels.      * During competitions, providing responses to Clarification Questions raised by Industry at any stage of the procurement in accordance with the associated project schedule; * Assessing bidder responses to the Morpheus competitions, both at the pre-qualification stage and tender stage recording robust, and commercially appropriate justifications for scoring using any tool the Authority requires.      * Providing technical input to negotiations as required * Supporting the Tender Assessment Panels in support of the moderation bid evaluation. | Contract Deliverable which shall include as a minimum:    Attendance and participation in Industry Days and Bidders Conferences  Attendance and participation in Tender Assessment Panels  Clarification Question responses  Briefing materials | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS Engineering | The Contractor shall provide assistance to the MoD Morpheus Engineering including as a minimum the following:   * Maintaining and updating the Systems Engineering Management Plan (SEMP) for the MORPHEUS Project, including development and documentation of any additional engineering processes required in consultation with the CDO and the Technical Authority Lead. | Updated SEMP &  other Morpheus specific engineering processes | Bi-annual from CA months TBC (live document) | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS Engineering | The Contractor shall provide technical support to the Strategy and Approvals team.  This shall include as a minimum:   * Supporting engagement with the Scrutiny community, including preparation and presentation of answers to technical clarification questions from the scrutiny community * Creating, updating, managing and maintaining the technical elements of Procurement Strategies for the MORPHEUS acquisition. * Creating, updating, managing and maintain the technical elements for the development of Review and Information notes and associated documentation including Frequently Asked Questions. | Contract Deliverable which shall include as a minimum:  Written Clarification answers and presentations.  Technical elements of procurement strategies  Technical input to Review and Information Notes | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS Engineering | The Contractor shall provide technical support to the Project Management Team in development of the materials relating to Project SERAPH, including as a minimum:   * Creating, updating, managing and maintaining technical specifications, technical pre-qualification questions and evaluation criteria, technical tender assessment questions and evaluation criteria, technical elements of the tender pack and statements of requirements for the MORPHEUS competitions. | Contract Deliverable which shall include as a minimum:  Up-to-date technical specifications    Production and maintenance of the project Statements of Requirement | As per Order Book forecast– to be reviewed every 10 days | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  |  | Not used | | | |
|  | SQEP – DDaT / CIS Engineering | The Contractor shall support the MORPHEUS MoD Engineering Lead in the fulfilment of their duties by supporting them in the following:   * Provide updates of any Engineering activities assigned by the MOD Engineering Lead * Provide regular status reports of SMEs Engineering input * Identify Issues and Risks and articulate in a suitable format. * Doc review – review of documents as directed | Engineering related direction and guidance, best up-to-date practice and foresight reasonably expected of a fully qualified and competent professional contractor | Monthly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS Engineering | The Contractor shall conduct formal technical reviews of MORPHEUS Supplier deliverables in accordance with the published process. | Contract Deliverable which shall include as a minimum:    Formal review comments recorded in Project MORPHEUS Assurance Management Tool |  | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – System Engineering | The contractor shall provide System Engineering Support to the MORPHEUS and Project including;   * Reviewing and Governance * Provide technical direction, guidance and assurance of projects including document review, attendance at project meetings in support of the project lead, * Provide technical direction, guidance and assurance of the development of the MORPHEUS Solution Architecture. * Technical Liaison with suppliers * Provide support to the Project leads in their industry engagement activities | System Engineering related direction and guidance, best up-to-date practice and foresight reasonably expected of a fully qualified and competent professional contractor | Monthly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS Engineering | The Contractor shall assure the MORPHEUS System design artefacts as delivered by the Morpheus supplier | Assurance reports  Document reviews | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS Engineering | The following sections describe the technical areas needed in order to undertake engineering tasks for MORPHEUS support of the systems engineering lifecycle.  In general, all individuals that contribute to these tasks will require Systems Engineering competencies, but individuals will be required in addition to demonstrate specific technical subject matter expertise in one or more of the following specialties: Network technologies, including specializations relevant to the tactical domain;  Bearers + ancillaries  Voice and Multimedia Services  Audio Ancillaries (inc Headsets)  Information Management  End Users devices (Computing and voice infrastructure)  Application and Application Infrastructure Design, including Virtualization and Cloud Technologies;  Software ( Operating Systems and common apps)  Software - Apps inc BMA  GIS and Symbology services  System and Communications Management  Information and Operational Service Management (OSM);  Key Management and Distribution  Security inc D@R, Risk analysis / assessment , Identity and Access Management (IdAM), Cross Domain Solutions and Defensive Cyber technology;  EMC / TEMPEST  Environmental Qualification \*  System Hardware \*  Platform installation equipment  Cabling and power distribution  GVA  HFI / UCD governance and implementation  System Integration  Test, Simulation and modelling of Complex Information Exchanges | Outputs delivered on time and to a quality expected of a competent SME in line with the relevant criteria listed in the Description Column | Weekly | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS Engineering | The Contractor shall undertake the following studies as required by the Morpheus Project  Technical Feasibility Studies  Options Trade Studies  Decision Analysis Reports (DARS) | Reports as directed by the MORPHEUS Project | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDAT/CIS  HFI | The Contractor will produce, update and maintain the following MORPHEUS HFI artifacts:   * LE TacCIS HFI Strategy * Project HFI plans * Target Audience Descriptions (TAD) * HFI RAIDO * Project Use cases * Early Human Factors Analysis (EFHA) where appliable | LE TacCIS HFI Strategy  Project HFI plans  Target Audience Descriptions (TAD)  HFI RAIDO  Project Use cases  Early Human Factors Analysis (EFHA) where appliable | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS Architecture Support | The Contractor shall undertake the MORPHEUS Architecture Technical Lead role including ensuring coherence with wider architecture activities in CDO, this shall include as a minimum:  • Maintaining the MORPHEUS Architecture Management Strategy (AMS)    • Maintaining and updating as required (working with the CDO Lead Architect and DD) the MORPHEUS Solution Architecture, with particular emphasis on:  Updating the mapping between the MORPHEUS Solution Architecture and LE TacCIS Solution Architecture, publishing the MORPHEUS Solution Architecture into the CDO Architecture Repository periodically | Contract Deliverable which shall include as a minimum:    Update to MORPHEUS AMS    Update and publication to MORPHEUS Solution Architecture | Bi-annual  Monthly Updates | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – Test and Acceptance | The Contractor shall maintain the EVO PI20 system as delivered by GD | EVO PI20 system maintained to provide a representative test environment at a 98% availability. (The availability figure to be relevant during actual testing activity) | From CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – Test and Acceptance | The Contractor shall enable potential Delivery Partners access to the EVO PI20 builds in order to:   * Evaluate the EVO solution and maturity * Integrate their solution (if needed) for the Demonstration part of the DP competition | Provision of technical support to demonstrations.  Act as escorts for visitors for potential Delivery Partners | As per orderbook forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – Test and Acceptance | The Contractor shall provide technical support to test activities for MORPHEUS, including the following activities as a minimum:     * Support the development of test strategies, working with the Army sponsors      * Support the development of the requirement for the interim and enduring MORPHEUS Test and Reference Centre (MTRC), relevant to MORPHEUS; * Support the development of test planning; * Support the development of test scripts;      * Conduct Verification and Validation on system and subsystem test scripts;      * Witness testing and trials | Contract Deliverable which shall include as a minimum:  Input to Engineering team meetings reporting on progress & issues    Bi-annual update to the MORPHEUS Safety and Environmental Management Plan  Up to date MORPHEUS Hazard log | Contract Deliverable which shall include as a minimum:  Input to Engineering team meetings reporting on progress & issues    Bi-annual update to the MORPHEUS Safety and Environmental Management Plan  Up to date MORPHEUS Hazard log  Development of test strategies.  Development of the requirement for the MTRC.  Development of test planning.  Development of test scripts.  VV&T of test scripts  Witness of testing and trials | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS – Trials | The Contractor shall deliver guidance and support for any trials related activities. As a minimum :   * Technical provisioning on trials activities.      * planning provisioning to the Trials organisations tasked by MOD to conduct trials in respect of Technical Trials Methodologies, Trials Programmes and Conduct of Technical Trials.   ·   * Witness, report and provide governance of trialling, testing, verification, acceptance and evaluation activities. | Contract Deliverable which shall include as a minimum:  Report of Activity undertaken as required by the MORPHEUS schedule. ii. Provide Knowledge Transfer to Crown Servants and Military Personnel. | Contract Deliverable which shall include as a minimum:  Report of Activity undertaken as required by the MORPHEUS schedule.  Provide Knowledge Transfer to Crown Servants and Military Personnel.  Draft and gain approval for Test and Acceptance plans and Trial reports | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Requirements Management | The Contractor shall provide support to the TacSys Requirements Manager for the Morpheus Programme to manage, create , maintain review and provide input into the following:   * Morpheus requirements management process * Maintain and update the requirements documents as defined in the (Requirements Acceptance Management Strategy) RAMS * Maintain traceability between requirements | Morpheus RAMS  URD, SRD or other requirements definitions. | As per Order Book Forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Requirements Management | The contractor shall track the delivery of MORPHEUS requirements against the requirements definition documents. | MORPHEUS V&V Requirements Matrix | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Requirements Management | The contractor shall provide impact assessments from a Requirements perspective of any Change Requests and any impact on the MORPHEUS outcomes | Impact assessment. | 5 days after CR raised | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Requirements Management | The contractor shall organise the review and participate in review of requirements related documents provided by the suppliers (DP) including but not limited to:   * ITEAP * Acceptance Test Cases and Procedures * Suppliers Design and Integration Test evidence * Additionally the contractor shall manage the sanctioning of comments and any disposition required with the supplier | All documents reviewed | As per the Morpheus schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Requirements Management | The contractor shall hold and run regular Test and Acceptance Working Groups (TAWG) to include all DLOD stakeholders for review and acceptance of Test plans and evidence submitted. | TAWG ROD / Minutes to be produced within 1 week of WG | Quarterly from CA.    Working groups to the set up as required in agreements with the MoD Requirements Manager. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Requirements Management | The contractor shall create, review and update User Acceptance Serials for use in MORPHEUS System acceptance (NOTE THESE are usually produced by the Test and Acceptance Team – with the RM approving them. | User Acceptance Test Cases | As per the Morpheus schedule to align with  Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

## APPENDIX 14 – TRP Work Package – Battlefield Management Capabilities

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 14.1 | SQEP – P3M | The Contractor shall provide the Authority with day to day support to the project to manage the MORPHEUS work packages detailed within this appendix and the MORPHEUS work breakdown structure, including;   * Support to MORPHEUS elements of BCIP Sustain/Upgrade * MORPHEUS delivery partner competition activity | Monthly reporting as part of performance reporting requirements to cover;  Schedule narrative of key issues or escalations;  Summary of the status of key milestones in the schedule, including ISP milestones;  Resource baseline and forecast;  Outputs and resource delivered against planned tasks as per schedule details from Serial 1.3 | Monthly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.; Documentation in MSWord. |
| 14.2 | SQEP – P3M | The Contractor shall manage and maintain the appropriate relevant MORPHEUS work breakdown structure . | An up-to-date MORPHEUS project work breakdown structure. | Monthly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 14.3 | SQEP – P3M | The Contractor shall, manage and maintain the MORPHEUS Project Schedule, by including as a minimum:   * all work packages defined in the relevant work breakdown structure; * all major decision points - including milestones, key gateway reviews; * progress and technical reviews; * all deliverables; * all task dependencies; * all schedule assumptions; * all schedule constraints; * the critical path; * fully resourced plan, costs, and task durations; * risks and risk mitigation actions; * when amending the project schedule, raise any changes which affect the schedule through the change request process; and * provide input into the MORPHEUS programme schedule. | Input to monthly MORPHEUS project schedule update with project control resource provided under SoR Appendix 1.14-1.19 inclusive  Updated MORPHEUS schedule submitted to MORPHEUS programme review | Monthly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  Where appropriate the Contractor shall utilise Enterprise Project Management (EPM) in the delivery of this task. |
| 14.4 | Not Used | | | | |
| 14.5 | SQEP – P3M | The Contractor shall capture, manage and maintain all MORPHEUS project RAIDO - Risks, Assumptions, Issues, Dependencies & Opportunities artefacts. | Updated RAIDO artefacts available within the relevant reporting tool (e.g. ARM, master data & assumption list, dependency log).  Relevant items for escalation identified through appropriate MORPHEUS governance activities. | Monthly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
| 14.6 | SQEP – P3M | The Contractor shall provide relevant financial input data to support the MORPHEUS Forecast of Outturn (FOO) and Programme Cost Review (PCR) returns.  The Contractor shall provide details of the resources consumed (accruals) using the most accurate and up-to-date figures available for the MORPHEUS Project. | Up to date and accurate MORPHEUS FOO including spend to date, accruals, creditors and remaining in-year forecast.  A future years forecast submitted to the PCR process encompassing the work packages identified in the MORPHEUS work breakdown structure | FOO information to be provided 5 working days after the end of each Contract Month  PCR information is the first Quarter after CA and Quarterly thereafter  In alignment with Defence Digital finance reporting deadlines as advised for the relevant months by the Authority. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 14.7 | SQEP – P3M | The Contractor shall conduct relevant MORPHEUS Project stakeholder management. As a minimum this shall include:   * updating, managing and maintaining a comprehensive list of stakeholders to the MORPHEUS Project; * maintain regular communications with all necessary stakeholders, with a particular focus on key stakeholders; * recording the stakeholder’s ability to affect the MORPHEUS Project; and * complying with industry best practise and internal MORPHEUS procedures relating to stakeholder engagement. | Updated stakeholder records | Monthly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 14.8 | Not Used | | | | |
| 14.9 | SQEP – P3M | The contractor shall advise the TacSys delivery team on MORPHEUS considerations within Contractor proposals for BCIP sustain and BCIP upgrade project. | Engagement with the BCIP provider to clarify their proposal.  A written report to the Authority identifying areas of MORPHEUS risk associated with the proposed contractor solution. | TBC aligned to BCIP Sustain/Upgrade schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 14.10 | SQEP – P3M | The contractor shall ensure that the safety and environmental assessment(s) for MORPHEUS remains up to date. The assessment(s) shall ensure that all hazards have been identified, analysed and mitigated in accordance with the TacSys safety and environmental management system. | Annual update to safety and environmental assessment(s) in accordance with TacSys safety and environment management system requirements | Annually from CA with each assessment review completion not to exceed one (1) year since last review. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

## APPENDIX 15 - TRP Work Package – MORPHEUS Platform Integration

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 15.1 | SQEP – P3M | The Contractor shall provide the Authority with day to day support to the project to manage the MORPHEUS Platform Integration (PI) Work Packages detailed within this appendix and the PI WBS, including;   * Support to PI elements of BCIP Sustain/Upgrade * MORPHEUS Installation Design and Certification (MIDaC) or successor arrangements * MORPHEUS Delivery Partner Competition activity | Contract Deliverable which shall include as a minimum:  Monthly reporting as part of performance reporting requirements to cover;  Schedule narrative of key issues or escalations;  Summary of the status of Key Milestones in the Schedule, including ISP milestones;  Resource baseline and forecast;  Outputs delivered.  Resource delivered against planned tasks as per schedule details from Serial 15.3 | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.2 | SQEP – P3M | The Contractor shall manage and maintain the appropriate relevant PI Work Breakdown Structure (WBS). | An up-to-date Platform Integration Project WBS | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.3 | SQEP – P3M | The Contractor shall, manage and maintain the Platform Integration Project Schedule, by including as a minimum:   * + - All Work Packages defined in the relevant Work Breakdown Structure;     - All major decision points - including Milestones, key Gateway Reviews;     - Progress and technical reviews;     - All Deliverables;     - All task dependencies;     - All schedule assumptions;     - All schedule constraints; * The critical path; * Fully resourced plan, costs, and task durations; * Risks and risk mitigation actions; * When amending the Platform Integration Project Schedule, raise any changes which affect the Schedule through the Change Request process (see relevant artefact in the GFI List); and * Provide input into the Morpheus Programme Schedule. | Input to monthly PI project schedule update with PC resource provided under Serials 15.14-15.19 inclusive  Updated PI Project Schedule submitted to MORPHEUS programme review | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  Where appropriate the Contractor shall utilise Project Online in the delivery of this task. |
| 15.4 | SQEP – P3M | The Contractor shall capture, manage and maintain all PI Project Risks, Issues, Assumptions, Dependencies and Opportunities. | Updated RAIDO artefacts available within the relevant reporting tool (e.g. ARM, MDAL, Dependency Log).  Relevant items for escalation identified through appropriate MOR governance activities such as the Schedule and Risk Review Board/MORPHEUS Programme Review. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
| 15.5 | SQEP – P3M | The Contractor shall provide relevant financial input data to support the MORPHEUS Forecast of Outturn (FOO) and Programme Cost Review (PCR) returns.  The Contractor shall provide details of the resources consumed (accruals) using the most accurate and up-to-date figures available for the PI Project. | Up to date and accurate PI FOO including spend to date, accruals, creditors and remaining in-year forecast.  A future years forecast submitted to the PCR process encompassing the Work Packages identified in the MOR PI WBS. | FOO Monthly from CA  PCR quarterly- to align with Defence Digital (DD) finance reporting deadlines from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.6 | SQEP – P3M | The Contractor shall conduct relevant MORPHEUS Project stakeholder management. As a minimum this shall include:     * + - Updating, managing and maintaining a comprehensive list of stakeholders to the MOR PI Project;     - Maintain regular communications with all necessary stakeholders, with a particular focus on key stakeholders;     - Recording the stakeholder’s ability to affect the MOR PI Project; and * Complying with Industry best practise and internal DD/MORPHEUS procedures relating to stakeholder engagement. | Updated Stakeholder records | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.7 | SQEP – P3M | The Contractor shall manage the MIDaC contract (or successor) which includes as a minimum   * Managing the contract, * Compliance/ governance processes * Ensuring the Contractor meets its contracted deliverables/ deadlines. * Manage and implement any changes or additions to the contract to achieve project outputs, | In accordance with contracted outputs and the MOR PI schedule described at Serial 15.3 | Dates as detailed in the contract and MOR PI schedule. Reviewed monthly with the Authority Lead | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.8 | SQEP – P3M | The contractor shall define appropriate PI requirements for the MORPHEUS Delivery Partner competition process and evaluate bidder responses as part of the Dynamic Pre-Qualification Questionnaire and ITN. | To include as a minimum;  MOR DP competition PI requirements set.  Evaluation of bid response that includes scoring and rationale. | TBC aligned to DP competition schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.9 | SQEP – P3M | The contractor shall advise the TacSys Delivery team on PI considerations within Contractor proposals for BCIP Sustain and BCIP Upgrade Project. | To include as a minimum;  Engagement with the BCIP provider to clarify their proposal.  A written report to the Authority identifying areas of PI risk associated with the proposed contractor solution. | TBC aligned to BCIP Sustain/Upgrade schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.10 | SQEP – P3M | The contractor shall provide advice/recommendations to the authority, the MORPHEUS suppliers and platform teams regarding any relevant MORPHEUS platform integration issues. | Platform integration issues and associated advice to be included in Serial 15.1 output “key issues and escalations” | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.11 | SQEP – P3M | The contractor shall make recommendations to the Authority on those platform types that should be made available to conduct platform integration testing at various stages of the MORPHEUS programme | Maintenance of the strategy paper which defines the recommended platforms to support evaluation of the PI impact of changes made at each stage of the MOR programme as defined at Serial 15.1 Description i, ii and iii.  Platform requests drafted and submitted to A HQ/Land Operations Command (LOC) | Quarterly from CA.  In accordance with LOC notice periods prior to planned PI activity | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord.  Upon submission of the platform request to A HQ/LOC |
| 15.11.A | SQEP – P3M | The contractor shall, with support from embedded Platform Integration Engineering resource described at Serials 1.20-1.26 inclusive, ensure that the MORPHEUS First of Type platforms are maintained in a fit state for testing at all times. This is to include but not limited to:   * Ensuring platforms receive routine and essential maintenance; * Ensuring platforms have a valid MEI; * Manage the configuration of the platforms to ensure they remain aligned with the system baseline required for testing at any given time; * Manage crypto to ensure it is available when required and that it is stored securely and in accordance with the latest policy; * Engage with A HQ to ensure platforms are supplied when they are needed; * Put in place change control notices to deliver platform drivers, movements and maintenance, utilising existing MoD contract mechanisms outside TacSys where necessary | First of Type platforms remain in a fit state to conduct integration and/or E3/TEMPEST testing. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.12 | SQEP – P3M | The contractor shall ensure that the Safety and Environmental Assessment(s) for MIDaC and Platform Integration Project activities remains up to date.  The Safety and Environmental Assessment(s) shall ensure that all hazards have been identified, analysed and mitigated in accordance with the TACSYS Safety and Environmental Management System. | Annual update to Safety and Environmental Assessments in accordance with TacSys Safety and Environment Management System Requirements | Annual from CA with review completion not to exceed 1 year since last review. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative and MORPHEUS Programme Safety and Environmental Panel. in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.13 | SQEP -DDaT  CIS Platform Integration | The Contractor shall provide SME Platform Integration support and advice for the system including but not limited to:   * Engagements with Mission Systems Integration Team, Hd IS, TacSys Technical Assurance Services (or successor) Integration Design & Certification (ID&C), Platform Delivery Teams/OEMS, * Platform Impact Statements against System Designs/contractor proposals to include BCIP Sustain/ Upgrade (where applicable) * Advice on DP competition Platform Integration requirements. * Evaluation of contractor proposals in respect of the DP competition. | Monthly updates summarizing the advice provided. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.14 | SQEP -DDaT  CIS Platform Integration | The contractor shall ensure that the MORPHEUS First of Type platforms are maintained in a fit state to conduct testing and platform installation/integration work at all times. This shall predominantly require the contractor to act as the on-site focal point (currently at Malvern Optical Pershore) and shall include but not be limited to:   * Ensuring platforms receive routine and essential maintenance from Babcock or other authorised/contracted maintenance suppliers. * Ensuring platforms have a valid Mandatory Equipment Inspection (MEI) * Manage crypto to ensure it is available when required. In so doing ensuring it is collected and stored securely and in accordance with the latest policy * Liaise with CCN providers delivering platform drivers, movements and maintenance to ensure that these services are provided when needed to maintain the First of Type platforms and that testing can be conducted as scheduled. * Liaise with military platform crews provided by Army for the purpose of moving/operating the platforms safely. Liaise with Army HQ LOC and relevant military units to secure/coordinate the availability of platforms and crews. | First of Type platforms remain in a fit state to conduct testing and platform installation/integration work at all times | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.15 | SQEP -DDaT  CIS Platform Integration | The contractor shall conduct platform installation work in support of testing or integration activities to include but not limited to the following:   * Manage the configuration of the platforms to ensure they remain aligned with the system baseline required for testing at any given time * Fitting candidate equipment to platforms for testing and reverting to known BCIP configurations post testing. * Provisioning and fill of TacCIS equipment on platforms ready for testing. | Platform configuration is maintained to the correct baseline for testing or return to originating unit. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.16 | SQEP -DDaT  CIS Platform Integration | The contractor shall utilise specialist Platform Integration knowledge to oversee E3/Tempest and any other platform installation/integration activities occurring for MORPHEUS projects. This shall include:   * Liaise with the relevant suppliers’ test engineer and the test house as appropriate * Review test outputs, conversion reports and provide recommendations to the Platform Installation Project Manager as to their acceptability. Advise on possible installation, integration or E3/TEMPEST consequences of the testing outcomes or design decisions. * Deliver toolbox talks to ensure all participating in testing are appropriately briefed to ensure test outcomes are understood and achieved and to ensure that testing activities are conducted in line with safety processes. (Where testing is conducted under the leadership and supervision of the Authority) | Sitrep on any relevant issues provided to Platform Installation Project Manager (PM)  Platform Integration Engineers conclusions on testing outcomes provided to Platform Installation Project manager  Toolbox talk brief delivered for each day of testing activities. | Weekly from CA.  Within 5 working days of receipt of report  Daily during testing led/supervised by the Authority | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.17 | SQEP -DDaT  CIS Platform Integration | The contractor shall provide updates on Platform Installation project activity to the relevant CDO group via a briefing at a fortnightly CDO Engineering Cross Brief.  Issues raised by the CDO that bear relevance to the Platform Installation project shall be briefed to the Platform Installation Project Manager and/or the Authority Lead as appropriate. | Update to cross-brief slide pack and attend to deliver briefing.  Report relevant issues to the Platform Installation Project Manager/Authority Lead | Fortnightly from CA.  Within 5 working days | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.18 | SQEP -DDaT  CIS Platform Integration | Managing Authority assets: Logistics: Managing equipment provided in support of Platform integration activities – to include, but not limited to:   * Placing demands for required items. * Receipting of received equipment * Arranging return of items no longer needed to stores * Tracking all Authority Owned equipment held at Malvern Optical, updating the Platform Installation GFX tracker | Demands and receipts and management of items incoming/outgoing managed in accordance with Authority In-Service timescales and policy.  GFX tracker updated. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 15.19 | SQEP -DDaT  CIS Platform Integration | The Contractor shall support the MORPHEUS Platform Integration PM with reviewing and updating of the MORPHEUS Platform Installation project schedule, risks, dependencies and any other relevant PM artefacts . | SME input to monthly PC review of Platform Integration Project artefacts as described in serials 1.2-1.6 inclusive. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

## APPENDIX 16 - TRP Work Package – Test and Acceptance

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 16.1 | SQEP – Data Delivery and Technology (DDaT) Test Manager | The Contractor shall provide the Authority with day to day support and expertise to manage the MORPHEUS trials work packages detailed within this appendix and the MORPHEUS test and acceptance work breakdown structure. The test manager shall ensure that MORPHEUS testing events are planned, managed and executed safely and in accordance with testing best practice.  To include;   * Support to the testing/trials elements of BCIP sustain/upgrade * MORPHEUS delivery partner requirements setting and competition/demonstrator activity | The testing outcomes shall ultimately satisfy the customer needs for evidence required and underpin a decision on acceptance of MORPHEUS tranches.  Monthly reporting as part of performance reporting requirements to cover;  Key issues or escalations;  Summary of the status of key milestones  Outputs delivered in the Contract Month, | Monthly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 16.2 | SQEP – DDaT Test Manager | The Contractor shall provide Test Management SQEP support including, as a minimum, the following:   * Liaise with the TacSys Requirements Team to provide input into any relevant Integrated Test, Evaluation and Assessment Plans (ITEAP). * liaise with the Army HQ Trials Manager/Test and Acceptance Working Group and any other stakeholders necessary to design and scope the Tests. * Liaise with the MORPHEUS suppliers/providers to co-ordinate the MORPHEUS test events, with due consideration to any relevant ITEAP or other document; * Liaise with the Army HQ Trials Manager to determine the Aims and Objectives of the Test Events & liaise with the suppliers and the TAWG to determine the aims and objectives, with due consideration to any relevant ITEAP or other document; * Liaise with the Army HQ Trials Manager/TAWG to develop resourcing required to deliver each of the test events and shall submit requests for platforms, personnel and equipment in a timely manner to enable any trials activity to take place; * Liaise with the Army HQ Trials Manager to review the Army SoR for all MORPHEUS Test events; * Liaise with the Army Trials Manager/TAWG to manage and maintain the Planning scope for test events; * Liaise with the TACSYS Requirements Team to understand relevant system requirements to be tested; * Liaise with the Co-ordinating Design Organisation (CDO) to manage and maintain the MORPHEUS trials and test scenarios; * Liaise with the Army HQ Trials Manager/TAWG to agree user input to the product development, product testing and system testing integration activities and ensure that resource requirements are submitted in a timely manner; | Produce a report upon the progress of all the aforementioned activities and any other relevant details.  Outputs shall include but not be limited to:  Updated ITEAPs  Test and trials aims and objectives  Test and trials plans  Detailed test/trials scripts  Trials resource/supporting equipment demand profile  LOC submissions to request training areas, platforms, equipment personnel and enabling elements | Monthly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 16.3 | SQEP – DDaT Test Manager | The Contractor shall provide specialist Test and Acceptance (T&A) expertise to the T&A Project Manager in creating, maintaining and managing a MORPHEUS Test and Acceptance Work Breakdown Structure (WBS) in compliance with Industry best practice. The WBS shall encompass all phases/types of testing including but not limited to:  • Lab based testing  • System Testing  • User Testing  • User Acceptance Events  • Other tests as deemed necessary by the TAWG | Up to date MORPHEUS T&A Work Breakdown Structure | Monthly from contract award | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 16.4 | SQEP – DDaT Test Manager | The Contractor shall engage with the T&A Project Manager and the PC staff as required to provide SME input to activities to maintain T&A project artefacts which shall as a minimum include:   * Risk and Opportunities Management; * Assumptions Management; * Dependencies Management; budget forecasting process; and * Stakeholder Management. | Up to date PM artefacts for the MORPHEUS T&A project | Monthly from contract award | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 16.5 | SQEP – DDaT Test Manager | The Contractor shall provide specialist Test and Acceptance expertise to the T&A Project Manager in creating, maintaining and managing a MORPHEUS Test & Acceptance Project Schedule, in line with the MORPHEUS Programme Controls. The Project Schedule shall include the following:   * all major Decision Points - including Milestones and key Gateway Reviews ensuring the Project stays on track and taking corrective actions when necessary; * progress and technical reviews; * all deliverables; * all task dependencies; * all schedule assumptions; * all schedule constraints; * fully resource planned and costs, and task durations. | Requisite information provided to T&A Project Manager and Project Controls to enable the MORPHEUS Test and Acceptance Project Schedule to be kept up to date. | Monthly from contract award | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 16.6 | SQEP – DDaT Test Manager | The contractor shall use specialist expertise to scope the number and type of test events required. Ensure all MORPHEUS requirements are tested sufficiently to satisfy the Authority and Army HQ at each phase of testing | Test event scoping documents | As scheduled in the T&A project schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 16.7 | SQEP – DDaT Test Manager | The contractor shall work with the suppliers, Army HQ, Users, CIS Trials Development Unit (TDU) and other stakeholders as necessary to prepare detailed test methodologies and scripts. These shall ensure that the tests are understood by all the participants and can be executed safely whilst also ensuring the necessary test evidence is successfully gathered. This shall include the required platforms, crew, equipment and test location required to successfully execute the test | Test plans,  Test scripts  Trials directives  Safety cases/Assessments including appropriate hazard logs | As scheduled in the T&A project schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 16.8 | SQEP – DDaT Test Manager | The contractor shall be present at relevant tests and trials to oversee the successful and safe execution of the test, troubleshoot and provide guidance where necessary and to ensure that the test script is being followed correctly. The contractor shall also ensure that all the relevant test evidence is captured and catalogued for future reference. | On-site management of tests  Completed test reports | As scheduled in the T&A project schedule  Within 10 working days of the completion of the test. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 16.9 | SQEP – DDaT Test Manager | The contractor shall brief the Authority and the supplier as deemed appropriate on the outcome of any given test via a testing outbrief. The contractor shall make a recommendation to the Authority as to whether the test has been considered to have satisfactorily completed the test objective. | Test outbrief  Written recommendation on achievement of test objective | For each test event as scheduled in the T&A project schedule  Test outbrief completed on the final day of the test.  Written recommendation within 5 working days of the completion of the test. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 16.10 | SQEP – DDaT Test Manager | The Contractor shall provide relevant financial input data to assist the T&A Project manager in generating the MORPHEUS Forecast of Outturn (FOO) and Programme Cost Review (PCR) returns. | Up to date and accurate FOO including spend to date, accruals, creditors and remaining in-year forecast.  A future years forecast submitted to the PCR process encompassing the Work Packages identified in the MOR PI WBS | FOO Monthly/PCR quarterly- to align with Defence Digital (DD) finance reporting deadlines. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 16.11 | SQEP – DDaT Test Manager | The contractor shall define appropriate Test and Trials requirements for the MORPHEUS Delivery Partner competition process and evaluate bidder responses as part of the Dynamic Pre Qualification Questionnaire/ITN | To include as a minimum;  MOR DP competition Test and Trials requirements set.  Evaluation of bid response that includes scoring and rationale. | TBC aligned to DP competition schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 16.12 | SQEP – DDaT Test Manager | The contractor shall advise the TacSys Delivery team on Test and Trials considerations within Contractor proposals for BCIP Sustain and BCIP Upgrade Project. | To include as a minimum;  Engagement with the BCIP provider to clarify their proposal.  A written report to the Authority identifying areas of Test and Trials risk associated with the proposed contractor solution. | TBC aligned to BCIP Sustain/Upgrade schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

## APPENDIX 17 - TRP Work Package – Training

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 17.1 | SQEP – P3M | The Contractor shall provide the Authority with day to day support to the project to manage the MORPHEUS Training Work Packages detailed within this appendix and the MOR Training Project WBS, including;   * Support to Training elements of BCIP Sustain/Upgrade * MORPHEUS Delivery Partner Competition activity | Contract Deliverable which shall include as a minimum:  Monthly reporting as part of performance reporting requirements to cover;  Schedule narrative of key issues or escalations;  Summary of the status of Key Milestones in the Schedule, including ISP milestones;  Resource baseline and forecast;  Outputs delivered,  Resource delivered against planned tasks as per schedule details from Serial 17.3 | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.2 | SQEP – P3M | The Contractor shall manage and maintain the appropriate relevant MORPHEUS Training Work Breakdown Structure (WBS). | An up-to-date Training Project WBS | Monthly from CA. | Acceptance by the Authority Lead  Appropriate MSOffice format (word, excel, project) |
| 17.3 | SQEP – P3M | The Contractor shall, manage and maintain the MORPHEUS Training Project Schedule, by including as a minimum:   * All Work Packages defined in the relevant Work Breakdown Structure; * All major decision points - including Milestones, key Gateway Reviews; * Progress and technical reviews; * All Deliverables; * All task dependencies; * All schedule assumptions; * All schedule constraints; * The critical path; * Fully resourced plan, costs, and task durations; * Risks and risk mitigation actions; * When amending the Training Project Schedule, raise any changes which affect the Schedule through the Change Request process (see relevant artefact in the GFI List); and * Provide input into the Morpheus programme schedule. | Input to monthly MORPHEUS Training schedule update with project controls resource  Updated MORPHEUS Training Schedule submitted to MORPHEUS Programme Review | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  Where appropriate the Contractor shall utilise Enterprise Project Management (EPM) in the delivery of this task. |
| 17.4 | SQEP – P3M | The Contractor shall capture, manage and maintain all MORPHEUS Training Project Risks, Issues, Assumptions, Dependencies and Opportunities. | Updated RAIDO artefacts available within the relevant reporting tool (e.g. ARM, MDAL, Dependency Log).  Relevant items for escalation identified through appropriate MOR governance activities such as the Schedule and Risk Review Board/MORPHEUS Programme Review. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.5 | SQEP – P3M | The Contractor shall provide relevant financial input data to support the MORPHEUS Forecast of Outturn (FOO) and Programme Cost Review (PCR) returns.  The Contractor shall provide details of the resources consumed (accruals) using the most accurate and up-to-date figures available for the MORPHEUS Training. | Up to date and accurate MORPHEUS Training FOO including spend to date, accruals, creditors and remaining in-year forecast.  A future years forecast submitted to the PCR process encompassing the Work Packages identified in the MORPHEUS Training WBS. | FOO Monthly  PCR quarterly- to align with Defence Digital (DD) finance reporting deadlines. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.6 | SQEP – P3M | The Contractor shall conduct relevant MORPHEUS Project stakeholder management. As a minimum this shall include:     * Updating, managing and maintaining a comprehensive list of stakeholders to the MORPHEUS Training Project; * Maintain regular communications with all necessary stakeholders, with a particular focus on key stakeholders; * Recording the stakeholder’s ability to affect the MORPHEUS Training Project; and * Complying with Industry best practise and internal DD/MORPHEUS procedures relating to stakeholder engagement. | Updated Stakeholder records | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.7 | SQEP – P3M | The contractor shall define appropriate Training requirements for the MORPHEUS Delivery Partner competition process and evaluate bidder responses as part of the Dynamic Pre Qualification Questionnaire and ITN. | To include as a minimum;  MOR DP competition Training requirements set.  Evaluation of bid response that includes scoring and rationale. | As per Order Book forecast aligned to DP competition schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.8 | SQEP – P3M | The contractor shall advise the Authority Delivery team on MORPHEUS Training considerations within Contractor proposals for BCIP Sustain and BCIP Upgrade Project. | To include as a minimum;  Engagement with the BCIP provider to clarify their proposal.  A written report to the Authority identifying areas of Training risk associated with the proposed contractor solution. | As per Order Book forecast aligned to BCIP Sustain/Upgrade schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.9 | SQEP – P3M | The contractor shall provide advice/recommendations to the Authority and where appropriate MORPHEUS suppliers regarding any relevant MORPHEUS training issues. | Training issues and associated advice to be included in Serial 17.1 output, “key issues and escalations” | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.10 | SQEP – P3M | The Contractor shall provide support to the Authority Lead and Training Requirements Authority to ensure the most cost-effective and deliverable training solution for the MORPHEUS system is identified at each stage of delivery.  Specific tasks include as a minimum:   * + Attend the MORPHEUS Training Working Group (TWG) meetings, contributing subject matter expertise and recommendations where required;   + Chair the MORPHEUS Training Needs Analysis (TNA) Steering Group (TNASG), contributing subject matter expertise and recommendations where required;   + Confirm viability of the recommended training solution within the TNA Reports within performance, time and cost boundaries and submit recommendation to Military Judgement Panel as to suitability for acceptance; and   + Keep the Authority Lead and other appropriate TacSys team stakeholders informed of activities and work undertaken. | Contract deliverable to include as a minimum:  Quarterly progress reports to the TWG  Chair Quarterly TNASG and produce RoADs  Assessment of the viability of the recommended training solution.  Stakeholders briefed | Quarterly from CA.  ROADS to be published within 5 working days | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.11 | SQEP – P3M | The Contractor shall ensure that all training activities and documentation provided by MORPEHUS suppliers are managed, quality assured and accepted as per their contracts. This will include as a minimum:   * + Acting as the interface between the OEMs, the Training Requirement Authority (TRA) and the TWG;   + Managing the progress of the TNA(s) from the Suppliers;   + Managing the timely and accurate delivery of Training Material from the Suppliers;   + Managing TNA updates, course design materials and courseware products developed and maintained by the MORPHEUS Training Team;   + Managing assurance and acceptance review process of training deliverables; * Managing the work conducted by the Training Systems and Simulation Programme (TSSP) and training system design authorities to integrate MORPHEUS system baselines into the individual, team and collective training environments. | Contract deliverable to include as a minimum:  Chair OEM monthly meetings.  Direct the work of the MORPHEUS  Training Specialist described in Serials 17.13-17.22 inclusive  Initiate SME review of supplier training deliverables (assurance and acceptance reviews)  Consolidate training deliverable assurance and acceptance review feedback  Chair training system integration steering group | Monthly  Weekly  Quarterly  Reviewed monthly  Quarterly | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.12 | SQEP – P3M | The contractor shall ensure that scoping, requirements and planning activities to enable the conversion of Collective Training Environments and Individual/Team training centres to the next system baseline is completed to maintain the scheduled Ready for Training date. | Training Environments/Centres remain on track to meet the required ready for training date. | As per Order Book forecast aligned to the MORPHEUS Training schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.13 | SQEP – Training Specialist | The Contractor shall provide SME Training Specialist support and advice to the Authority Lead and the MORPHEUS Training Project Manager on:    * Engagements with key Training Stakeholders * Impact Statements against System Designs/contractor proposals to include BCIP Sustain/ Upgrade (where applicable) * Advice on DP competition Platform Training requirements. * Evaluation of contractor proposals in respect of the DP competition. | Contract Deliverable which shall include as a minimum:  Monthly reporting as part of performance reporting requirements to cover;  Key issues or escalations;  Activities Completed;  Outputs delivered,  Evaluation of contractor proposals in respect of the DP competition | To be reviewed monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.14 | SQEP – Training Specialist | Under the direction of the MORPHEUS Training PM, the Contractor shall, as and when required, maintain BCIP/MORPHEUS TNAs, reviewing and updating the TNAs, where necessary, to reflect product changes.  Under the direction of the MORPHEUS Training PM, the Contractor shall, as and when required, design course packages for user test and acceptance events training (including pilot courses). Course packages shall be designed from the Formal Training Statement (FTS), provided within the TNA Reports, and shall include:   * + Enabling Objectives (EOs) and Key Learning Points (KLPs).   + Assessment Strategy (AStrat) and Assessment Specification (ASpec).   + Methods and media analysis.   + Learning Scalar and Learning Specifications (LSpecs).   Under the direction of the MORPHEUS Training PM, the Contractor shall, as and when required, input / upload TNAs and course packages to the Authority’s in-service Defence training systems including; Training Administration and Financial Management Information System (TAFMIS), ARTD Classroom Information Infrastructure (ACII) and the Defence Learning Environment (DLE). Undertake Stage 1 (scoping exercise) TNA analysis for projects added to the MORPHEUS system baseline. | Contract Deliverable which shall include as a minimum:  Updated TNAs  Course packages for user test and acceptance event training produced.;    TNAs and course packages inputted/ uploaded to in-service Defence LMS/training systems.  Stage 1 scoping analysis report. | To be reviewed monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.15 | SQEP – Training Specialist | Develop courseware and deliver training in support of user tests and acceptance events and Technician Level 3 (T3) uplift / conversion training.  Under the direction of the MORPHEUS Training PM, the Contractor shall, as and when required, develop courseware and training aids for user test and acceptance event training and T3 uplift/conversion training. This is to include but not be limited to:   * Graphics, * 3-D models, * Presentations, * Handouts/publications, * Simple emulations for delivery as Instructor led Computer Aided Instruction (CAI) or Instructor led Computer Based Training (CBT) / self-paced distance learning CBT.   All courseware shall be compliant with the following:   * SCORM (Shareable Content Object Reference Model); * E-Learning packages compatible with Windows, Apple IOS and Android in accordance with DefStan: 00-250 Human Factors for Designers of Systems, Part 3, Section 11. User test and acceptance event and T3 uplift/conversion training courseware developed. | User test and acceptance event and T3 uplift/conversion training courseware developed. | As per Order Book forecast aligned to the MORPHEUS Training Project Schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.16 | SQEP – Training Specialist | Under the direction of the MORPHEUS Training PM, the Contractor shall, as and when required, assure 3rd Party Contractor supplied BCIP/MORPHEUS course packages and courseware, including; graphics, 3-D models, presentations, publications, emulations, training applications, Virtual Reality (VR) and simulations, for compliancy against the following:   * Course packages designed in accordance with the direction and guidance found within the extant version of JSP 822: DSAT; * Courseware compliant with SCORM; * VR and simulations compliant with Training Environment Architecture (Land) (TEA(L)); * E-Learning packages compatible with Windows, Apple IOS and Android in accordance with DefStan: 00-250, Part 3, Section 11; * Simulations compliant with DefStan: 93-50 Defence Modelling and Simulation (M&S) Standards Profile. | 3rd Party Contractor supplied course packages and courseware assured. | As per Order Book forecast TBC aligned to the MORPHEUS Training Project Schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.17 | SQEP – Training Specialist | Under the direction of the MORPHEUS Training PM, the Contractor shall, as and when required, upload BCIP/MORPHEUS courseware to the Authority’s in-service Defence LMS/training systems, including; ACII and the DLE, and make them available to the Steady State CIS Schools. The major functions are:  •Testing, trailing, and integrating digitization training requirements including the production, validation, approval, configuration management, storage, and updating of training courseware; | MORPHEUS courseware uploaded to in-service Defence LMS/training systems. | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.18 | SQEP – Training Specialist | Development of training solutions and subsequent management of the fielding and maintenance of courseware including identification of training infrastructure and delivery requirements and the physical training resources needed to satisfy the solution;   * Management of the technical development of courseware with full stakeholder engagement and endorsement; * Fielding of the courseware to Defence CIS Schools and Field Force training organisations. | MORPHEUS courseware uploaded to in-service Defence LMS/training systems.  Maintain MORPHEUS courseware on in-service Defence LMS/training systems. | As per Order Book Forecast then to be reviewed Monthly | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.19 | SQEP – Training Specialist | Under the direction of the MORPHEUS Training PM, the Contractor shall, as and when required, respond to MORPHEUS course package and courseware Requests for Change (RfCs) resulting from the Authority training evaluation process. Requests will be made by the TRA via TACSYS.  Under the direction of the MORPHEUS Training PM, the Contractor shall, as and when required, provide a 48 working hour turnaround capability for critical safety, security or operationally required changes to existing BCIP/MORPHEUS courseware. Where courseware cannot be fully updated in this time because of the complexity of the issue, the Contractor shall provide within the 48 working hour timeframe an alert with a short description of the issue.  Under the direction of the MORPHEUS Training PM, the Contractor shall, as and when required, manage the configuration of BCIP/MORPHEUS TNAs, course packages and courseware within the Authority’s in-service Defence LMS/training systems, including; TAFMIS, ACII and the DLE. | Contract deliverable which shall include as a minimum;  Response to RfCs with updated courseware/course package.  Critical safety, security or operationally  required courseware updates completed within 48 working hours.  Configuration of TNAs, course packages and courseware within the in-service Defence LMS/training systems managed | To be reviewed monthly | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.20 | SQEP – Training Specialist | The contractor shall assist the MORPHEUS Training PM to define appropriate Training requirements for the MORPHEUS Delivery Partner competition process and evaluate bidder responses as part of the Dynamic Pre-Qualification Questionnaire/ITN | To include as a minimum;  MOR DP competition Training requirements set.  Evaluation of bid response that includes scoring and rationale. | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.21 | SQEP – Training Specialist | The contractor shall advise the Authority Delivery team on Training considerations within Contractor proposals for BCIP Sustain and BCIP Upgrade Project. | To include as a minimum;  Engagement with the BCIP provider to clarify their proposal.  A written report to the Authority identifying areas of Training risk associated with the proposed contractor solution. | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 17.22 | SQEP – Training Specialist | The Contractor shall support the MORPHEUS Training PM with reviewing and updating of the MORPHEUS Training project schedule, risks, dependencies and any other relevant PM artefacts . | SME input to monthly PC review of MORPHEUS Training Project artefacts | Monthly from contract award | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

## APPENDIX 18 - TRP Work Package – MORPHEUS Test and Reference Centre (MTRC)

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
|  | SQEP – P3M | The Contractor shall provide the Authority with day to day support to manage the Work Packages detailed within the project delivery plan. | Contract Deliverable which shall include as a minimum:  Monthly reporting as part of performance reporting requirements to cover;  Schedule narrative of key issues or escalations;  Summary of the status of Key Milestones in the Schedule, including ISP milestones;  Resource baseline and forecast;  Outputs delivered,  Resource delivered against planned tasks as per schedule. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – P3M | The Contractor shall provide procurement, project, and process expertise to the MTRC Project Team in respect of project-facing Core and Non-core Tasking activity including but not limited to:   * Market analysis * Procurement strategy * Procurement process * Task Management.      * Task Reporting. | Contract Deliverable which shall include as a minimum:  Updated Acquisition Strategy  Updated Procurement Strategy    Risk Management  Schedule Management | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – P3M | The Contractor shall provide project controls support to manage: Contract Deliverable which shall include as a minimum: contracted assurance / acceptance review   * + Actions Log   + Lessons Learnt Log   + GFE list   + Support industry engagement   + General project logistical support activities | Contract Deliverable which shall include as a minimum: Quarterly from Contract Award TBC – contracted assurance / acceptance review  Actions Log  Lessons Learnt Log iii. GFE list  Support industry engagement General project logistical support activities  Hosting and managing relevant workshops to assess required changes and updates for the following outputs;  Up to date Actions Log  Up to date Lessons Learnt Log  Up to date GFE List | Monthly from contract award | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Requirements Management | The Contractor shall provide requirements management support including but not limited to:   * SME Support to System Design, * Input to competition and any future supply chain activities Monthly updates to be reviewed Monthly acceptance by the Authority Lead * Represent the project in relevant meetings and working groups as needed | Monthly updates | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Requirements Management | The Contractor shall maintain the MTRC Requirements and Acceptance Management Plan (RAMP) in alignment with the MORPHEUS RAMS | Updates to MTRC RAMP | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Requirements Engineering | The Contractor shall provide support including but not limited to:   * Update to requirements definition. * Mapping of requirements. | Updated Requirements Definition and Updated Requirements Mapping | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS Systems Engineering | The Contractor shall develop, manage, and maintain the MTRC Design Considerations, Approaches and Solution Outlines, including as a minimum:   * Initial Concept Designs * Risks and Assumptions * Security Considerations * Outcomes of Red Teams and User Workshops * Initial Design Review | MTRC Design Considerations,  Approaches and Solution Outlines Document | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – DDaT / CIS Systems Engineering | The Contractor shall maintain the MTRC Systems Engineering Management Plan (SEMP), undertaking an annual review and update. | Updated MTRC SEMP | Reviewed Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Test Manager | The Contractor shall:   * Develop test plans and test scripts to achieve the MTRC project delivery. * Develop test plans and test scripts to achieve the Core and Non-core Tasking activities * Provide stakeholder engagement with Project teams as required. * Manage the MTRC Test and Trials activities. * Write MTRC test reports. * Complete approval of test documents. | MTRC Test Plans  MTRC Test Scripts  MTRC Test Reports | Reviewed Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Communication and Integration Manager | The Contractor shall;   * Provide MTRC laydowns and build the System Under Test (SUT) environment for Core and Non-core MTRC activities. * Manage MTRC test system and test environment updates within the MTRC facility. * Plan, develop and implement communications deployments within the MTRC. * Provide the design and development of the MTRC test facility for each core and non-core activity. | MTRC Laydown Plans  MTRC Communications Plans | Reviewed Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Test Engineer | The Contractor shall;   * implement test scenarios and conduct test scripts in support of MTRC Core and Non-core activities. * Support the Communication and Integration Manager with the preparation, deployment and/or removal of test environment and System Under Test equipment. * Complete sign-off of test documents. * Portable Appliance Testing as required. | MTRC Test Planning  MTRC Test Preparation  MTRC Test Conduct  MTRC Test Documentation | Reviewed Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Configuration Manager | The Contractor shall;   * Provide configuration management Plan. * Conduct Configuration management activities. * Conduct audits of MTRC assets. * Manage the MTRC asset holdings using JAMES database. | MTRC Configuration  Management Plan  MTRC audit documentation  MTRC Asset Database Management | Reviewed Monthly. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Stores Manager | The Contractor shall;  Provide management/control of goods in/out assets and documentation.  Stores accounting and support as required.  Support to audits and Communication and Integration Manager demands as required. | Stores accounting documentation.  Audit documentation. | Reviewed Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Senior Network Architect | The Contractor shall;   * Provide design and development of the MTRC server and network architecture. * Provide solution designs. * Provide bill of materials. * Carry out the build and testing of the MTRC server and network infrastructure. | MTRC Server and Network Architecture  MTRC Server and Network Design  MTRC Server and Network Bill of Materials. | Reviewed Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
|  | SQEP – Network Administrator | The contractor shall provide;   * Maintenance of the MTRC Network and Server assets, including updates, patching, anti-virus updates and ModCert activities. * Provide support to the Senior Network Architect for configuration management and lifecycle support of MTRC networked IT systems. * Provide technical documentation on the set-up, operation, maintenance and use of the servers | MTRC IT maintenance documentation.  MTRC technical server and network maintenance and operating guides. | Reviewed Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |

## APPENDIX 19 - TRP Work Package – Joint Systems Integration

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 19.1 | SQEP - DDAT - CIS - Integration | The contractor shall:  Ensure activities are undertaken in a timely manner to allow an informed System Integration Readiness Gate (SIRG) 5 to be conducted for Fire Control Battlefield Information System Application (FC BISA) 4.3.1 with BCIP 5.6 Capability Uplift (CU) 4. This will be in adherence with the Joint Systems Integration Body SIRG process.  Note: In the event that the SIRG 5 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 5 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 5 slide-set  The production of minutes for the SIRG 5 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 19.2 | SQEP - DDAT - CIS - Integration | The contractor shall;  Ensure activities are undertaken in a timely manner to allow an informed SIRG 7a to be conducted for FC BISA 4.3.1 with BCIP 5.6 CU4. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 7a is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 7a slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 7a slide-set  The production of minutes for the SIRG 7a meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 19.3 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 7 to be conducted for FC BISA 4.3.1 with BCIP 5.6 CU4. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 7 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 7 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 7 slide-set  The production of minutes for the SIRG 7 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.4 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed combined SIRG 0 / 1 to be conducted for FC BISA 4.3.2 with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the combined SIRG 0 / 1 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the combined SIRG 0 / 1 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 0 / 1 slide-set  The production of minutes for the SIRG 0 / 1 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.5 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed combined SIRG 2 / 3 to be conducted for FC BISA 4.3.2 with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the combined SIRG 2 / 3 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the combined SIRG 2 / 3 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 2 / 3 slide-set  The production of minutes for the SIRG 2 / 3 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.6 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 4 to be conducted for FC BISA 4.3.2 with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 4 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 4 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 4 slide-set  The production of minutes for the SIRG 4 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.7 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 5 to be conducted for FC BISA 4.3.2 with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 5 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 5 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 5 slide-set  The production of minutes for the SIRG 5 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.8 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 7a to be conducted for FC BISA 4.3.2 with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 7a is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 7a slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 7a slide-set  The production of minutes for the SIRG 7a meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.9 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 7 to be conducted for FC BISA 4.3.2 with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 7 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 7 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 7 slide-set  The production of minutes for the SIRG 7 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.10 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 5 to be conducted for Watchkeeper (WK) with BCIP 5.6 CU4. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 5 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 5 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 5 slide-set  The production of minutes for the SIRG 5 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.11 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 7 to be conducted for WK with BCIP 5.6 CU4. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 7 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 7 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 7 slide-set  The production of minutes for the SIRG 7 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.12 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 5 to be conducted for WK with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 5 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 5 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 5 slide-set  The production of minutes for the SIRG 5 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.13 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 7 to be conducted for WK with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 7 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 7 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 7 slide-set  The production of minutes for the SIRG 7 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.14 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 0 to be conducted for ZODIAC Minimum Viable Product (MVP) with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 0 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 0 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 0 slide-set  The production of minutes for the SIRG 0 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.15 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 1 to be conducted for ZODIAC MVP with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 1 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 1 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 1 slide-set  The production of minutes for the SIRG 1 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.16 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 2 to be conducted for ZODIAC MVP with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 2 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 2 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 2 slide-set  The production of minutes for the SIRG 2 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.17 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 3 to be conducted for ZODIAC MVP with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 3 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 3 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 3 slide-set  The production of minutes for the SIRG 3 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.18 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 4 to be conducted for ZODIAC MVP with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 4 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 4 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 4 slide-set  The production of minutes for the SIRG 4 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.19 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 5 to be conducted for ZODIAC MVP with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 5 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 5 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 5 slide-set  The production of minutes for the SIRG 5 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.20 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 7 to be conducted for ZODIAC MVP with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 7 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 7 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 7 slide-set  The production of minutes for the SIRG 7 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.21 | SQEP - DDAT - CIS - Integration | "Ensure activities are undertaken in a timely manner to allow an informed SIRG 0 to be conducted for D-JFI FST with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 0 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 0 slide-set and minutes to justify the claim against the milestone." | The production of the SIRG 0 slide-set  The production of minutes for the SIRG 0 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.22 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 1 to be conducted for Dismounted – Joint Fires Integrator (D-JFI) Fire Support Team (FST) with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 1 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 1 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 1 slide-set  The production of minutes for the SIRG 1 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.23 | SQEP - DDAT - CIS - Integration | "Ensure activities are undertaken in a timely manner to allow an informed SIRG 2 to be conducted for D-JFI FST with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 2 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 2 slide-set and minutes to justify the claim against the milestone." | The production of the SIRG 2 slide-set  The production of minutes for the SIRG 2 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.24 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 3 to be conducted for D-JFI FST with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 3 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 3 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 3 slide-set  The production of minutes for the SIRG 3 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.25 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 4 to be conducted for D-JFI FST with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 4 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 4 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 4 slide-set  The production of minutes for the SIRG 4 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.26 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 5 to be conducted for D-JFI FST with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 5 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 5 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 4 slide-set  The production of minutes for the SIRG 4 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.27 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 7 to be conducted for D-JFI FST with BCIP 5.6 CU5. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 7 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 7 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 7 slide-set  The production of minutes for the SIRG 7 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.28 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 0 to be conducted for FC BISA with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 0 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 0 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 0 slide-set  The production of minutes for the SIRG 0 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.29 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 1 to be conducted for FC BISA with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 1 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 1 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 1 slide-set  The production of minutes for the SIRG 1 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.30 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 2 to be conducted for FC BISA with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 2 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 2 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 2 slide-set  The production of minutes for the SIRG 2 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.31 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 3 to be conducted for FC BISA with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 3 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 3 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 3 slide-set  The production of minutes for the SIRG 3 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.32 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 4 to be conducted for FC BISA with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 4 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 4 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 4 slide-set  The production of minutes for the SIRG 4 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.33 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 0 to be conducted for WK with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 0 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 0 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 0 slide-set  The production of minutes for the SIRG 0 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.34 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 1 to be conducted for WK with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 1 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 1 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 1 slide-set  The production of minutes for the SIRG 1 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 – Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.35 | SQEP– DDAT – CIS – Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 2 to be conducted for WK with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 2 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 2 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 2 slide-set  The production of minutes for the SIRG 2 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.36 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 3 to be conducted for WK with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 3 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 3 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 3 slide-set  The production of minutes for the SIRG 3 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.37 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 4 to be conducted for WK with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 4 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 4 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 4 slide-set  The production of minutes for the SIRG 4 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.38 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 0 to be conducted for ZODIAC with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 0 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 0 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 0 slide-set  The production of minutes for the SIRG 0 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.39 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 1 to be conducted for ZODIAC with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 1 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 1 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 1 slide-set  The production of minutes for the SIRG 1 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.40 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 2 to be conducted for ZODIAC with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 2 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 2 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 2 slide-set  The production of minutes for the SIRG 2 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.41 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 3 to be conducted for ZODIAC with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 3 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 3 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 3 slide-set  The production of minutes for the SIRG 3 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.42 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 4 to be conducted for ZODIAC with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 4 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 4 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 4 slide-set  The production of minutes for the SIRG 4 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.43 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 0 to be conducted for D-JFI FST with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 0 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 0 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 0 slide-set  The production of minutes for the SIRG 0 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.44 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 1 to be conducted for D-JFI FST with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 1 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 1 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 1 slide-set  The production of minutes for the SIRG 1 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.45 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 2 to be conducted for D-JFI FST with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 2 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 2 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 2 slide-set  The production of minutes for the SIRG 2 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.46 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 3 to be conducted for D-JFI FST with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 3 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 3 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 3 slide-set  The production of minutes for the SIRG 3 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 19.47 | SQEP - DDAT - CIS - Integration | Ensure activities are undertaken in a timely manner to allow an informed SIRG 4 to be conducted for D-JFI FST with BCIP Sustain. This will be in adherence with the JSIB SIRG process.  Note: In the event that the SIRG 4 is not able to be conducted in this timeframe, due to technical, commercial or programmatic issues outside the control of this TRP SoR, evidence will be provided in lieu of the SIRG 4 slide-set and minutes to justify the claim against the milestone. | The production of the SIRG 4 slide-set  The production of minutes for the SIRG 4 meeting | As per Order Book forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |

## APPENDIX 20 - TRP Work Package – OFI and MKMS

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 20.1 | SQEP – P3M (MKMS) | The MKMS project will deliver a Key Management System (KMS) to support MORPHEUS capabilities.  Project Management support to support the Concept and Assessment Phase of the project leading to a Competition stage.  The Contractor shall:  Develop a single [portfolio] view of the projects/activities and artefacts showing dependencies and interactions between the rest of MORPHEUS Projects /1\* Portfolio. This will show key decision points and RACI aligned to Stakeholder analysis.  Maintain a Plan on a Page (POAP) template and agree this with the with the Authority PM;  Maintenance of a resource allocation view by type to each sub-project. This should be a one month agreed allocation on a rolling 6 monthly view.  Working with the CDO the Contractor shall agree the resource supply plan noting whether this is current, flexed or new resource.  The Contractor shall identify the source of any additional resource required to deliver the outputs for agreement with the Authority PM.  Monthly with the Authority Lead PM the Contractor shall validate and agree the planned resource commitment based on work completed, forecast activity, loading and priority.  The Contractor shall proactively continue regular engagement between MORPHEUS engineering teams in order to address the backlog and harness lessons, integration and fielding to inform MORPHEUS at transition.  The Contractor shall work with the CDO to maintain the scope and method of capturing key information to be incorporated into the CDO body of knowledge in order to support BCIP and MORPHEUS.  The Contractor shall maintain and continue to develop the range of project artefacts required by MORPHEUS governance.  The Contract shall produce reports with recommendations to allow the Authority Lead PM to make effective (technical) decisions.  The Contractor shall maintain the Project documentation as required by the PMs. | Contract Deliverable which shall include as a minimum:  Overall Project view and supporting Plans on a Page (POAP) that show as a minimum:  - Scope/Project Brief  - PMP  - Activity  - Key Milestones (incl. key Gateway Reviews)  - Dependencies/Single view to show dependencies with other MORPHEUS projects as required  - Risks/Issues/Opportunities  - Assumptions/40As (support development of 30As)  - Schedule  - Skills and Resource Predictions  - Monthly Project Status Reports.  -Single view to show key decision points  -Lessons learned  - Summary Ad-hoc reports  -Assurance status/Activities  Support to any procurement activities including but not limited to, procurement strategies documentation and evaluation  Support to any Change Requests  Project level input to PC activities  Updated Resource Allocation Plan/Progress Report.  Lessons Learned incorporated in the [CDO Body of Knowledge] and/or MORPHEUS LFE Log  Produce and Update Project Artefacts not limited to:  RAIDO management/Plans updates  Support PCO team in maintaining schedule,  Desk Level Stakeholder communication and management activities  Industry engagement activities  Project documentation updates as required by the Senior PM, including but not limited to:  - PMP  - Project Record  - Acquisition and Procurement Strategies  - Delivery Strategy  - TLMP  - PMP  - Lesson learned  - Assurance Documentation  Ad-hoc Project Management support as required by the  Senior PM.  Ad-hoc presentations  Stakeholder/Industry workshop support  SOW/SoR  Competition Stage Doc’s ITT / ITN | As per Orderbook Forecast, and reviewed Monthly | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  (word, excel, project) |
| 20.2 | SQEP – Requirements Management | The Contractor shall provide artefacts delivered prior to development of baseline documents. Project Mandate and Single Statement of User Need.  Develop Outline Requirements Acceptance Management Strategy  The Contractor shall provide the overview and explicitly define the direction of all Requirements and Acceptance activity. Identify what products will be produced to support the Requirements and Acceptance process.  The Contractor shall be responsible for the integrated Test, Evaluation and Acceptance (ITEA). The process is iterative and the ITEA products are be reviewed throughout the acquisition lifecycle, so that changes are recorded the impact of trade off decisions can be assessed.  The Contractor shall be responsible for the development of Sub System Functional and Non-Functional Requirements.  The Contractor shall provide support to RE function/ CDO on development and maintenance of the requirements SRRD , ITEA, VVRM in order to describe the capability need. The SSRD will support the development of the VVRM and ITEA. the document generated is the Sub System Requirements Specification (SSRD).  The Contractor shall provide support to RE function/ CDO on the following ongoing activities:  -Capture operational ‘user requirements’ and ‘capability constraints’ for, Operational Processes, Human Factors Integration, Safety, Environmental and Sustainable Development, Security, Non-operational requirements and constraints  -Define Measures of Performance (MoP) for those system requirements that directly contribute to satisfying URD Measures of Effectiveness (MoE).  -Verify Linkage Between User Requirements, System Requirements and Verification for Completeness of Coverage, ensure SRD entries link back to each of their individual user requirements or constraints and are justifiable and that the URD is updated to capture linkages.  Analyse the Exercising Process(es) and Constraints to Define the Set of Activities that the Capability Must Enable  Add justification and validation criteria.  Identify an ‘owner’ for every requirement.  Maintain the SSRD to include mandatory requirements and constraints.  -Evidence engagement of Subject Matter Experts (SMEs) in formulating requirements within the requirements database  Develop the SSRD to include objective MOEs, setting threshold and objective values to allow for ‘within solution / DLoD’ trading and acceptance activities.  Perform initial ‘within solution / DLoD’ trading.  Further develop the validation criteria for inclusion in the SRD.  Repeat the process of defining the SRD.  Co-ordinate requirements updates agreed through meetings of the sponsor and customer.  Develop the SSRD to include mandatory requirements and constraints. There should be evidence of engagement of SMEs in formulating these requirements.  -Engineer the Aggregation of Individual Requirements into the DOORS Database  -Review the SSRD for Adherence to Guidance and Clarity of Purpose  The Contractor shall be responsible for providing support to the rest LOE tasks:   * Manage engineering technical requirements (definition, architecture, integration, contract assessment, contract management, and change) * Conduct Planning and Review for small to medium delivery area * Identify and manage engineering risk * Collect, collate and evaluate technical data, review technical equipment and systems and support, and take decisions on these * Provide independent perspective on innovation and technology risk in the delivery of military capability * Attend MKMS team meetings i.e. RAIDO review, Engineering workshops etc.   **Note: This is project level input into RE and forms part of the Engineering project level activities it is not to replace the RE specific SoR or duplicate their work.** | Contract Deliverable which shall include as a minimum:  SSUN  Extract KURs from Morpheus URD  Requirements Acceptance Management Strategy (RAMS)  In developing the RAMS the following templates will be produced to assist other Work Packages:  - Systems Requirements Document (SRD)  - Integrated Test Evaluation and Acceptance Plan (ITEAP). Maintain & Mature ITEAP Level of Effort (LOE)  - ITEA Schedule  - Verification and Validation Requirements Matrix (VVRM)  -Manage MKMS (LOE)  -Maintain PC Artefacts (LOE)  -Maintain & Mature RAMS (LOE)  -Maintain & Mature ITEAP (LOE) | As per Orderbook Forecast, and reviewed Monthly | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  (word, excel, project) |
| 20.3 | SQEP – CDO (System Engineering / Architecture / Security/ Safety & Environmental / Human Factors) | This requirement assumes that there is a backlog of Engineering/Design artefacts needed to allow the MKMS project to progress. There is a requirement to develop/support the Key Production Authority (KPA).  Working with the CDO the Contractor shall maintain / update Engineering/Design artefacts, principles and decisions needed to allow MKMS Project to proceed.  Working with the CDO leadership the Contractor shall establish maintain / update a prioritised work to complete log (Kanban); monitor and report progress  The Contractor shall be responsible for the following  - Identify, Plan and Initiate/update (phase 2/3 etc)Project technical elements;  - Manage technical artefact production;  - support technical contract development work;  - identify the roadmap for exploitation of technology;  - Liaise with the Senior PM for overall project management;  - Provide input to the Monthly report and other reporting and briefs as directed by the Senior PM.  -Ensure the effective management and coordination of all the engineering activities required for the successful delivery of an MKMS, with reference to the engineering programme as outlined by the SEMP .  - Management of the engineering team, including on-boarding any new engineering staff in relation to the engineering programme.  -Identify deficiencies in those activities and identify where additional work is required.  - Support to effective and coherent engineering controls and application of best practice principles in all areas of the engineering process.  - Ensuring that there is a consistency in the Engineering Artefacts and the way in which they are maintained and reported.  - Maintaining clear communication & governance within the project and between the project, the engineering function of other projects and CDO.  -Ensure sufficient information has been provided to the Project by the Cap to support the development of Human Factor MKMS sub-system requirements.  That project resourcing, scheduling and governance has accounted for HFI activities through all stages of the project.  Ensure sufficient information has been captured to support the development of Safety & Environmental sub-system requirements.  That project resourcing, scheduling and governance has accounted for safety and environmental activities through all stages of the project.  There is an overarching TacSys safety & environmental management system in place which is applicable to all projects within the TacSys portfolio. The MKMS Safety and Environmental Case Report/ Management Plan is required to refer out to this, therefore minimal time/effort will be required to produce plans.  The Contractor shall be responsible for the following security aspect:  Cyber Security must be built into systems and capability design from the outset. This is to enable a culture of proactive risk management so that systems are designed to be secure from initial concept and remain secure throughout their life. Secure by Design principles will mean projects will no longer seek accreditation, as the route to security assurance, but will implement a Continual assurance approach. As such Security artefacts will be embedded in all stages and demonstrated to the Senior Responsible Officer and others throughout the project lifecycle. Delivery Team Leaders must document the security approach in a Security Definition and Management Document (SDMD). This document must be maintained during the life of the capability and transferred to the Capability Owner prior to the capability entering service.  This document supported by a body of evidence collected during the project lifecycle. As a minimum this will include:  a. Define:  (1) The use of the capability;  (2) A description of the capability’s relationship with and dependencies on other capabilities;  (3) The Roles and Responsibilities involved in developing and managing the capability throughout its lifecycle including reporting points within Cyber Defence and Risk (CyDR);  (4) External policies or standards that the capability needs to be compliant with and that will influence security e.g. air worthiness, safety, nuclear; and  (5) The Stakeholders and any external requirements e.g. data protection, National Cyber Security Centre (NCSC) assurance requirements.  b. Set out:  (1) The risk and assurance approach for the capability with key decision points;  (2) The overall approach to security considering the threat, vulnerabilities and risk assessment;  (3) The role and structure of the supply chain and how supply chain risks will be managed; and  (4) The cost and appropriate funding levels required to implement security controls.  The contractor shall develop the architecture sufficient to align the procurement strategy with the system requirements. It will also have prepared artefacts and worked with CDO architecture resource to allow them to put the architecture into EA Sparx.  This is project level input into Various Engineering Activities Functions and forms part of the Engineering project level activities it is not to replace the Engineering specific SoR or duplicate their work. | Support required Engr Outputs by (but not limited to)  Maintaining Backlog/Kanban  Producing/maintaining Prioritised work to complete plan  Engineer management Plans  Updating/SME input into Requirements Documentation  Conduct Project Technical Management  Produce and Maintain Technology Exploitation Plan/Roadmap  Produce and update Technical Artefacts and reports  Security Case (Accreditation)  Weekly Engineering Meetings  CDO Cross-Brief (fortnightly)  Management of ad-hoc engineering requests and tasks  Co-ordination with Joint Crypt-Key Programme (JCKP) Local Key Management (LKM)/Local Key Generation (LKG) workstream  The EHFA report shall capture and document early HFI analysis work.  The HFI RAIDO provides a management tool to record and track HFI considerations, including Risks, Assumptions, Issues, Dependencies and  Opportunities through the course of a programme.  Develop the HFI/UCD Strategy into a plan that clarify the project approach to HFI with respect to:  a. Who will manage it?  b. Who will undertake the work?  c. When it will be done?  Further Activities:  Workshop with HFI team to set context  Workshop with HFI to agree HFI RAIDO capture  Workshops with Users to cover areas which are not captured under Use-Case work-package  Develop EHFA Report  Develop Human Factors Integration Plan (PT)  Maintain / Update S&EMP  Amend doc post Internal review  Create ToR’s  Identify applicable Legislation & Standards  Hold Project Safety and Environmental Panel (PSEP)  Identify Physical Hazards  Identify Functional Hazards  Input into requirements  Create minutes  Amend doc post Internal review  Create preliminary hazard log  Review & accept by PSEP  Create Pt 1 Safety and Environmental Case Report (SECR)  Amend doc post Internal review  Develop Environmental Case Report  Develop Certification Plan  Maintain Engineering Management Plans (LOE) i.e.:  System Engineering Management Plan  Configuration Management Plan  AArchitecture Management Plan  Security Management (LOE)  Initial Security Case  Security Risk Assessment framework/ Methodology (e.g., NIST SP-800)  Security Risks managed in Capability Risk Register  Risk Treatment Plan  Augment JCKP’s threat assessment to meet MKMS or discuss with JCKP to derive project specific risk assessment  CyDR Engagement  Crypto Management Plan (Part 1 & 2 )  DART Registration  Establish the MKMS security governance regime e.g. Security Working Groups, Technical Liaison Meetings, and attend.  Develop Security Definition and Management Document (SDMD)  Security management (LOE)  Focused Threat Assessment  Develop Block diagram architecture.  Derive architecture aspects for system requirements input and review  JCKP co-working  Develop Architecture Design Document suitable for User Requirements Review (URR). | As per Orderbook Forecast, and reviewed Monthly | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  (word, excel, project) |

## APPENDIX 21 – NOT USED

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |

## APPENDIX 22 - TRP Work Package – SERAPH

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 22.1 | SQEP – P3M | The Contractor shall provide administrative support to Project SERAPH PMs | Contract Deliverable which shall include as a minimum but not limited to:  Project administrative support as required by the SERAPH PMs.  Coordination of returns  Production of presentations  room bookings  Stakeholder / Industry workshop support | As required | Monthly Project Management Report will have a Monthly Project Admin Report Section containing a summary and an evidence spreadsheet of tasking completed / not completed (able to be exported into excel) |
| 22.2 | SQEP – P3M | The Contractor shall create, collate and manage the SERAPH Projects document Suite (including but not limited to the outputs):  The Contractor shall provide support to the SERAPH PMs.  The Contractor shall provide support which will include (but not limited to) engagement with the SERAPH Design Partner and Assurance Review of the SERAPH Study materials | Contract Deliverable which shall include as a minimum but not limited to:  Updating/Creating/Maintaining:  Manage project risks, issues, assumptions, dependencies and opportunities using the ARM and ADaM tools.  Manage the projects Master Data and Assumptions List (MDAL)  Lessons Learned / Learning from Experience Log  Action Log  GFx list  SERAPH’s Work Breakdown Structure (WBS)  Project PMP  Project TLMP  Project Delivery Strategy  Project Acquisition and Procurement Strategies  POAP  Project Scoping documents  Up to date Project Quality Management Plan  Project Stakeholder & Communication Plan  Project Basis of Estimate  Project Configuration Management Plan and the configuration actual report  Project Knowledge Management Processes  Maintain access and the Up-to-date Share-Point Repository  RAIDO Management Plans  Project Dependency Log  Monthly Project status reports | As required | Monthly Project Management Report will have an update section  containing a summary and an evidence spreadsheet of tasking completed / not completed (able to be exported into excel) and a Configuration Management Report of Documents |
| 22.3 | SQEP – P3M | The Contractor shall provide support to key Project Events  Stakeholder activities  Strategy activities  procurement activities  Approvals planning and execution including in Assurance Evaluations | Contract Deliverable which shall include as a minimum but not limited to:  Procurement activities and documents  Strategy documents  Project evaluation activities and documents  Project Approvals Integrated Assurance and Approvals Plan (IAAP)  Up to date Approval’s report  Assurance status activities  Stakeholder communication plan  Stakeholder matrix  Assurance Evaluation | As required | Monthly Project Report containing a summary and a forward look / Risk section, and an evidence spreadsheet of tasking completed / not completed (able to be exported into excel) |
| 22.4 | SQEP – P3M | The contractor shall provide the SERAPH PMs with support and maintenance of the SERAPH schedule throughout the project lifecycle.   * The schedule shall be maintained in accordance with DD207 Scheduling Policy, utilising Project Online (POL). * Manage and update Project SERAPH Milestones | Contract Deliverable which shall include as a minimum:  Overall Level 0 schedule for all SERAPH Work Packages set out within the appendix.  Up to date project milestones including tagging and reporting.  Up to date & maintenance of Project SERAPH schedule | As required | Monthly Project Management Report will have an update section  containing a summary and an evidence spreadsheet of tasking completed / not completed (able to be exported into excel) and a Configuration Management Report of Documents |
| 22.5 | SQEP – P3M | The Contractor shall maintain and support SERAPH PMs with a schedule risk analysis (SRA) using the Predict Tool as per the TacSys programme Controls guidance. | Contract Deliverable which shall include as a minimum:  Schedule Risk Analysis of the Schedule | As required | Monthly Project Management Report will have an update section  containing a summary and an evidence spreadsheet of tasking completed / not completed (able to be exported into excel) and a Configuration Management Report of Documents |
|  | SQEP –Engineering  Architecture Management | The Contractor shall create, collate and manage all the SERAPH Architecture document Suite (including but not limited to the outputs):  The Contractor shall provide support to the SERAPH PMs.  The Contractor shall provide support which will include (but not limited to) stakeholder engagement with the SERAPH Design Partner.  Assurance Review of the SERAPH Study materials | Contract Deliverable which shall include as a minimum:  The Architecture Requirement Analysis Report  The Architecture Management Strategy (AMS)  The mapping between the Project SERAPH Service Architecture and DD Enterprise System Architecture  Update and publication of the Service Architecture  Ensure coherence with wider architecture activities in CDO  Document the Project SERAPH role in the Enterprise Security and System Management (ESySM) architecture  Any other SERAPH Architecture Documents Required  Support to the SERAPH PMs including presentation material as required.  Engagement with stakeholders including the SERAPH Design Partner  Assurance Review of SERAPH Study materials | As Required | A monthly Engineering report including an Architecture Section containing a summary and an evidence spreadsheet of tasking completed / not completed (able to be exported into excel).  A Configuration Management report of Documents. |
|  | SQEP – Engineering  Security and Accreditation Management | The Contractor shall create, collate and manage the SERAPH Security and Accreditation document Suite (including but not limited to):  The Contractor shall provide support to the SERAPH PMs.  The Contractor shall provide support which will include (but not limited to) stakeholder engagement including with the SERAPH Design Partner  Assurance Review of the SERAPH Study materials | Contract Deliverable which shall include as a minimum:  Security Aspect Letters  The Contractor shall, working with TacSys Delivery Team Security Assurance Coordinator (SAC), undertake the necessary activities to ensure that Project SERAPH reaches all of its accreditations.  Manage, maintain, and update the Accreditation Strategy and Plan  Manage, maintain and update the risk assessment to support accreditation  Review, assess, comment, advise and support the security solution  Organise, invite attendees and record RODs for the Security Working Group (SWG) and attend the Security Technical Liaison Meetings (STLMs)  Support the prioritised work programme from the SWG  All Security Architecture Designs  Any other Security and Accreditation Documents Required  Support to the SERAPH PMs including presentation material as required.  Engagement with stakeholders including the SERAPH Design Partner  Assurance Review of SERAPH Study materials | As Required | A monthly Engineering report including a Security and Accreditation Section containing a summary and an evidence spreadsheet of tasking completed / not completed (able to be exported into excel).  A Configuration Management report of Documents. |
|  | SQEP – Engineering  Testing and Trials Management | The Contractor shall create, collate and manage the SERAPH Testing and Trials document Suite (including but not limited to):  The Contractor shall provide support to the SERAPH PMs.  The Contractor shall provide support which will include (but not limited to) stakeholder engagement including with the SERAPH Design Partner and Assurance Review of the SERAPH Study materials.  The Contractor shall support the development of test strategies, working with the Army sponsors and Project SERAPH Suppliers.  The Contractor shall support the development of the requirement for the interim and enduring MORPHEUS Test and Reference Centre (MTRC), relevant to Project SERAPH. | Contract Deliverable which shall include as a minimum:  Engineering input to the Test strategies, plans and scripts  Provide and deliver verbal and written SME technical briefs as required  Deliver Technical reviews  Provide technical provisioning on trials activities  Provide planning provisioning to the Trials organisations tasked by MOD to conduct trials in respect of Technical Trials Methodologies, Trials programmes and Conduct of Technical Trials  Witness, report and provide governance of trialling, testing, verification, acceptance and evaluation activities  Deliver compliance statements against JSP604 policy and other MOD Policy and processes  Lead the development of test planning and strategies  Lead the development of test scripts  Conduct Verification and Validation on system and subsystem test scripts  Any other SERAPH Requirement Documents as required  Support to the SERAPH PMs including presentation material as required  Engagement with stakeholders including the SERAPH Design Partner  Assurance Review of SERAPH Study materials  Identify issues and propose candidate DS tasks  Scope and complete TF1 forms  Review TF2 supplier responses  Review progress and outputs of active DS task  Manage the technical elements of active DS tasks  Attend monthly DS progress meetings | As Required | A monthly Engineering report including a Testing and Trials Section containing a summary and an evidence spreadsheet of tasking completed / not completed (able to be exported into excel).  A configuration Management report of Documents |
|  | SQEP – Engineering  Technical Support and co-ordination | The Contractor shall create, collate and manage the SERAPH Engineering document Suite (including but not limited to):  The Contractor shall provide support to the SERAPH PMs.  The Contractor shall provide support which will include (but not limited to) stakeholder engagement including with the SERAPH Design Partner and Assurance Review of the SERAPH Study materials.  Creating, updating, managing and maintaining technical specifications, technical pre-qualification questions and evaluation criteria, technical tender assessment questions and evaluation criteria, technical elements of the tender pack and statements of requirements for the Project SERAPH competitions.  The Contractor shall undertake and report on, as a minimum, all the following activities when the Project SERAPH is undertaking competitions:   * Providing technical support to Industry Days, including as a minimum:   + Preparation of briefing material   + Delivering presentations   + Participation in briefings and panels. * During competitions, providing responses to Clarification Questions raised by Industry at any stage of the procurement in accordance with the associated project schedule; * Assessing bidder responses to the Project SERAPH competitions, both at the pre-qualification stage and tender stage recording robust, and commercially appropriate justifications for scoring using any tool the Authority requires. * Providing technical input to negotiations as required * Supporting the Tender Assessment Panels in support of the moderation bid evaluation. | Contract Deliverable which shall include as a minimum:  The Systems Engineering Management Plan (SEMP)  Development and documentation of any additional engineering processes required in consultation with the CDO and the Technical Authority Lead  SERAPH Task List - As a minimum the list shall be populated, updated, reviewed and available via defined electronic means and be live to all Project SERAPH team members  Engineering cross-brief RODs  Change Review Board RODs  Through Life Management Plan  CDO Maturity Assessment Report  Tracking progress against the maturity assessment framework and the maturity transition milestones  Collect and compile assurance metric reports  Document reviews – coordination, progress and scheduling sanction reviews  Work with the Engineering SMEs & the SERAPH Project Management Team to identify Issues and Risks and articulate in a suitable format  Manage the delivery of SME activities in support of Risk / Issues mitigation actions and update records as appropriate  Kanban or similar approach to task prioritisation and scheduling  Organise and take records of engineering meeting as appropriate  Check and monitor progress of all Engineering activities  Manage and update a master schedule of Engineering activities assigned by the Technical Lead  Configuration Control of all Engineering Documentation  Contribution to Project Reporting  Run monthly governance meetings to include: Cross Brief, Solutions Coherence and Engineering Coordination  Any other SERAPH Requirement Documents Required  Support to the SERAPH PMs including presentation material as required  Engagement with stakeholders including the SERAPH Design Partner  Up-to-date Technical Specifications  Production and maintenance of the project Statements of Requirements  Attendance and participation in Industry Days and Bidders Conferences  Attendance and participation in Tender Assessment Panels  Clarification Question responses  Provide support for the following SERAPH studies:   * 1. Operational Support Management (OSM)   2. Public Key Infrastructure (PKI)   3. Identity & Access Management (IDAM)   4. Defensive Cyber Operations (DCO)   5. High Threat Gateways (HTG)   6. Certificate Authority (CA) | As Required | A monthly Engineering report including an Engineering Support Section containing a summary and an evidence spreadsheet of tasking completed / not completed (able to be exported into excel).  A configuration Management report of Documents |
|  | SQEP – Engineering  Management Leadership | The Contractor shall assume the Lead for designated technical activities as agreed with the Technical Authority Lead.  The Contractor shall provide the Technical Management of the Project SERAPH Team.  The Contractor shall provide the SERAPH PMs with appropriate and timely engineering support.  The Contractor shall provide technical support to the Strategy and Approvals team. This shall include as a minimum:   * Supporting engagement with the Scrutiny community, including preparation and presentation of answers to technical Clarification Questions from the Scrutiny community * Creating, updating, managing and maintaining the technical elements of Procurement Strategies for the SERAPH Project resource acquisition * Creating, updating, managing and maintaining the technical elements for the development of Review and Information notes and associated documentation including Frequently Asked Questions.   The Contractor shall provide support to key Project Events:   * Stakeholder activities * Strategy activities * Procurement activities * Approvals planning and execution * Assurance Evaluations * The Contractor shall provide support to the SERAPH PMs. * Acting as the Project SERAPH technical point of contact for technical service liaison activities with Other DD & MoD Departments (including DPMA, SMITS, Def Cyber, DSTL and DD) * The Contractor shall provide support which will include (but not limited to) stakeholder engagement including with the SERAPH Design Partner * Assurance Review of the SERAPH Study materials | Contract Deliverable which shall include as a minimum:  Acting as the Project SERAPH technical point of contact for technical service liaison activities with Other DD & MoD Departments (including DPMA, SMITS, Def Cyber, DSTL and DD)  Any SERAPH Documents Required  Support to the SERAPH PMs including presentation material as required  Engagement with stakeholders including the SERAPH Design Partner  Assurance Review of SERAPH Study materials  Written Clarification answers and Presentations  Technical elements of procurement strategies  Technical input to Review and Information Notes | As Required | A monthly Engineering report including a Leadership Section containing a summary and an evidence spreadsheet of tasking completed / not completed (able to be exported into excel). |
|  | SQEP – Engineering  Management Change | The Contractor shall create, collate and manage the SERAPH Change document Suite (including but not limited to the outputs):  The Contractor shall undertake Technical Feasibility and Options Trade Studies.  The Contractor shall provide support to the SERAPH PMs.  The Contractor shall provide support which will include (but not limited to) stakeholder engagement including with the SERAPH Design Partner and Assurance Review of the SERAPH Study materials  Develop design options and conduct systems analysis and design partitioning trade studies to understand implementation options for service and capability uplifts using performance models where appropriate in support of design analysis and trade studies.  Produce technical performance specifications for applications and Project SERAPH subsystems. | Contract Deliverable which shall include as a minimum:  Manage Technical change through the relevant CCBs as appropriate  Produce and update the SoR for Technical Feasibility  Produce and update the Options Trade Studies  Decision Analysis Reports  Change management coordination  Any other SERAPH Requirement Documents Required  Support to the SERAPH PMs including presentation material as required  Engagement with stakeholders including the SERAPH Design Partner  Assurance Review of SERAPH Study materials  Technical Performance Specification | As Required | A monthly Engineering report including a Change Section containing a summary and an evidence spreadsheet of tasking completed / not completed (able to be exported into excel).  A configuration Management report of Documents |
|  | SQEP – Engineering  Management Assurance | The Contractor shall conduct formal technical reviews of Project SERAPH Supplier deliverables in accordance with the published process.  The Contractor shall create, collate and manage the SERAPH Assurance document Suite (including but not limited to):  The Contractor shall provide support to the SERAPH PMs.  The Contractor shall provide support which will include (but not limited to) stakeholder engagement including with the SERAPH Design Partner and Assurance Review of the SERAPH Study materials | Contract Deliverable which shall include as a minimum:  Technical Reviews of Documentation  Formal review comments recorded in Assurance Management Tool  Any other SERAPH Requirement Documents Required  Support to the SERAPH PMs including presentation material as required.  Engagement with stakeholders including the SERAPH Design Partner  Assurance Review of SERAPH Study materials  Provide assurance for the following SERAPH studies:  Operational Support Management (OSM)  Public Key Infrastructure (PKI)  Identity & Access Management (IDAM)  Defensive Cyber Operations (DCO)  High Threat Gateways (HTG)  Certificate Authority (CA) | As Required | A monthly Engineering report including an Assurance Section containing a summary and an evidence spreadsheet of tasking completed / not completed (able to be exported into excel).  A configuration Management report of Documents |
|  | SQEP – Requirements Management | The Contractor shall create, collate and manage all off the SERAPH Requirements document Suite (including but not limited to):  The Contractor shall provide support to the SERAPH PMs.  The Contractor shall provide support which will include (but not limited to) engagement with the SERAPH Design Partner and Assurance Review of the SERAPH Study materials.  The Contractor shall undertake requirements analysis, using the Project SERAPH Service / Target System Architecture, working in conjunction with the TacSys Requirements Team, when changes arise to any of the following areas:   * Changes in user requirements * Technical issues including obsolescence * Innovation opportunities | Contract Deliverable which shall include as a minimum:  SERAPH Technical Performance Specification  SERAPH Sub System Requirements Definition (SSRD)  SERAPH Integrated Test, Evaluation & Acceptance Plan (ITEAP)  SERAPH Requirements and Acceptance Management Plan (RAMP) in alignment with the MORPHEUS Requirements and Acceptance Management Strategy (RAMS).  SERAPH VVRM (Validation & Verification Requirements Matrix)  Any other SERAPH Requirement Documents Required  Support to the SERAPH PMs including presentation material as required.  Engagement with the SERAPH Design Partner and Assurance Review of SERAPH Study materials | As required | A monthly Requirements Report containing a summary and an evidence spreadsheet of tasking completed / not completed (able to be exported into excel) |
|  |  |  |  |  |  |

## APPENDIX 23 - TRP Work Package – Bearers

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 23.1 | SQEP – P3M | The Contractor shall provide the Authority with day to day support to the project to manage the Work Packages detailed within this appendix, including;   * Technology Outcomes * ISSP / 3OA Endorsement | Contract Deliverable which shall include as a minimum:  Monthly reporting as part of performance reporting requirements to cover;  Schedule narrative of key issues or escalations;    Summary of the status of Key Milestones in the Schedule, including ISP milestones;  Resource baseline and forecast;  Outputs delivered,  Resource delivered against planned tasks as per schedule details from Appendix 1 | Monthly from CA. | Acceptance by the Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord) |
| 23.2 | SQEP – P3M | The Contractor shall provide procurement project and process expertise to the Bearers Project Team in respect of supplier-facing activity including but not limited to:   * Market analysis * Procurement strategy * Procurement process | Contract Deliverable which shall include as a minimum:  Updated Acquisition Strategy  Updated Procurement Strategy | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord) |
| 23.3 | SQEP – P3M | The Contractor shall provide the Authority with day to day support to the project to manage the implementation of the Modelling and Analysis Service (MaAS) being implemented through an external framework. | Contract Deliverable which shall include as a minimum:  Monthly reporting including current  status and outcomes  Detail vignettes and scenarios produced within the last calendar month | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 23.4 | SQEP – P3M | The Contractor shall provide the Authority with day to day support to the project to manage the implementation of;   * Any technology demonstrators through external frameworks or other government departments aligned to serials 23.15 and 23.16 of this appendix. | Contract Deliverable which shall include as a minimum:  Monthly reporting including current status and outcomes    Executive summary of each activity undertaken  Cost/Budget Performance against schedule | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 23.5 | SQEP – DDaT / CIS Engineering Leadership | The Contractor shall provide the Authority with day to day support to the project to manage:   * Lead and direct the technical aspects of the Work Packages within this appendix * Execute the project strategy during the Concept Phase providing direction for future Phases as required against relevant work packages within this appendix * Preparation and presentation for key project decision points and options analysis | Contract Deliverable which shall include as a minimum:  Monthly reporting as part of performance reporting requirements to cover;  Project strategy executed.  Direction for future phases provided. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 23.6 | SQEP – Logistics Support including ILS | The Contractor shall provide:   * Input to, update, manage and maintain, in conjunction with the TacSys Requirements Team, the ILS requirements for TacSys Projects System (S) Requirements Documents (SRD) and Integration Test Evaluation and Acceptance Strategies (ITEAS). * Review and comment on AHQ URD. * Create, update, manage and maintain the Authority Support Solution Development Tool (SSDT). The SSDT is a Defence Digital (DD) mandated tool that provides a record of support solution development activity in a format which is coherent and consistent across DD and Defence Equipment & Support (DE&S). | Updated Bearers ITEAS  Updated Bearers SSDT | As per Orderbook Forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord) |
| 23.7 | SQEP – DDaT / CIS Systems Engineering | The Contractor shall manage, and maintain the BEARERS Design Considerations, Approaches and Solution Outlines, including as a minimum:   * Initial Concept Designs * Risks and Assumptions * Security Considerations * Outcomes of Red Teams and User Workshops * Initial Design Review | BEARERS Design Considerations, Approaches and Solution Outlines Document | 30-Jun-2024 | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord) |
| 23.8 | SQEP – DDaT / CIS Systems Engineering | The Contractor shall maintain the BEARERS Systems Engineering Management Plan (SEMP), undertaking an annual review and update. | Update to BEARERS SEMP | 30-Jun-2024  30-Jun-2025  30 Jun 2026 | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 23.9 | SQEP – Requirements Management | The Contractor shall maintain the BEARERS Sub System Requirements Definition (SSRD) | Updates to BEARERS SSRD | 30-Jun-2024  30-Jun-2025  30 Jun 2026 | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord) |
| 23.10 | SQEP – Requirements Management | The Contractor shall maintain the BEARERS RAMP in alignment with the MORPHEUS RAMS. | Updates to BEARERS RAMP | 30-Jun-2024  30-Jun-2025  30 Jun 2026 | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 23.11 | SQEP – Requirements Management | The Contractor shall update, manage and maintain the Bearers ITEAP | Updates to BEARERS ITEAP | 30-Jun-2024  30-Jun-2025  30 Jun 2026 | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 23.12 | SQEP – Requirements Management | The Contractor shall update, manage and maintain the Bearers VVRM in line with the Bearer Sub System Requirements Definition. (Note: This VVRM is meant to address the requirements and set the expectation of the acceptance criteria). | Updates to BEARERS VVRM | 30-Jun-2024  30-Jun-2025  30 Jun 2026 | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 23.13 | SQEP – DDaT / CIS Systems Engineering | The Contractor shall provide system engineering support including but not limited to:   * SME Support to System Design and requirements * MORPHEUS integration * Networks * RF-Waveform and Spectrum * RF-Antennas and filters * Waveform Strategy Support * Threat response and support * Operational Analysis including vignette and scenario definition * Represent the project in relevant meetings, user engagement, and working groups as needed (including NATO TES and other non-MOD specific working groups) * Attend Spectrum Working Group | Monthly Reporting  Outputs delivered on time and to a quality expected of a competent SME in line with the relevant criteria listed in the Description Column | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 23.14 | SQEP – DDaT / CIS Specialist Engineering | The Contractor shall develop, manage, and maintain the BEARERS elements of the AHQ / UK Stratcom Waveform Strategy | Updates to BEARERS Waveform Strategy | 31-Mar-2024  31-Mar-2025 | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 23.15 | SQEP – DDaT / CIS Specialist Engineering | The contractor shall uplift the technology roadmap to include:   * Results of Horizon Scanning activities * Refined technology focus based on the system engineering and design activities * Doctrinal considerations * Updates from on-going maturation activities   BEARERS SME engagement Includes Evolving Capability Development (ECD) activities, such as reviews of the Target Operating Model (TOM), the Land C4I Capability Roadmap. | Updated of BEARERS specific aspects of the CDO Technology Roadmap | As per Orderbook Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 23.16 | SQEP – DDaT / CIS Specialist Engineering | The contractor shall develop/update technology specific maturation and engagement plans to ensure that identified technologies are exploitable within their target Equipment Delivery Date (EDD):   * Detailed stakeholder engagement plan * Proposed interventions/demonstrations * OA activities * Modelling activities * Load Characterisation activities * Trade Studies to support System Engineering * Cost/Benefit analysis | Update to BEARERS Concept Demonstration Plan | 31-Apr-2024  31-Oct-2024  31-Apr-2025  31-Oct-2025 | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |

## APPENDIX 24 - TRP Work Package – MMR

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 24.1 | SQEP – P3M Project Manager | The contractor shall provide Project Management Support to the MMR Project. | The Contractor shall provide procurement project and process expertise to the MMR Project Team in respect of project-facing Core and Non-core Tasking activity including but not limited to:  Ensure quality across all deliverables  Ensure day to day management of the MMR Project, including leading on MMR Deliverables.  Project Implementation Plans, and Project Schedules produced and maintained up to date    Ensure the project is adequately resourced through resource identification, and management of recruiting resource. | As per Order Book Forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 24.2 | SQEP – P3M Project Manager | The Contractor shall provide project delivery support. | Contract Deliverable which shall include as a minimum:  Updated Project Management Plan    Updated Through Life Management Plan    Updated Quality Management Plan    Updated Stakeholder & Communication Plan    Updated Basis of Estimate    Updated Configuration Management Plan    Updated Change Management Plan    Updated Knowledge Management process    Maintain SharePoint Repository | As per Order Book Forecast | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
|  | SQEP – MMR Training Management | Management and support of Training activities to support MMR in line with the project schedule. | Contract Deliverable which shall include as a minimum:    Final training support plan    Assurance of training needs analysis    Attendance & input to training WG | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
|  | SQEP – Trials Management | Manage Trials activity to support MMR in line with the project schedule | Contract Deliverable which shall include as a minimum:  Support to the draft Trials & Test Plans    Draft Trials Directive as necessary    TEPO/TERRF Forms as necessary    Attendance at trials and acceptance working group    Trials assurance/evaluation reports of DIP contractual outputs    Experimentation support; attendance at trials, trials prep, MERL & experimentation report reviews | As per schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
|  | SQEP- Test and Acceptance | The Contractor shall provide technical support to the establishment of a combined Test and Acceptance Team. | Contract Deliverable which shall include at a minimum;    Assurance of test and acceptance activity.    Stakeholder management with relevant POCs.    Act as SME for test and acceptance. | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
|  | SQEP – DDaT / CIS Training | The contractor shall provide SME Training input into the Project | Contract Deliverable as a minimum:  Establish Training requirements  Training related contract artefacts    Input into training RAIDO and schedule.    Creation of a Training Management Plan  Create, Review and Assure the internal Validations (InVals)  Create, cohere and coordinate training deliverables. | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |

## APPENDIX 25 - TRP Work Package – Dismounted Situational Awareness (DSA)

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 25.1 | SQEP – P3M Project Manager | The Contractor shall provide the Authority with day to day support to the project to manage the Work Packages detailed within the project delivery plan. | Contract Deliverable which shall include as a minimum:  Provide the Authority with day to day support to the project to manage the Work Packages detailed within the project delivery plan | ITN | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 25.2 | SQEP – P3M Project Manager | The Contractor shall provide procurement project and process expertise to the DSA Project Team in respect of project-facing Core and Non-core Tasking activity. | Contract Deliverable which shall include as a minimum:  Market analysis.  Procurement strategy.  Procurement process.  Task Management.  Task Reporting. | ITN | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 25.3 | SQEP – P3M Project Manager | The Contractor shall provide project delivery support | Contract Deliverable which shall include as a minimum:  Updated Project Management Plan  Updated Through Life Management Plan  Updated Quality Management Plan  Updated Stakeholder & Communication Plan  Updated Basis of Estimate  Updated Configuration Management Plan  Updated Change Management Plan  Updated Knowledge Management process  Maintain SharePoint Repository | ITN | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
|  | SQEP – Requirements Management | The Contractor shall provide the management, development & assurance of and support to requirements and acceptance activities to support DSA SDR. | Contract Deliverable which shall include as a minimum:  Verification and Validation Requirements Matrix  Update and Maintain Requirements Document Set  Updated ITEAP  Updated RAMP  Supporting AHQ on updated URD  Updated SRD  Supporting AHQ on updated CONEMP Updated DOORS | ITN | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
|  | SQEP – Engineering | * Design evaluation/assurance reports of DIP contractual outputs * Technical Assurance & input to agreed DSA System Design and supporting design deliverables * Technical Assurance & input to agreed SSRDs and technical product specifications * Technical Assurance & input to Test & Acceptance activities of the accepted final Developmental DSA System * Agreed System Integration Test Report | Contract Deliverable which shall include as a minimum:  Design evaluation/assurance reports of DIP contractual outputs  Technical Assurance & input to agreed DSA System Design and supporting design deliverables  Technical Assurance & input to agreed SSRDs and technical product specifications  Technical Assurance & input to Test & Acceptance activities of the accepted final Developmental DSA System  Agreed System Integration Test Report | ITN | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
|  | SQEP – Trials Management | Manage Trials activity to support DSA in line with the project schedule | Contract Deliverable which shall include as a minimum:  Support to the draft Trials & Test Plans  Draft Trials Directive as necessary  Trials, Experimentation and Research Requirements Form (TERRF) as necessary  Attendance at Trials and Acceptance Working Group  Trials Assurance/Evaluation Reports of DIP contractual outputs  Experimentation Support; attendance at trials, Trials prep, Master Evidence Requirements List (MERL) & experimentation report reviews | ITN | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
|  | SQEP – Collaborative Work lead | Management of Collaborative Working ensuring it is used effectively in the DSA project. | Contract Deliverable which shall include as a minimum:  Preparation of communication materials for internal and external stakeholders  Active Management of Project stakeholder engagement  Draft & maintain Joint Relationship Management Plan for DSA  Stakeholder Management & Collaborative Working Knowledge Transfer | ITN | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
|  | SQEP - DSA - Architecture Management, Development & Assurance | Management of architecture development and assurance to support the DSA in line with the latest schedule. | Contract Deliverable which shall include as a minimum:  Technical Assurance & input to agreed DSA System Architecture  Agreed DSA Service Architecture | ITN | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
|  | SQEP – DSA Human Factors Integration | Management and support of HFI activities to support DSA in line with the project schedule. | Contract Deliverable which shall include as a minimum:  HFI Input and Assurance/Evaluation Reports of DIP contractual outputs  Draft HFI Plan  Support to SRD updates  Draft Case Reports  HFI input to Use Cases | ITN | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
|  | SQEP – Test and acceptance | The Contractor shall provide technical support to the establishment of a combined Test and Acceptance Team | Liaison and Integration with the LSRC inc Record of Meetings    Monitor and Review Design and System Integration Delivery (DSID) progress towards Design Milestones | As per schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
|  | SQEP – DDaT / CIS Training | The contractor shall provide SME Training input into the Project | Contract Deliverable as a minimum:  - Establish Training Trg requirements   * Trg related contract artefacts * Input into training RAIDO and schedule. * Creation of a Training Mgmt Plan * Create, Review and Assure the internal Validations (InVals) * Create, cohere and coordinate training deliverables. | As per schedule | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |

## APPENDIX 26 - TRP Work Package – AFV-Headset

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 26.1 | SQEP – P3M – Project Manager | The Contractor shall provide the Authority with day to day support to Project Manage the Project | Contract Deliverable which shall include as a minimum:  . Reporting including current status and outcomes  Review and endorse all deliverables for Quality  Provide day to day management of the AFV H Project including management of all deliverables  Identify and Recruit Resource | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 26.2 | SQEP – P3M Procurement PM | The Contractor shall provide procurement project and process expertise to the AFV H Project Team in respect of supplier-facing activity. | Contract Deliverable which shall include as a minimum:  Updated Acquisition Strategy    Updated Procurement Strategy  Market analysis    Procurement strategy    Procurement process | To be reviewed Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 26.3 | SQEP – P3M Project Manager | The Contractor shall provide project delivery support. | Contract Deliverable which shall include as a minimum:  Updated Project Management Plan    Updated Through Life Management Plan    Updated Quality Management Plan    Updated Stakeholder & Communication Plan    Updated Basis of Estimate    Updated Configuration Management Plan    Updated Change Management Plan    Updated Knowledge Management process    Maintain SharePoint Repository | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 26.4 | SQEP – Requirements Management | The Contractor shall provide the management, development & assurance of and support to requirements and acceptance activities to support AFV H: | Contract Deliverable which shall include as a minimum:  Verification and Validation Requirements Matrix    Update and Maintain Requirements Document Set    Updated ITEAP    Updated RAMP    Supporting AHQ on updated URD    Updated SRD    Supporting AHQ on updated CONEMP    Updated DOORS | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 26.5 | SQEP – Trials Management | Manage Trials activity to support AFV H in line with the project schedule | Contract Deliverable which shall include as a minimum:   Support to the draft Trials & Test Plans    Draft Trials Directive as necessary    TEPO/TERRF Forms as necessary    Attendance at Trials and Acceptance Working Group    Trials Assurance/Evaluation Reports of DIP contractual outputs    Experimentation Support; attendance at trials, Trials prep, MERL & experimentation report reviews | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 26.6 | Not Used | | | | |
| 26.7 | SQEP – DDaT / CIS Specialist Engineering | The contractor shall uplift the technology roadmap. | Contract Deliverable which shall include as a minimum:  Updated of AFV H specific aspects of the CDO Technology Roadmap  Results of Horizon Scanning activities    Refined technology focus based on the system engineering and design activities    Doctrinal considerations    Updates from on-going maturation activities    AFV H SME engagement  Includes ECD activities, such as reviews of the Target Operating Model (TOM), the Land C4I Capability Roadmap. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 26.8 | SQEP – DDaT / CIS Specialist Engineering | The contractor shall provide specialist engineering support to the AFV H Project. | At a minimum the contractor shall:  Develop/update technology specific maturation and engagement plans to ensure that identified technologies are exploitable within their target EDD.    Update to AFV H Concept Demonstration Plan. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 26.9 | SQEP - Acoustics SME | The contractor shall provide SME advice on the following activities: | Contract Deliverable which shall include as a minimum:  Independent technical analysis of OEM test reports  Contribution to trials serials.  Advice and guidance on management of duty holder risks. | As per Order book forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 26.10 | SQEP – AFV H Human Factors Integration | The contractor shall provide management and support of HFI activities to AFV H in line with the project schedule and activities. | Contract Deliverable which shall include as a minimum:  Early Human Factors Report  HFI Trials plan  Dismount HFI Trials Plan  Mount Trials Plan.  HFI Input and assurance/ evaluation.  Draft Case Reports | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 26.11 | SQEP – Capability lead | The Contractor shall update, manage, and maintain the AFV H Platform Capability Plan | Updates to AFV H Platform Capability Plan | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 26.12 | SQEP – Test and acceptance | The Contractor shall provide technical support to the establishment of a combined Test and Acceptance Team | At a minimum:  Creation Validation and verification of the Test and Acceptance documents.    Ownership of the Test and Acceptance plan.  Assurance of Test and Acceptance activity.    Stakeholder management with relevant POCs.    Act as SME for Test and acceptance. | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 26.13 | SQEP – DDaT / CIS Training | The contractor shall provide SME Training input into the Project | Contract Deliverable as a minimum:  - Establish Training Trg requirements  Trg related contract artefacts    Input into training RAIDO and schedule.    Creation of a Training Mgmt Plan  Create, Review and Assure the internal Validations (InVals)  Create, cohere and coordinate training deliverables. | As Per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |

## APPENDIX 27 - TRP Work Package – Trinity

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 27.1 | SQEP – P3M Project Manager | The Contractor shall provide support to senior TRINITY PM.  Contract Deliverable which shall include as a minimum:   * Ensure quality across all deliverables * Ensure day to day management of the TRINITY Project, including leading on TRINITY Deliverables. * Ensure the project is adequately resourced through resource identification, and management of recruiting resource. * Support to the return of x 2 Information Notes | PM support to TRINITY. | From CA to June 26 | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 27.2 | P3M | The Contractor shall provide support to senior TRINITY PM for the Exit and transition from contract. Including;   * Provide day to day management of the TRINITY Project including management of all deliverables * Oversee development and delivery of handover documentation to follow on contract for all functional areas including ToRs for each role * Support the authority in developing its plans for future Resourcing/ PSS support * Oversee handover activities to the future TRINITY team | PM support TRINITY PM for the Exit and transition from contract | April 26 | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 27.3 | SQEP – Test and Acceptance | The Contractor shall provide technical support to the establishment of a combined Test and Acceptance Team | liaison and Integration with the LSRC inc Record of Meetings  Monitor and Review DSID progress towards Design Milestones | From CA to June 26 | Acceptance by the Lead PM  Appropriate MSOffice format (word, excel, project) |
| 27.4 | SQEP – Requirements Management | The Contractor shall provide Requirements support management support to the TRINITY project | Update ITEAP / ITEAS  Update RAMS  Update URD  Update SRD  Update CONEMP  Update DOORS | From CA to June 26 | Acceptance by the Lead PM  Appropriate MSOffice format (word, excel, project) |
| 27.5 | SQEP- Engineering | The Contractor shall provide Engineering support covering;   * System Engineering, * Network Engineering, * Security Engineering and Software Engineering, * Architecture and RF / DLOS engineer | Use knowledge of frameworks to ensure the correct engineering framework is implemented for the Project.  Provide support to the engineering solution based on the requirements.  Ensure the Authority is supported on early DSID deliverables.  Ensure the authority is supported for management of PDR DSID Deliverable  Support Authority on the management of CDR DSID Deliverable  Ensure the System Engineering Management Plan Is maintained.  Ensure the authority technology roadmap is maintained. Maintain Authority  Ensure the design repository is maintained on the Collaborative working environment. | From CA to June 26 | Acceptance by the Lead PM  Appropriate MSOffice format (word, excel, project) |
| 27.6 | SQEP Security Engineering Support | Contribution to proposed Security Design Solutions | Contribute to the Design, vision approach and plan  Support to ensure development of Crypto Solution PRIME and NINE  Security Compliance and Assurance across the project  Liaison with CyDR, NCSC and NATO  Provide contribution to the SEMP by completing the Security Specific Sections of SEMP  Contribution to Security Sections for HLD and ILD.  Provision of input to the Security Aspects of Technology Road Map | From CA to June 26 | Acceptance by the Lead PM  Appropriate MSOffice format (word, excel, project) |

## APPENDIX 28 - TRP Work Package – Falcon

| Serial | Requirement | | Description | Output | | Date | Assurance / Acceptance Criteria (inc Format) | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 28.1 | SQEP – Network Engineer | The Contractor shall provide assistance with the investigation and problem management of arising issues affecting Falcon performance. This shall as a minimum include:   * Investigation and problem management of up to a maximum of 8 issues, see Note 1 * Providing technical scrutiny and analysis of identified problems; and * Propose a recommendation in a Technical Memo which shall include as a minimum, an analysis of the issues and appropriate courses of action for resolution of each issue.   **Note 1:**  1 Jun 23 to 30 Apr 26 = 35 months. Estimate 1 issue every 4 months = 8 issues. Last 3 months not covered as Falcon Out of Service Date is 31 Mar 2026 | | | Contract Deliverable which shall include as a minimum:  Participation during investigation of issues  Technical analysis  Technical Memo  Note:  Investigation and tech analysis will contribute to the Technical Memo but do not represent standalone Outputs for reporting purposes. | Within 14 working days from scrutiny and analysis of the issue. | | Line entry on Monthly Report delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 28.2 | SQEP – Network Engineer | The Contractor shall provide attendance and participation in the quarterly Falcon Technical Committee (FTC) meetings and intervening monthly extraordinary FTC Meetings. Up to a maximum of 29 meetings to be attended, see Note 2.  Meetings will be held via MS Teams and at MoD establishments and contractor locations. As a minimum the Contractor shall:   * Provide, during the meeting, verbal specialist comments and analysis of topics raised, recommendations and alternative options. * Review each meeting, evaluating proposals and information presented. Where necessary, recommendations and alternative options are to be provided in the detailed Technical Report of the meeting. * Provide advice and independent scrutiny on proposals and information presented to the committee by the Prime Contractor. * Accept and progress any actions they are assigned during the meeting. * Review the official FTC minutes and actions, providing tracked changes corrections to minutes and actions where necessary.   **Note 2:**  1 Jun 23 to 30 Apr 26 = 35 months. Falcon Out of Service Date is 31 Mar 2026 and no meetings in Aug, gives 11 x FTC and 18 x eFTC = 29 meetings in Total. | | | Contract Deliverable which shall include as a minimum:  Attendance and participation in the quarterly FTC and intervening monthly extraordinary FTC Meetings    Technical memo reviewing each meeting  Technical memo with advice and alternative options where necessary  Completion of any allocated actions  Reviewed FTC Minutes with track changes  **Note**  Requested Outputs i. and iv. will be completed as BAU but do not represent standalone Outputs for reporting purposes. | As scheduled  No later than 5 Working days after meeting  14 working days from receipt.  Preferably before next meeting.  Within 5 days of receipt | | Technical Memos delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord  Line entry on Monthly Report |
| 28.3 | SQEP - Network Engineer | The Contractor shall provide assistance with the development and delivery of Falcon Post Design Service (PDS) taskings. As a minimum the Contractor shall:   * Provide independent advice and scrutiny of items raised at the Falcon Change Advisory Board (CAB). * Provide advice in the development of user requirements for firmware, software and hardware PDS tasks. * Provide independent advice to the Authority throughout the development of modifications by the Prime Contractor. * Verify and validate the delivered PDS requirements during the trials and demonstration of modifications. * Where PDS tasks impact the JSP 604, ICT Joining Rules necessary, draft compliance statements against JSP604 on behalf of the Falcon security manager.   **Note 3**:  Up to a maximum of 5 PDS tasks to be supported in the contract duration.  No PDS tasks in 2025 as Falcon goes Out of Service on 31 Mar 2026. Estimate for remaining 19 months is 5 x PDS tasks. | | | Contract Deliverable which shall include as a minimum:  Specialist advice as requested by the CAB.  Provide technical advice to PDS Requirements meetings and scrutiny of Task Approval Forms where required.  Technical Memos / Options papers providing scrutiny and advice on changes proposed by the Prime  Contractor in response to a PDS task.  Where necessary witness trials and provide a Trial Report.  Provide updates to JSP604 compliance statements when scheduled. | As required  As required  Technical Memos / Options papers to be delivered no later than 14 working days after reviews or presentation of proposals.  Trial Report to be delivered no later than 14 working days after completion of trial. Compliance statements to be delivered as scheduled. | | Review and acceptance of Technical Memos delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord  Line entry on Monthly Report |
| 28.4 | SQEP - Network Engineer | The Contractor shall provide assistance with maintaining the Falcon System's Interim Authority to Operate (iATO), reviewed yearly by the Network Operating Authority (NOA). As a minimum the Contractor shall:   * Review quarterly, changes to the Falcon Baseline that impact the JSP 604, ICT Joining Rules as set out in the Falcon Technical Release Readiness Assessment (TRRA) document. * Liaise with TRRA Case Officer to complete updating the TRRA in readiness for the Release and Deployment Board meeting each year. | | | Contract Deliverable which shall include as a minimum:  Quarterly update to TRRA.  Completed TRRA update supplied to TRRA Case Officer and FSM. | Delivered to FSM no later than 14 days after FTC meeting.  Updated TRRA delivered 2 months prior to R&D Board meeting. | | Review and acceptance of TRRA update delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord  Line entry on Monthly Report |
| 28.5 | SQEP – Security and Information Assurance | The Contractor shall attend and participate in the Quarterly combined Falcon Security Working Group (SWG) and Security Risk Register (SRR) meetings, (up to a maximum of 10 meetings to be attended).  Meetings will be held via MS Teams and at MoD establishments and contractor locations. The Contractor shall provide a Technical Memo to the Falcon Security Manager (FSM) following meetings. The Technical memo shall include as a minimum:   * Progress on all Security Risks since the last meeting. * Feasibility and status of all mitigation actions. * Make recommendation to the FSM on risk closure evidence where applicable. * Identify and recommend to the Risk review meeting any new risks including fall back actions and mitigations. * Applicability of existing risk with recommendation for change where necessary. * Attendance and Participation in the SWG and SRR meetings. | | | Contract Deliverable which shall include as a minimum:  A Technical Memo following SWG and SRR meetings | No later than 5 Working days after meeting | | Review and acceptance of Technical Memos of each meeting by FSM, delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord  Line Entry on Monthly Report |
| 28.6 | SQEP – Security and Information Assurance | The Contractor shall manage, maintain and update the Falcon Risk Management Accreditation Document Set monthly, with reference to the latest JSP 440 and Information Security (IS) standards and update the supporting risk analysis and IS calculations. As a minimum the Contractor shall:   * Provide an updated RMADS for FSM approval * Provide evidence for JSP604 Rule Set compliance and ensuring compliance with MoD policy for the Falcon System, for FSM and Network Technical Authority approval. * Review for compliance, Codes of Connection (CoCo’s) of Systems wishing to connect to Falcon. * Review monthly Security Impact Assessment (SIA) reports and provide advice and guidance on all Falcon Software and Hardware Obsolescence issues as they arise. * Monitor the *"Secure by Design"* operating model and advise the FSM on the appropriate actions to comply and enhance the cyber security risk posture of the Falcon System. | | | Contract Deliverable which shall include as a minimum:  Deliver updated RMADS.  Deliver an updated JSP604 Rule Set.  Written confirmation of CoCo compliance.  Provide a Technical Memo on SIA and hardware / software obsolescence to FSM.  Provide a monthly report to the FSM on progress towards compliance and outstanding and new actions. | RMADS Monthly.  JSP 604 Rule Set Monthly.  CoCo Compliance within 5 days of receipt.  Technical Memo on SIA within 5 days of receiving SIA report.  Secure by Design, monthly report. | | RMADS updates and JSP 604 Rule Set updates that ensure that Falcon is fit for purpose to maintain Accreditation,  CoCo compliance and SIA Technical Memos,  Line Entry on Monthly Report  Delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |

## APPENDIX 29 - TRP Work Package – NIOBE

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 29.1 | SQEP – DDaT / CIS Training | For the Delivery of an ITN process and Industry Engagement to enable the Authority to Down-select a preferred bidder,  the Contractor shall:   * Provide Main Delivery Training Input into Requirements/contract artefacts * Provide Main Delivery Training Advice and Guidance * Provide artifacts and support assurance/approvals for FBC. | Contract Deliverable which shall include as a minimum:  Training requirements  Training related contract artefacts  Training related FBC related artefacts | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 29.2 | SQEP – DDaT / CIS Training | For the Design, Develop, Procurement and Integration of the NIOBE Capability and Technical Demonstrators, the Contractor shall:   * Provide Phase 1 Training Advice, Guidance and review of Training artefacts | Contract Deliverable which shall include as a minimum:  Training comments on artefacts | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 29.3 | SQEP – DDaT / CIS Integrated Logistic Support | For the Delivery of an ITN process and Industry Engagement to enable the Authority to Down-select a preferred bidder,  the Contractor shall:   * Support the production and provide ILS input to Main Delivery Procurement Strategy * Support the production and provide ILS input to the Schedule * Provide SSDT updates and SSO Liaison * Update and maintain ILS Strategy * Produce and maintain the ILS and Element Plans * Produce and maintain ILS Product Descriptors * Provide NIOBE Logistics DLOD input into artifacts * Provide ILS Input into SRD/ITEAP/CONUSE * Support production and evaluation of DPQQ * Support the production and evaluation of ITN * Provide ILS Support to JSP 604 * Provide ILS Support to TRL/ System Readiness Level (SRL) * Provide artifacts and support assurance/approvals for FBC. | Contract Deliverable which shall include as a minimum:  ILS input to Main Delivery Phase  ILS input to Schedule  Maintain ILS strategy  ILS and Element Plans  ILS product descriptors  Logistic DLOD documentation  DPQQ ILS elements  ITN ILS elements  JSP 604 related input  TRL/SRL related input  FBC ILS related artefacts | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 29.4 | SQEP – DDaT / CIS Integrated Logistic Support | For the Design, Develop, Procurement and Integration of the NIOBE Capability and Technical Demonstrators, the Contractor shall:   * Update and Maintain the SSDT and provide Support Solution Officers (SSO) Liaison * Provision of Phase 1 ILS advice, guidance, review and mgt * Provide NIOBE Logistics DLOD input into artifacts and Meeting | Contract Deliverable which shall include as a minimum:  Update SSDT  Ph 1 ILS advice  Logistic DLOD documentation | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 29.5 | SQEP – DDaT / CIS Human Factors Integration | For the Delivery of an ITN process and Industry Engagement to enable the Authority to Down-select a preferred bidder,  the Contractor shall:   * Provide HFI Input for Main Delivery System Requirement Document (SRD) * Update and maintain MOD NIOBE HFI Plan * Undertake Delta Analysis from Early Human Factors Analysis * Provide artifacts and support assurance/approvals for FBC. | Contract Deliverable which shall include as a minimum:  SRD input  HFI updated plan  Delta Analysis  FBC HFI related artefacts | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word |
| 29.6 | SQEP – DDaT / CIS Human Factors Integration | For the Design, Develop, Procurement and Integration of the NIOBE Capability and Technical Demonstrators, the Contractor shall:   * Provide HFI Strategy - (Input to ILS Strategy) * Update and Maintain MOD HFI-RAIDO Register (ongoing through life of project) * Initiate Early Human Factors Analysis Report * Provide HFI Input for System Requirement Document (SRD) * Produce and maintain the MOD NIOBE HFI Plan * Undertake Task Analysis from donor capabilities (where applicable) * Support the production of the Target Audience Description * Provide HFI input to Project documentation in support of programme activities | Contract Deliverable which shall include as a minimum:  HFI Strategy  HFI RAIDO updates  Human Factors Analysis report  HFSR for system  HFI Plan  Task analysis  HFI related project documentation | Monthly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word |
| 29.7 | SQEP – DDaT / CIS Safety and Environment | For the Delivery of an ITN process and Industry Engagement to enable the Authority to Down-select a preferred bidder,  the Contractor shall be responsible for:   * Assurance and oversight of the NIOBE Main Delivery Safety and Environmental Case and its deliverables including attendance at Project Safety and Environmental Panels, Safety Working Groups (e.g. Hazard Identification and Analysis Meeting, Functional analysis, etc.). * Production and continued maintenance of the NIOBE Main Delivery Part 1 Safety and Environmental Management Plan. * Production and continued maintenance of the NIOBE Main Delivery Part 1 Safety and Environmental Case Report. * Production and continued development and maintenance of the NIOBE Main Delivery Part 1 Hazard Log. * Continuing input to the maintenance of the NIOBE Environmental Case Report / Environmental Features Matrix and TacSys Sustainability Assessment. * Support to the NIOBE Project on Safety and Environmental issues / matters including attendance at NIOBE Project and Engineering Meetings * Main Delivery support / input to JSP604, TRL/SRL, DPQQ, DPQQ Evaluation, ITN, ITN Response, non-safety plans, etc. * Input to NIOBE Main Delivery URD / SRD development * Provide artifacts and support assurance/approvals for FBC. | Contract Deliverable which shall include as a minimum:  Main Delivery Safety Plan  Main Delivery Safety Case  Main Delivery Hazard Log  Environmental Case report  Main Delivery input to JSP604, TRL/SRL, DPQQ, DPQQ Evaluation, ITN, ITN Response, non-safety plans, etc.  Input to NIOBE Main Delivery URD / SRD development  FBC related artefacts. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 29.8 | SQEP – DDaT / CIS Safety and Environment | For the Design, Develop, Procurement and Integration of the NIOBE Capability and Technical Demonstrators, the Contractor shall:   * Maintain the NIOBE Phase 1 Part 1 Safety and Environmental Management Plan. * Provide continued maintenance of the NIOBE Phase 1 Part 1 Safety and Environmental Case Report. * Provide continued development and maintenance of the NIOBE Phase 1 Part 1 Hazard Log. * Provide input to the maintenance of the NIOBE Environmental Case Report / Environmental Features Matrix and TacSys Sustainability Assessment. * Support the NIOBE Project on Safety and Environmental issues / matters including attendance at NIOBE Project and Engineering Meetings * Provide Safety support and input to Assessment Phase artefacts and assurance activities. * Produce the NIOBE Phase 1 Part 3 (Operation and Support) SECR. * Provide input to NIOBE Phase 1 URD / SRD development | Contract Deliverable which shall include as a minimum:  Updated Part 1 Safety and Environmental Management Plan.  Updated NIOBE Phase 1 Part 1 Safety and Environmental Case Report.  Updated NIOBE Phase 1 Part 1 Hazard Log.  Updated NIOBE Environmental Case Report / Environmental Features Matrix and TacSys Sustainability Assessment.  Updated Assessment Phase artefacts and assurance activities.  NIOBE Phase 1 Part 3 (Operation and Support) SECR.  Updated NIOBE Phase 1 URD / SRD development | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 29.9 | SQEP – DDaT / CIS Requirements Management | For the Delivery of an ITN process and Industry Engagement to enable the Authority to Down-select a preferred bidder,  the Contractor shall:   * Develop and maintain the Main Delivery ITEAP - this includes subordinate elements such as: pan DLoD Milestones; ITEA Schedule; Updated TEWG ToRs; Main Delivery Test Strategy; Revised VVRM * Elicit Phase 1 LFE for inclusion into the URD. * Support the Requirement Engineer to produce the Main Delivery SRD * Support Cap with uplift of CONEMP and drafting of CONUSE * Support production and evaluation of DPQQ * Support the production and evaluation of ITN * Support dependency management, particularly 3OAs. * Assist and support with the delivery of the Technology Roadmap * Support Operational Analysis * Support the preparation of the FBC. | Contract Deliverable which shall include as a minimum:  Updated Main Delivery ITEAP - this includes subordinate elements such as: pan DLoD Milestones; ITEA Schedule; Updated TEWG ToRs; Main Delivery Test Strategy; Revised VVRM  Phase 1 LFE for inclusion into the URD.  Input to Requirement Engineer to produce the Main Delivery SRD  Input to Cap with uplift of CONEMP and drafting of CONUSE  Produce and evaluate DPQQ from RM perspective.  Production and evaluation of ITN  Provide input to dependency management, particularly 3OAs.  Provide input to Technology Roadmap  Provide input to Operational Analysis  Provide input to FBC. | Monthly from contract award or in accordance with the project schedule. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 29.10 | SQEP – DDaT / CIS Requirements Management | For the Design, Develop, Procurement and Integration of the NIOBE Capability and Technical Demonstrators, the Contractor shall:   * Update and maintain the RAMS * Update and maintain the Phase 1 ITEAP - this includes subordinate elements such as: pan DLoD Milestones; ITEA Schedule; TEWG ToRs; Phase 1 Test Strategy; VVRM * Update and maintain the URD - to include a mature and endorsed Pt 3 * Support the Requirements Engineer to produce the Phase 1 SRD * Support Army HQ Capability Delivery with production of CONEMP * Support dependency management, particularly 3OAs. * Support and advise on Engineering assurance; plus, lead requirements trading/change processes. * Assist and support with the delivery of the Technology Roadmap * Support and assist with FCRs. * Provide artifacts and support assurance/approvals for FBC. | Contract Deliverable which shall include as a minimum:  Updated RAMS  Updated Phase 1 ITEAP - this includes subordinate elements such as: pan DLoD Milestones; ITEA Schedule; TEWG ToRs; Phase 1 Test Strategy; VVRM  Updated URD - to include a mature and endorsed Pt 3  Input to Requirements Engineer to produce the Phase 1 SRD  Input to Army HQ Capability Delivery with production of CONEMP  Provide input to dependency management, particularly 3OAs.  Provide input on Engineering assurance; plus, lead requirements trading/change processes.  Provide input to Technology Roadmap  Provide input and review FCRs.  FBC related artifacts. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 29.11 | SQEP – P3M Approvals | For the Delivery of an ITN process and Industry Engagement to enable the Authority to Down-select a preferred bidder,  the Contractor shall:   * Produce the FBC Draft * Produce the NIOBE Specific Evidence Table * Initiate and facilitate Evidence Working Group meetings and engagement with Scrutiny * Provide artifacts and support assurance/approvals for FBC. | Contract Deliverable which shall include as a minimum:  Draft FBC  NIOBE Specific Evidence Table  Initiate and facilitate Evidence Working Group meetings.  Scrutiny engagement  FBC artifacts. | Monthly CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 29.12 | SQEP – DDaT / CIS Operational Analysis | For the Delivery of an ITN process and Industry Engagement to enable the Authority to Down-select a preferred bidder,  the Contractor shall provide:   * OA insights (e.g. IERs, scenarios / vignettes, OA results) to inform Main Delivery updated suite of artefacts (URD,RAMS/P, ITEAP, SRD, CONEMP,CONUSE) * Management, tasking & assurance of OA Services being provided by 3rd party, e.g. DSTL or other OA provider * Support to production of the Evaluation Strategy * Support to Tender Evaluation * Artifacts and support assurance/approvals for FBC. | Contract Deliverable which shall include as a minimum:  OA input (e.g. IERs, scenarios / vignettes, OA results) to Main Delivery artefacts (URD,RAMS/P, ITEAP, SRD, CONEMP,CONUSE)  Management, tasking & assurance of OA Services being provided by 3rd party, e.g. DSTL or other OA provider  Input to Evaluation Strategy  Input to Tender Evaluation  FBC artifacts. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 29.13 | SQEP – DDaT / CIS Operational Analysis | For the Design, Develop, Procurement and Integration of the NIOBE Capability and Technical Demonstrators, the Contractor shall:     * Provide OA support (e.g. IERs, scenarios / vignettes, OA results) to the production of project documentation including but not limited to Phase 1 suite of artefacts (URD,RAMS/P, ITEAP, SRD, CONEMP,CONUSE) * Engage with and coordinate tasking & assurance of OA Services being provided by 3rd party, e.g. DSTL or other OA provider | Contract Deliverable which shall include as a minimum:  OA input (e.g. IERs, scenarios / vignettes, OA results) to the production of project documentation including but not limited to Phase 1 suite of artefacts (URD,RAMS/P, ITEAP, SRD, CONEMP,CONUSE)  Engagement with and coordinate tasking & assurance of OA Services being provided by 3rd party, e.g. DSTL or other OA provider | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 29.14 | SQEP – DDaT / CIS Security Risk Management | For the Delivery of an ITN process and Industry Engagement to enable the Authority to Down-select a preferred bidder,  the Contractor shall:   * Update and maintain Security Aspects Design * Develop the Accreditation Evidence Statement * Undertake Threat Assessment Activities * Update and maintain Cyber Advantage Document * Update and maintain the NIOBE RMADS * Maintain Prioritised Risk List * Undertake Risk Assessment * Update and maintain Risk Treatment Plan * Support the engagement with 6 + Donor DT Security Risk Managers (SRM) * Engage with SAC & Accreditor to secure Document Approval * Provide artifacts and support assurance/approvals for FBC. | Contract Deliverable which shall include as a minimum:  Updated Security Aspects Design  Produce Accreditation Evidence Statement  Threat Assessment Activities  Updated Cyber Advantage Document  Updated NIOBE RMADS  Updated Prioritised Risk List  Risk Assessment  Updated Risk Treatment Plan  Engagement with 6 + Donor DT SRM  Engage with SAC & Accreditor to secure Document Approval  FBC artifacts. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 29.15 | SQEP – DDaT / CIS Security Risk Management | For the Design, Develop, Procurement and Integration of the NIOBE Capability and Technical Demonstrators, the Contractor shall:   * Update and maintain the Security Management Plan * Produce Security Aspects Letter * Produce and Maintain Security Aspects Design * Develop the Accreditation Evidence Statement * Undertake Threat Assessment Activities * Produce and maintain Cyber Advantage Document * Initiate and maintain NIOBE RMADS * Maintain Prioritised Risk List * Undertake Risk Assessment * initiate and maintain Risk Treatment Plan * Support the engagement with 6 x Donor DT SRM * Engage with SAC & Accreditor to secure Document Approval | Contract Deliverable which shall include as a minimum:  Updated Security Management Plan  Security Aspects Letter  Security Aspects Design  Accreditation Evidence Statement  Threat Assessment Activities  Cyber Advantage Document  NIOBE RMADS  Updated Prioritised Risk List  Risk Assessment  Risk Treatment Plan  Engagement with 6 x Donor DT SRM  Engage with SAC & Accreditor to secure Document Approval | Monthly from contract award or in accordance with the project schedule. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |

## APPENDIX 30 - TRP Work Package – DC3I

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 30.1 | SQEP – Collaborative Work lead | Management of Collaborative Working ensuring it is used effectively in the DC3I programme. | Contract Deliverable which shall include as a minimum:  Preparation of communication materials for internal and external stakeholders    Active Management of Project stakeholder engagement    Draft & maintain Joint Relationship Management Plan for DC3I  Stakeholder Management & Collaborative Working Knowledge Transfer | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 30.2 | SQEP – P3M Project Manager | The Contractor shall provide project delivery to DC3I. | Contract Deliverable which shall include as a minimum:  Monthly reporting as part of performance reporting requirements to cover;  Schedule narrative of key issues or escalations;  Summary of the status of Key Milestones in the Schedule, including ISP milestones;  Resource baseline and forecast; | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 30.3 | SQEP – P3M Project Manager | Stakeholder /Communication  The contractor shall provide stakeholder / comms support to the DC3I Project | Contract Deliverable which shall include as a minimum:  Updated Stakeholder & Communication Plan    Lead and support on Industry days.  Industry engagement lead for DC3I | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 30.4 | SQEP DC3I Sustainability Lead | The contractor shall provide sustainability support to the DC3I projects | Contract Deliverable which shall include:    Sustainability SME advice provided to DC3I projects across all aspects.  Horizon scanning  Input into Project Requirements | As per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 30.5 | SQEP P3M Fielding Project Manager | The contractor shall provide Fielding Support to the FMT on behalf of DC3I projects | Contract Deliverable which shall include at a minimum:  Project Management of DC3I fielding activity.  Monthly progress reports  Input into RAIDO, Costing, WBS and schedule of DC3I projects.    Creation, co-ordination and assurance of the fielding strategy, fielding approach and fielding directive. | As per Order Book forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 30.6 | SQEP – Requirements Management | The Contractor shall provide Requirements support management support to the DC3I project | Provide requirements management support  Liaise with Army for requirements coming into the DC3I Project | As Per Order Book Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |

## APPENDIX 31 - TRP Work Package – BCIP Sustain

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 31.1 | SQEP – P3M | The Contractor shall provide the Authority with day to day support to the project to manage the Work Packages detailed within this appendix, including;   * Technology Outcomes * ISSP / 3OA Endorsement | Contract Deliverable which shall include as a minimum:  Monthly reporting as part of performance reporting requirements to cover;  Schedule narrative of key issues or escalations;  Summary of the status of Key Milestones in the Schedule, including ISP milestones;  Resource baseline and forecast;  Outputs delivered,  Resource delivered against planned tasks as per schedule details from Serial A2.3. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 31.2 | SQEP – P3M | The Contractor shall provide procurement project and process expertise to the BCIP Sustainment Project Team in respect of supplier-facing activity including but not limited to:   * Market analysis * Procurement strategy * Procurement process | Contract Deliverable which shall include as a minimum:  Updated Acquisition Strategy  Updated Procurement Strategy | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 31.3 | SQEP – P3M | The Contractor shall provide project controls support to the Authority, including;   * Actions Log * Lessons Learnt Log * GFE list * Support industry engagement   General project logistical support activities | Contract Deliverable which shall include as a minimum:  Hosting and managing relevant workshops to assess required changes and updates for the following outputs;  Up to date Actions Log  Up to date Lessons Learnt Log  Up to date GFE List | Quarterly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 31.4 | SQEP – DDaT / CIS Engineering Leadership | The Contractor shall provide the Authority with day to day support to the project to:   * Lead and direct the technical aspects of the Work Packages within this appendix * Execute the project strategy during the Concept Phase providing direction for future Phases as required against relevant workpackages within this appendix * Preparation and presentation for key project decision points and options analysis | Contract Deliverable which shall include as a minimum:  Monthly reporting as part of performance reporting requirements to cover;  Project strategy executed.  Direction for future phases provided. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
| 31.5 | SQEP – DDaT / CIS Engineering Leadership | The Contractor shall manage and maintain the technical aspects of the Through Life Management Plan to provide an annual update | Contract Deliverable which shall include as a minimum:  Up to date technical aspects of the TLMP | Quarterly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
| 31.6 | SQEP – DDaT / CIS Systems Engineering | The Contractor shall provide system engineering support including but not limited to:   * SME Support to System Design and requirements * BCIP integration * Software Support * Represent the project in relevant meetings, user engagement, and working groups as needed | Contract Deliverable which shall include as a minimum:  Monthly reporting as part of performance reporting requirements to cover;  SME Support provided,  BCIP Integration support,  Software support | Reviewed Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
| 31.7 | SQEP – DDaT / CIS Systems Engineering | The Contractor shall develop, manage, and maintain the BCIP SUSTAINMENT Design Considerations, Approaches and Solution Outlines, including as a minimum:   * Initial Concept Designs * Risks and Assumptions * Security Considerations * Outcomes of Red Teams and User Workshops * Initial Design Review | BCIP SUSTAINMENT Design Considerations, Approaches and Solution Outlines Document | Reviewed Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
|  | SQEP – DDaT / CIS Systems Engineering | The Contractor shall maintain the BCIP SUSTAINMENT Systems Engineering Management Plan (SEMP), undertaking an annual review and update. | Update to BCIP SUSTAINMENT SEMP | Annual from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
|  | SQEP – DDaT / CIS Platform Integration | * The Contractor shall provide SME System Integration support including but not limited to: T&S support for platform surveys * Demonstration review * Platform Impact Statements against System Designs (where applicable) | Demonstration review.  Platform Impact Statements against System Designs | Reviewed Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
|  | SQEP – Logistics (ILS) | The Contractor shall provide:  Input to, update, manage and maintain, in conjunction with the TacSys Requirements Team, the ILS requirements for TacSys Projects System (S) Requirements Documents (SRD) and Integration Test Evaluation and Acceptance Strategies (ITEAS). | Update to BCIP Sustainment ITEAS | From CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
|  | SQEP – Logistics (ILS) | The Contractor shall review and comment on AHQ URD and TacSys SRD . | Updates to URD and SRD | From CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
|  | SQEP – Logistics (ILS) | Create, update, manage and maintain the Authority Support Solution Development Tool (SSDT). | Update to BCIP Sustainment SSDT | Reviewed Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
|  | SQEP – Logistics (ILS) | The contractor shall provide (iaw ILS SoR, Def Stan 00-600 & Defence Logistic Framework)):   * ILS Strategy * Supportability Analysis * ILS Plan * ILS element plans | ILS Artefacts as required to include as a minimum:  ILS Strategy  Supportability Analysis  ILS Plan  ILS element plans | As per Orderbook Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
|  | SQEP – Logistics (Obsolescence Management) | The contractor shall provide a BCIP obsolescence management plan (OMP) | Updated OMP | Monthly review from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  ) |
|  | SQEP – Logistics (Obsolescence Management) | The contractor shall provide support to the Authority obsolescence manager in respect to BCIP obsolescence activity, maintaining all:   * Obsolescence case register * Last time buy register. * Mitigation register. * Co-chair Obs working Gp for TacSys and AHQ. | Updated registers utilising SharpCloud | Monthly review from CA.  Monthly TacSys Obsolescence Working Group  Monthly BCIP Sustainment Working Group | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
|  | SQEP – Requirements Management | The Contractor shall maintain the BCIP SUSTAINMENT Sub System Requirements Definition (SSRD) | Updates to BCIP SUSTAINMENT SSRD | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
|  | SQEP – Requirements Management | The Contractor shall update, manage and maintain the BCIP Sustainment ITEAP | Updates to BCIP SUSTAINMENT ITEAP | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
|  | SQEP – Requirements Management | The Contractor shall update, manage and maintain the BCIP Sustainment VVRM. | Updates to BCIP SUSTAINMENT VVRM | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |
|  | SQEP – Requirements Management | The Contractor shall provide requirements management support including but not limited to:   * SME Support to System Design, * Input to competition and any future supply chain activities * Represent the project in relevant meetings and working groups as needed | Monthly updates | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure. |

## APPENDIX 32 - TRP Work Package – Post Design Services

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 32.1 | SQEP – CIS Safety & Environment | The Contractor shall maintain the Safety and Environmental Case Reports (SECR) for In-Service projects listed below;   * BCIP 5.6 * JCRVT (ph1 and ph2) * TacSAT and G2A * PRR * Makefast * ANR * LDGv1 * LDGv2 * Mercury * Masts * GPS | Updates to SECR part 1 under the aforementioned projects. | Annual from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 32.2 | SQEP – CIS Safety & Environment | The Contractor shall maintain the Safety and Environmental Management Plan for In-Service projects listed below:   * BCIP 5.6 * JCRVT (ph1 and ph2) * TacSAT and G2A * PRR * Makefast * ANR * LDGv1 * LDGv2 * Mercury * Masts * GPS | Updates to Safety and Environmental Management Plan for the aforementioned projects. | Annual from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 32.3 | SQEP - CIS Safety & Environment | The Contractor shall develop, manage, and conduct the Project Safety and Environmental Panel (PSEP)s for In-Service projects listed below;   * BCIP 5.6 * JCRVT (ph1 and ph2) * TacSAT and G2A * Personal Role Radio * Makefast * ANR * Land Deployed Gateway v1 * Land Deployed Gateway v2 * Mercury * Masts * GPS | PSEP for each of the aforementioned projects. | Annual from CA. | PSEP minutes delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 32.4 | SQEP – CIS Safety & Environment | The Contractor shall attend and provide SME to the DSC Safety Review Meetings and System Safety Review Boards. | Provide SME review of content, provision of recommendations at attendance of:  Monthly SRM  6-monthly SSRB (in place of monthly SRM). | SRM Monthly from CA.  SSRB 6 monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 32.5 | SQEP – CIS Safety & Environment | The Contractor shall maintain the Hazard Log in conjunction with the relevant supplier for the following projects:   * BCIP * JCRVT (ph1 and ph2) * TacSAT and G2A * PRR * Makefast * ANR * LDGv1 * LDGv2 * Mercury * Masts * GPS | Updated Hazard Logs for the aforementioned projects. | 31-March-24 | Hazard Log updated and delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSExcel |
| 32.6 | SQEP – CIS Safety & Environment | The Contractor shall provide software safety engineering SME, including annual checks on relevant hazard logs, PSEPs, PSEP WGs, SECRs part 2 and 3, for:   * LDGv1 safety review for Systematic Functional Hazard Log * TacSat and G2A * Makefast * BCIP | Provide SME review of content, provision of recommendations at attendance of relevant meetings.  Recommendations and meeting outputs captured in meeting minutes. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 32.7 | SQEP – CIS Systems Engineering Gateways | The Contractor shall review and provide comment on all LDGv2 project documentation submitted to the Authority, including but not limited to:  - Architecture Design Document  - Certificate Practice Statement  - Environmental Legislative Compliance Register  - Hardware Selection Document  - Hazardous Materials Database  - Project Management Plan  - Safety & Environmental Case Report  - Safety & Environmental Management Plan  - Schedules and Roadmaps  - System Design Document  - Technical Performance Specification Document  - Preliminary Design Review Slide Pack  - Acceptance Test Plan  - Acceptance Test Report  - Architecture Models  - Acceptance Test Readiness Review Slide Pack  - BCIP End to End Realisation Document  - Defect Review Slide Packs and Quad Charts  - Interface Control Document  - Interface Definition Description Documents  - Integrated Test, Evaluation and Acceptance Plan  - License Management Plan  - Performance & Characterisation Test Plan  - Performance & Characterisation Test Report  - Release Control Point Slide Pack  - Regression Test Plan  - Regression Test Report  - Security Aspects Design Document  - Service Management Document  - System Integration Test Plan  - System Integration Test Report  - System Integration Readiness Review Slide Pack  - Test Execution Readiness Review Slide Pack  - Training Need Analysis  - Training Courseware (inclusive of User Guide)  - Training Management Plan  - Trials Report  - LDGv2 TRRA  - Risk Registers  - Test Scripts | Review and feedback on LDGv2 documentation received from GDMS-UK. | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 32.8 | SQEP – CIS Systems Engineering Gateways | The Contractor shall attend and provide SME to LDGv2 meetings during Phase 2, including but not limited to:   * Project meetings * Workshops with supplier * Test and Acceptance events * Review Boards * Trials * RCPs * Training sessions * Support to safety mgmt meetings | Provide SME review of content, provision of recommendations at attendance at events captured in meeting minutes.  Attendance at fortnightly project updates captured in meeting minutes. | Fortnightly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord. |
| 32.9 | SQEP – CIS Systems Engineering Gateways | The Contractor shall provide SME advice and support for In-Service gateways. | Monthly Reporting against Systems Engineering activities.  Outputs delivered on time and to a quality expected of a competent SME in line with the relevant criteria listed in the Description Column | Monthly from CA.. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 32.10 | SQEP – CIS Systems Engineering Gateways | The Contractor shall attend and provide SME to LDGv1, including but not limited to:   * Reviewing GD documents e.g. SoW * Attending PSEPs * Project meetings * Workshops with supplier * Test and Acceptance events * RCPs * Support to safety mgmt meetings | Provide SME review of content, provision of recommendations at attendance at events captured in meeting minutes.  Attendance at project meetings, workshops, test events and RCPs captured in meeting minutes. | Weekly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 32.11 | SQEP – CIS Systems Engineering | The Contractor shall provide TacCIS SME to support TacSys In-Service systems, including but not limited to:   * Hardware – Design, Development, Delivery and Support * Operating Systems and Software Build Integration * Information Assurance * Platform Integration * Human Factors Integration – Programme Level Governance * Support to Software Lifecycle Management * Support to fielding & evaluation * Requirement derivation, definitions, verification and validation. * DSC: Capability Uplift, ComBAT and SLINGSHOT Integration | Monthly Reporting against Systems Engineering activities.  Outputs delivered on time and to a quality expected of a competent SME in line with the relevant criteria listed in the Description Column | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 32.12 | SQEP – CIS Systems Engineering | The Contractor shall provide SME input to TacCIS tasking outputs, including but not limited to:   * Providing and delivering verbal and written technical briefs when required * Attendance at relevant meetings and reviews * Technical reviews and formal comment on documentation and within DSC agreed timeframe. * Supporting trials including planning * Report, attend and provide governance of trialling, testing, verification, acceptance and evaluation activities * Delivering compliance statements against JSP604 policy * Providing knowledge transfer to Crown Servants and military personnel. | Written Technical briefs  Planning and support of trials.  Governance of VV&T activities.  Compliance statements.  Knowledge transfer | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 32.13 | SQEP – CIS Systems Engineering | The Contractor shall assure and provide SME to DSC tasking outputs, including but not limited to:   * Identifying issues and proposing candidate DS tasks * Scoping and completing TF1 forms * Reviewing TF2 supplier responses * Reviewing progress and outputs of active DS tasks Managing the technical elements of ongoing DS tasks | Candidate DS tasks proposed.  TF1 forms.  Review of TF2 responses.  Tracking of DS tasks | Monthly from CA. | Tasks drafted in a reasonable time frame inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 32.14 | SQEP – CIS Systems Engineering | The Contractor shall support TacSys In-Service by:   * Identifying and supporting the management of dependencies between TacSys teams * Supporting the design and preparation activities, conducting reviews of tests, trials and trials reports, contributing to areas of expertise of mobility and system trials * Providing technical support to the JSIB project BISA integration activities, diagnosing system of system issues and providing options for resolution * Contributing to the management of transition activities of capabilities into In-Service * Providing advice and guidance to Integrated Logistics Support Programmes * Supporting the evaluation of In-Service baselines. * Providing technical support to obsolescence management across In-Service * Support where required to LDG, Enhancements to VHF Radios, OS Upgrades, HCDR single board computer, Test Equipment, Screen Requalification | Dependencies identified and supported.  Review of tests, trials and trials reports.  Diagnosis of system issues and proposals for resolution.  Managing transition into In-Service.  Evaluaton of In-Service baselines | Monthly from CA | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 32.15 | SQEP – CIS Systems Engineering | The Contractor shall support TacSys in Interoperability Standard setting forums, including:   * UK Symbology WG * Land Environment Message Set (LEMS) * NATO Multilateral Interoperability Programme (MIP) / MIP Information Model (MIM) | Provide SME review of content, provision of recommendations at attendance of relevant meetings.  Recommendations and meeting outputs captured in meeting minutes. | As per orderbook forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 32.16 | SQEP – CIS Security | The Contractor shall provide project security support for the following projects:   * Working groups and relevant engagements * Influence requirements architecture and solution where applicable * Security Risk Log * Security Compliance and Assurance * Security sections of SEMP * Update Security Mgmt Plans   On behalf of the following projects:   * BCIP 5.6 * JCRVT (ph1 and ph2) * TacSAT and G2A * Personal Role Radio * Makefast * ANR * Land Deployable Gateway v1 * Land Deployable Gateway v2 * PTC 414 * Mercury * Masts * GPS | Updates to the Security Management plans, to include;  Security Risk Log  Security Compliance and Assurance  Security sections of SEMP  Update Security Mgmt Plans  Updates to be undertaken across all projects as detailed in the description. | Annual from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |

## APPENDIX 33 - TRP Work Package – CWE & JPO Facility

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 33.1 | P3M - PM | Contract Deliverable which shall include as a minimum:     * Delivery Partner Benefits Management Plan * Support to Approvals and Information/Review Note Activities * Develop, manage and maintain briefing materials as required. * Review and draft the Statements of requirement to ensure consistency with wider strategy and direction | Contract Deliverable which shall include as a minimum:  Benefits Plan  Contribution to Cost Model  Configuration control of all statement of requirements | As per Orderbook Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 33.2 | P3M - PM | eJPO/CWE Project Support  The Contractor shall;   * Maintain project documentation in accordance with DD policy * Develop and maintain Resourced Schedule of activities in accordance with project direction * Ensure governance procedure exists | Contract Deliverable which shall include as a minimum: Update the Project Management Plan    Update the Through Life Management Plan    Update the Management Plan  Update the Stakeholder & Communication Plan  Update the Basis of Estimate  Update the Configuration Management Plan  Update the Change Management Plan  Update the Knowledge Management process    Ensure SharePoint Repository is maintained.    Maintain Project schedule | As per Orderbook Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 33.3 | P3M - PM | The Contractor shall;   * Develop and maintain stakeholder plan * Design and maintain key communication messages for wider stakeholders to the Future operating Model (FOM) * Deliver messaging as required to various stakeholders – including planned system downtime etc. | Contract Deliverable which shall include as a minimum:  Stakeholder Management Plan  Communications Plan  Produce communications in most appropriate format for stakeholder or forum | As per Orderbook Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 33.4 | P3M - PM | The Contractor shall provide;   * Technical support in the development CWE Statement of works * Support running change process for CWE * G-cloud Competition support with required documentation and advice as required * Ensure coherence with DD and MOD policies * Manage change process for CWE | Contract Deliverable which shall include as a minimum:  Statement of requirements  Required DD security documentation  Requirement Trade-off analysis if appropriate  Additional system and security documentation as required/mandated  Business Cases  Change management activities | As per Orderbook Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 33.5 | P3M – PM | The Contractor shall;   * Maintain LFE log and key decisions documentation * Identify remedies for LFE and make recommendations for future activity | Contract Deliverable which shall include as a minimum:  LFE Log  LFE Briefing Material  Facilitation of LFE workshops  Promulgation of LFE material as appropriate | As per Orderbook Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 33.6 | P3M – PM | The Contractor shall manage and coordinate maintenance of the Northleigh House Building | Contract Deliverable which shall include as a minimum:  Work with wider team to maintain list of requirements    Work with Head of Establishment and DIO to maintain schedule of work to be undertaken – drafting business cases as required  Resolve issues as the arise e.g building maintenance requests  Provide support throughout office hours for building services. | As per Orderbook Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 33.7 | P3M – PM | The Contractor shall provide support and develop plans for the Exit and transition from contract. | Contract Deliverable which shall include as a minimum:  Exit and Transition Plan  Regular monitoring and reporting of progress against plan  Recommendations to adjust plan as required | As per Orderbook Forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |

## APPENDIX 34 - TRP Work Package – Future Operating Model

| Serial | Requirement | Description | Output | Date | Assurance / Acceptance Criteria (inc Format) |
| --- | --- | --- | --- | --- | --- |
| 34.1 | P3M - PM | TacSys Strategy Alignment  Contract Deliverable which shall include as a minimum:     * Delivery Partner Benefits Management Plan * Support to Approvals and Information/Review Note Activities * Develop, manage and maintain briefing materials as required. * Review and draft the Statements of requirement to ensure consistency with wider strategy and direction | Contract Deliverable which shall include as a minimum:  Benefits Plan  Contribution to Cost Model  Configuration control of all statement of requirements | As per Order Book forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 34.2 | P3M - PM | Future Operating Model Project Support  The Contractor shall;   * Maintain project documentation in accordance with DD policy * Develop and maintain Resourced Schedule of activities in accordance with project direction | Contract Deliverable which shall include as a minimum:  Update the Project Management Plan  Update the Through Life Management Plan  Update the Management Plan  Update the Stakeholder & Communication Plan  Update the Basis of Estimate  Update the Configuration Management Plan  Update the Change Management Plan  Update the Knowledge Management process  Ensure SharePoint Repository is maintained.  Maintain Project schedule | As per Order Book forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 34.3 | Stakeholder Engagement | The Contractor shall;   * Develop and maintain stakeholder plan * Design and maintain key communication messages for wider stakeholders to FOM * Deliver messaging as required to various stakeholders * Produce onboarding/introduction materials to be kept up to date through evolution of competition | Contract Deliverable which shall include as a minimum:  Stakeholder Management Plan  Communications Plan  Maintain Lines to Take  Produce communications in most appropriate format for stakeholder or forum | As per Order Book forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 34.4 | P3M - PM | The Contractor shall provide;   * Technical support in the development of competition for the Delivery Partner * Negotiation support during the ITN phase of the project * Competition support with required documentation and advice as required | Contract Deliverable which shall include as a minimum:  Statement of requirements  Required Acquisition documentation  Negotiation Strategy  Requirement Trade-off analysis if appropriate  Additional competition documentation as required/mandated  Competition Data Packs  Procurement Strategy  Commercial Strategy  Business Cases  Contract Notices | As per Order Book forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 34.5 | P3M – PM | The Contractor shall;   * Maintain LFE log and key decisions documentation * Identify remedies for LFE and make recommendations for future activity | Contract Deliverable which shall include as a minimum:  LFE Log  LFE Briefing Material  Facilitation of LFE workshops  Promulgation of LFE material as appropriate | As per Order Book forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 34.6 | P3M – PM | The Contractor shall manage and maintain requirements for Acquisition activities. | Contract Deliverable which shall include as a minimum:  Work with wider team to maintain list of requirements under configuration control  Develop assessment criteria and KPIs is appropriate  Manage requirements change board and approvals with wider stakeholders | As per Order Book forecast. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 34.7 | P3M – PM | The Contractor shall provide support and develop plans for the Exit and transition from contract. | Contract Deliverable which shall include as a minimum:  Exit and Transition Plan  Regular monitoring and reporting of progress against plan  Recommendations to adjust plan as required | As per Order Book Forecast. Scheduled | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MSWord |
| 34.8 | P3M - PM | The Contractor shall provide leadership, guidance and oversight to the following areas;   * Relevant major project decision points, * Project Risks, Assumptions, Issues and Dependencies, * Project Schedules and Work Breakdown Structures, * Knowledge transfer to relevant project resources, * Future TacSys stakeholder management plan in conjunction with the TacSys wide stakeholder management plan. * Project resources and making recommendations for improvements where appropriate, * Development of the Statements of Requirement (SoRs) in support of tendering/competition and transition. * Develop and support crown servants with industry knowledge and experience including knowledge transfer through 1:1 support. * Organisation and business change advisor - support based on experience of business re-organisation, specifically procurement organisations. | Contract Deliverable which shall include as a minimum:    Ensure mitigation plans are acted on in a timely fashion  React to items (e.g. RAIDO) being escalated from within the project teams, and give approval for further escalation  Provide Project Lead general acceptance that items (e.g. RAIDO)  will be recommended for closure or transfer  Perform general quality assurance of RAIDO  Ensure projects are progressing in line with schedule including achievement against delivery or availability of dependencies.  Provide support and guidance to approvals process and evidence | Monthly from CA. | Outputs delivered on time inclusive of the minimum criteria listed in Description column to the satisfaction of the Authority’s Representative in accordance with Schedule 8 - Assurance and Acceptance Procedure.  To be delivered in an appropriate MSOffice format e.g.;  Documentation in MS Word |

1. flexibility will be exercised on the mode through which the meeting is conducted as notified by the Authority to the Contractor from time to time in accordance with Schedule 15 [↑](#footnote-ref-2)
2. flexibility will be exercised on the mode through which the meeting is conducted as notified by the Authority to the Contractor from time to time in accordance with Schedule 15 [↑](#footnote-ref-3)
3. This section covers all the core non-Project specific activities, although they support normalisation and coordination across Project activities. [↑](#footnote-ref-4)
4. This section covers all project specific activities plus some core activities, which are largely project specific. [↑](#footnote-ref-5)