

Artillery Systems Data Item Descriptions (DID)

Introduction

1. This annex contains the Artillery System's Data Item Descriptions (DID) for the FC BISA Upgrade from v3.4 to v4.0 which may require update.
2. The DIDs are structured to provide a generic set of data requirements, which addresses the Contractual scope of work being provided by the Contractor, in regards to the Integrated Logistic Support and Project Controls Requirements in Annex A (Statement of Work) of the Contract.
3. The Contractor shall work with the Authority to agree and refine the specific data requirements, providing feedback and comments to each deliverable to include as part of the Contract. The Authority is open to Contractor recommendations to make deliveries easier and expedite delivery timelines.

Index of Data Item Descriptions

DID Title	DID Reference Number	Scope Of DID
Integrated Support Plan	DID 001	To enable the Authority to monitor and evaluate the effectiveness of the Contractor's ILS Programme
Transition Management Plan	DID 004	To enable the Authority to monitor and evaluate the effectiveness of the success of transition from v3.4 to v4.
Training Gap Analysis	DID 008	The Contractor shall identify the expected scope of impact of each functional change to FC BISA on user training. This will support Royal Artillery Training Development Team (RATDT) analysis of the training needs.
Quality Plan	DID 010	To enable the Authority to monitor and evaluate the effectiveness of the Contractor's Quality processes and procedures for the Product.
Safety & Environmental Management Plan (SEMP)	DID 011	The SEMP should be produced by drawing on standard company practices, eg a Safety Management Systems, and on the project-specific information defined in the Contract Statement of Work. The SEMP should address the core principles of systems engineering and safety management.
Software Support Plan	DID 015	To enable the Authority to monitor and evaluate the effectiveness of the Contractor's Software support Programme for the Product.
Obsolescence Management Report	DID 016	The purpose of the Obsolescence Management Report is to provide the Authority with the confidence that Obsolescence risks of the systems are being managed.
Technical Documentation Management Plan	DID 018	To enable the Authority to monitor and evaluate the effectiveness of the Contractor's Technical Documentation Management controls in the governing, planning, selection, preparation, and delivery and upkeep of technical for the Product
Technical Documents	DID 022	To enable the Authority to monitor and evaluate the Contractor's selection and verification of each

		technical document for the Product
DRACS Report	DID 029	To enable the Authority to monitor and evaluate the Contractor's method for Incident Management of the Product
Earned Value Management Plan (EVMP)	DID-PC-001	The EVMP documents the Contractor's plans, methodologies and processes for ensuring compliance with the EVMS requirements of the Contract. The EVMP shall include a description of the system structure and data flows, Project Controls System Description (PCSD), plans for implementation and subsequent review and maintenance of the Contractor's EVMS. If the Authority agrees that a standalone plan is not required, the EVM elements may be embedded in the Project Management Plan (PMP).
Contract Work Breakdown Structure (CWBS); Structure (Index) (A) & Dictionary (C)	DID-PC-002 A & B	The Contract Work Breakdown Structure (CWBS) is the Contractor's extension of the Authority Work Breakdown Structure (WBS) and forms the framework for Contract planning, management and status reporting and for estimating costs, schedule and technical achievements at completion.
Contractor Master Schedule (CMS)	DID-PC-003	The CMS describes the contracted activities, milestones and decision points to enable the objectives and deliverables of the contract to be satisfied. The CMS will define the project schedule status through a comparison of the current schedule status and appropriate approved baseline schedule.

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Data Item Descriptions

<u>Arty Sys DID 001 – Integrated Support Plan</u>		
A. <u>Unique ID:</u> FC BISA v4.0 Upgrade	B. <u>Issue:</u> 1.0	C. <u>Issue Date:</u>
D. <u>Related Information:</u> 1. FC BISA Integrated Logistics Support (ILS) Plan. 2. Defence Logistics Framework (DLF) – Design & Engineering, Integrated Logistics Support.		
E. <u>Equipment / Equipment Subsystem Description:</u> 1. Fire Control Battlefield Information System Application v4.0 upgrade		
F. <u>Scope:</u> 1. This Data Item Description (DID) contains the requirement for the format and content of the Integrated Support Plan. 2. The ISP Documents the management plans of the Contractor for data gathering and analyses; task management, control and execution, integration and interface of the ILS programme. 3. The management plans of the Contractor shall demonstrate that the new and/or modified product, when deployed, will satisfy supportability criteria of the Contract. 4. If there is no data or text requirement in the Detailed Contents Section listed at Section I, the Contractor shall enter 'NOT-APPLICABLE', with a justification for the reasons.		
G. <u>Specifications:</u> 1. The Integration Support Plan Title shall reflect the requirements as specified in the: 1.1 ILS Statement of Requirement (SoR) Annex A of the Contract ARTYSYS/00286.		
H. <u>Purpose of the Integrated Support Plan:</u> 1. The purpose of the Integration Support Plan Title is to: 1.1 Provide confidence against the Specifications as listed in Section G. 1.2 Enable the agreement, evaluation & Monitoring and acceptance of the Contractor's intended planning and performance of the agreed ILS programme. 1.3 Provide documented evidence for assurance of the ILS activities relating to the Integrated Test Evaluation & Acceptance Plan elements to enable acceptance of Logistic Support Date. 1.4 Monitoring control for the through life review of the Contracted ILS services that will be provided by the Contractor.		

I.	<u>Detailed Contents of the Integrated Support Plan:</u>
1.	<u>Introduction.</u> This section identifies the requirements of the ISP containing the following sub-sections:
1.1	<u>Purpose and Scope.</u> Provides a statement regarding the purpose and scope of the ISP as the document for the management and performance of the contractual ILS programme.
1.2	<u>ISP Summary.</u> Provides a description of the ISP establishing a clear understanding of the scope, content and organisation of the material presented.
1.3	<u>Updating Procedure.</u> Provides a description of how alterations to the ISP are to be developed, authorised and incorporated
2.	<u>System Support Elements.</u> Provides a summary of the ILS Activities provided by the Contractor for the New and/or modified Product:
2.1	<u>System/Equipment Description.</u> Describes the functional and physical characteristics of the Product, its sub-systems, parts and Maintenance Significant Items (MSI)s. This includes other Equipment that will interface with the Product, when Operationally fielded to the Authority.
2.2	<u>Reliability Activity.</u> Describes the ILS activities which will be performed by the Contractor in producing the Availability Reliability & Maintainability (AR&M) deliverables and intended Maintenance Planning activities.
2.3	<u>Safety and Environmental Management Interface.</u> Describes the ILS activities which will be performed by the Contractor in producing the safety and environmental management function, and safety and environmental deliverables.
2.4	<u>Security Management Interface.</u> Describes the ILS activities which will be performed by the Contractor in producing Security related deliverables as specified in the contract.
2.5	<u>Configuration Management System Interface.</u> Describes the ILS activities which will be performed by the Contractor in producing the necessary configuration management system(s) and Configuration Management deliverables.
2.6	<u>Obsolescence Management System Interface.</u> Describes the ILS activities performed by the contractor for obsolescence management system, Obsolescence Management deliverables.
2.7	<u>Software Support.</u> Details the ILS activities that will be performed to identify the Upkeep and Update software support activities as part of the Contractor's Software Support Analysis (SSA).
2.8	<u>Maintainability Design Criteria.</u> Details the maintainability design criteria that will be developed in response to the maintainability requirements.
2.9	<u>Testability Design Criteria.</u> Details the testability design criteria that will be developed in response to the testability requirements Built in Test (BIT) and Built in Test Equipment (BITE) specifications.
2.10	<u>Security Design Criteria.</u> Summarises the security design criteria that will be developed to enable the Product and any MSIs, which will be transported in the Authority's and Contractor's Supply Chains. This also includes a summary of the Cyber security for the Product and associated logistic information flows between the Authority and Contractor.
2.11	<u>Transportation Design Criteria.</u> Summarises the design criteria that will be developed to enable the Product to operate and move in the forward battle space against all of the specified environmental conditions. This will also include the design criteria relating to identifying any special to type containers and/or processes, procedures in the handling, storage and maintenance of the Product in the support chain, relating to forward and depth locations.
2.12	<u>Training Design Criteria.</u> Summarises the Upkeep and Update design activities that will be developed for designing the maintenance training solution.

- 2.13 Disposal Design Criteria. Details the design criteria that will be developed to enable the safe and secure disposal of the Product and associated parts, Systems.
- 2.14 Logistic Design Criteria. Summarises the maintenance planning design criteria that will be developed to identify items of supply that are already NATO codified and/or are new parts for codification. This includes all parts of the Product including associated Support and Test Equipment (S&TE).
- 2.15 Technical Information Design Criteria. Summarises the maintenance planning design criteria that will be developed to incorporate Contractor existing technical information and/or identify new technical information to be produced in the safe Operation, maintenance and Update of the Product.
3. ILS Programme and Management Organisation. This section provides a description of the overall process, involving both the MOD and the contractor, for use in managing and performing the ILS programme. This section contains the following sub-sections:
- 3.1. Manufacture Programme. Summarises the programme for the Contractor's identified phases of the ILS programme being considered in the transition from the current FC BISA v3.4 System to the FC BISA V4 System.
- 3.2. Contractor's Approach. Details the logical sequence of activities and decisions which will be developed to produce the Product into a viable, cost effective supportable through-life System.
- 3.3. Contractor's Integration. Describes the design interface/engineering discipline integration that will establish integration of all engineering, design and management efforts, and disciplines including AR&M, ILS and standardisation of parts.
- 3.4. Contractor's Control and Reporting. Details the Contractor's in-house controls and report procedures to ensure the programme delivers against the planned ILS programme. Included is the relationship between the technical programme planning and the schedule planning, with Review points to update the Authority on how the Contractor's programme is delivering against the Contractual arrangements. This shall also include regain strategies for agreement, should the Contractor's delivery not be against agreed time or performance criteria.
- 3.5. Logistic Information Repository (LIR). This shall summarise the intended method for the Contractor to identify, retain, publish, review and Update the flowing of logistic information that needs to be included in a shared LIR, for the sharing and transmitting of data deliverables in the acceptance and Upkeep of the Product.
- 3.6. Standards. This shall detail the Standards and DEFCONs that the Contractor will comply with, as defined in the Contract that relate to the ILS Programme of the Product.
- 3.7. Post- Design Services (PDS). Details the Contractor's approach for providing PDS to the Authority, in the context of ILS. The Contractor shall consider PDS, and its consequences on ILS, in terms of its effects on maintaining an effective support policy with optimum costs throughout the life of the equipment, this includes:
- 3.7.1. Control and maintenance of design records.
- 3.7.2. Maintenance of technical information, both hardware and software.
- 3.7.3. Provision of support for hardware and software.
- 3.7.4. Implementation of technical tasks to investigate obsolescence issues and Update tasks.
- 3.7.5. The mechanisms for identifying PDS Tasks as part of the DRACAS/FRACAS process.
- 3.8. Related Plans. Related plans that the Contractor considers are relevant or not relevant for inclusion in the Contract. This section shall also summarise the intended delivery programme of the related plans that are part of the ILS Programme.
- 3.9. Quality Statement. Quality statement outlining the Contractor's approach to Quality Assurance (QA).

4. Programme Plan and Milestone Schedule. Details the Contractor's Master Milestone Schedule for review as part of the Governance control of the Contract, including capture and mitigation of supportability risks, requiring input by the Authority.
5. Glossary, Acronyms and Terms. Contains glossary of all acronyms and special terms or words used in the text of the ISP.

<u>Arty Sys DID 004 – Transition Management Plan</u>		
A. <u>Unique ID:</u> FC BISA v4.0 Upgrade	B. <u>Issue:</u> 1.0	C. <u>Issue Date:</u>
D. <u>Related Information:</u> 1. FC BISA Integrated Logistics Support (ILS) Plan. 2. Defence Logistics Framework (DLF) – Design & Engineering, Integrated Logistics Support.		
E. <u>Equipment / Equipment Subsystem Description</u> 1. Fire Control Battlefield Information System Application v4.0 upgrade		
F. <u>Scope:</u> 1. This Data Item Description (DID) contains the requirement for the format and content of the Transition Management Plan (TMP). 2. The TMP documents the Contractor's approach and identified phases of the ILS programme being considered in the FC BISA Obsolescence programme, for the transition management from the current FC BISA software upgrade from v3.4 to 4.0. 3. If there is no data or text requirement in the Detailed Contents Section listed at Section I, the Contractor shall enter 'NOT-APPLICABLE', with a justification for the reasons.		
G. <u>Specifications:</u> 6. The Integration Support Plan Title shall reflect the requirements as specified in the: 1.3 ILS Statement of Requirement (SoR) Annex A of the Contract ARTYSYS/00286.		
H. <u>Purpose of the TMP.</u> 1. The purpose of the Transition Management Plan (TMP) is to: 1.1 Provide confidence that the Contractor's work package to transition the software upgrade for FC BISA v4.0 from v3.4 is performed in accordance, with the Specifications as listed at Section G. 1.2 The TMP shall provide the Contractual mechanism for the monitoring and quality control of the transition programme, in agreement with all parties. 1.3 Provide documented evidence for assurance of the transition programme, identifying the activities related to Testing and Evaluation, enabling Acceptance of the final v4.0 upgrade for FC BISA platform.		

- I. Detailed Contents of the TMP.
 1. Introduction. This section identifies the requirements of the TMP containing the following sub-sections:
 - 1.1 Purpose and Scope. Provides a statement regarding the purpose and scope of the TMP as the document for the management and performance of the transition programme.
 - 1.2 Summary. Provides a description of the intended phases/stages that shall be implemented by the Contractor as part of the transition programme, establishing a clear understanding of the scope, content and organisation.
 - 1.3 Updating Procedure. Provides a description of how alterations to the TMP are to be developed, authorised and incorporated.
 2. Transition Programme. Provides the detailed activities that shall be performed by the Contractor:
 - 2.1 Contractor's Approach. Describes the sequence of activities and decisions that the Contractor uses in each of the identified phases as part of the transition programme.
 - 2.2 Obsolescence. Details how the Contractor intends to resolve Obsolete Items, functions and/or parts fitted to or part of the Product, in transitioning to the FC BISA v4 System, including future potential obsolescence risks for consideration for adoption into the Product design.
 - 2.3 Effort. Includes the level of effort against each phase of the programme that is to be employed to cover all parts of the Transition phases to meet the requirements of the Contract.
 - 2.4 Integration. Describes the design interface/engineering discipline integration that will be established as part of the transition programme.
 - 2.5 Design Opportunities. This shall include any potential design enhancement that could be included in the Transition Phase to maximise System Availability or reduce In-service Support costs, as a by-product of the transition programme.
 - 2.6 Other Related Areas. This shall include the related disciplines of AR&M, Standardisation, Human Factors Integration (HFI), Training, Safety, Supply Support and Disposal that may be impacted as part of the transition programme.
 - 2.7 Control. This summarises the audit, Inspection regimes to ensure control of the production, manufacture, and delivery of the ORP System to the Authority. Details the Contractor's in-house controls and report procedures to ensure the programme delivers against the planned ILS programme.
 - 2.8 Organisation. Details the Contractor's organisation and relationship between the technical programme planning and the schedule planning, with Review points to Update the Authority on how the Contractor's programme is delivering against the Contractual arrangements.
 - 2.9 Reviews. This details the mechanism in how reviews are to be conducted, including regain strategies for agreement, should the Contractor's delivery not be against agreed time or performance criteria.
 - 2.10 Standards. This details the Standards and DEFCONs that the Contractor complies with, as defined in the Contract that relate to the Transition Programme of the Product.
 3. Quality Statement. Quality statement outlining the Contractor's approach to Quality Assurance (QA).
 4. Programme Plan and Milestone Schedule. Details the Contractor's Milestone Schedule for the review and Governance control of the Transition programme, including capture and mitigation of supportability risks, requiring input by the Authority.

Glossary, Acronyms and Terms. Contains glossary of all acronyms and special terms or words used in the text of the TMP

<u>Arty Sys DID 008 – Training Gap Analysis (TGA) Report</u>		
A. <u>Unique ID:</u> FC BISA v4.0 Upgrade	B. <u>Issue:</u> 1.0	C. <u>Issue Date:</u>
D. <u>Related Information:</u> 1. FC BISA Integrated Logistics Support (ILS) Plan. 2. Defence Logistics Framework (DLF) – Design & Engineering, Integrated Logistics Support.		
E. <u>Equipment / Equipment Subsystem Description</u> 1. Fire Control Battlefield Information System Application v4.0 upgrade		
F. <u>Scope:</u> 1. This Data Item Description (DID) contains the requirement for the format and content of the Training Gap Analysis. 2. If there is no data or text requirement in the Detailed Contents Section listed at Section I, the Contractor shall enter 'NOT-APPLICABLE', with a justification for the reasons.		
G. <u>Specifications:</u> 1. The Training Gap Analysis (TGA) Report shall reflect the requirements as specified in the: 2. ILS Statement of Requirement (SoR) Annex A of the Contract ARTYSYS/00286.		
H. <u>Purpose of the Training Gap Analysis:</u> 1. The purpose of the Training Gap Analysis is to: 1.1 Provide confidence against the Specifications as listed in Section G. 1.2 To identify any additional Training requirements or amendments to Training that is generated by the upgrade to v4.0. This shall cover introduction to Service of the ORP System and determining what the training gap is between the Performance Standards (PS) required of (Operator or Maintainer) against the existing training Performance Standard(s). 1.3 Detail the training delivery requirements for the Authority's consideration as part of the Defence Systems Approach to Training (DSAT). 1.4 This analysis shall enable the Authority to understand the impact that the System will have upon the Defence capability being assessed, should the decision be taken, to introduce the v4 upgrade without additional training.		
I. <u>Detailed Contents of the Training Gap Analysis</u> 1. <u>Introduction.</u> This shall describe the scope of the TGA being conducted by the Contractor, including how the Contractor intends to conduct reviews in agreement with the Authority. 1.1 <u>Applicability.</u> This shall describe what elements of training solution that will be subjected to analysis, covering: 2. <u>Training Analysis.</u> The TGA shall provide: 2.1 An update of the information contained in the Training Scoping Exercise Report and Roles Analysis (RA) (if required). 2.2 The additional learning requirements, if any, required by the Roles in terms of Knowledge Skills and Attitudes (KSA) at the sub-task and task-element levels. 2.3 A summary statement of the tasks identified for training.		

- 2.4 Statements of Training Gaps, in terms of any Performance delta, between the requirements of the Role PS and any existing Training Objectives.
- 2.5 The decision whether to provide additional training or not, by providing a summary of the implications of the new Performance requirements when compared to existing training. This shall be presented as statements for each task, identifying additional workplace, unit and/or collective training requirements.
- 2.6 Statement of any associated penalties regarding reduction in capability, If the option to continue existing training with existing resources is an acceptable risk for all Operator and Maintainer PS identified in the RA. In this event a statement shall be provided to justify the tailoring out of the Training Needs Analysis.
3. Training Requirements. The Report shall detail the Training resources and equipment that are required to enable the production of the Train the Trainer (T3) Pack.
4. Training Solution. The Report shall summarise the results of the analysis to produce the Contractor's proposed Training Solution. The Solution shall be based on the existing training solution, including additional resource implications and training activities that need to be included into the new training solution.
5. Training Delivery. The Report shall detail how the training will be delivered, based on the Contractor providing the training delivery for courses, into the Authority's specified location.
6. Training Validation. The report shall detail the management control and processes for Validation of the training solution, including all identified resources, lesson plans and equipment associated with the training delivery, in agreement with the Authority.
7. Student Validation. The report shall detail student prerequisite skills and levels that they are expected to have, prior to commencing the training. In addition the report shall detail how students who attend training will have post training evaluations, to Validate they are suitably qualified and competent in the safe use and maintenance of the Product.
8. Quality Statement. Quality statement outlining the Contractor's approach to Quality Assurance (QA).
9. Glossary, Acronyms and Terms. Contains glossary of all acronyms and special terms used in Training Gap Analysis.

<u>Arty Sys DID 010 – Quality Plan</u>		
A. <u>Unique ID:</u> FC BISA v4.0 Upgrade	B. <u>Issue:</u> 1.0	C. <u>Issue Date:</u>
D. <u>Related Information:</u> 1. FC BISA Integrated Logistics Support (ILS) Plan. 2. Defence Logistics Framework (DLF) – Design & Engineering, Integrated Logistics Support.		
E. <u>Equipment / Equipment Subsystem Description:</u> 1. Fire Control Battlefield Information System Application (FC BISA) v4.0 Upgrade		
F. <u>Scope:</u> 1. This Data Item Description (DID) contains the requirement for the format and content of the Quality Plan. 2. If there is no data or text requirement in the Detailed Contents Section listed at Section I, the Contractor shall enter 'NOT-APPLICABLE', with a justification for the reasons.		
G. <u>Specifications:</u> 1. The Quality Plan shall reflect the requirements as specified in the: 1.5 ILS Statement of Requirement (SoR) Annex A of the Contract ARTYSYS/00286.		
H. <u>Purpose of the Quality Plan:</u> 1. The purpose of the Quality Plan is to: 1.1 Provide confidence against the Specifications as listed in Section G. 1.2 Provides confidence that the Contractor will implement the Contractual scope of work and future continuing evolving work, through the life scope of work to specified quality standards in order to maintain: 1.2.1 Safety and Operational Integrity of the Product. 1.2.2 Technical baseline and configuration of the Product. 1.3 Monitoring control and acceptance of the Contractor's Quality Management Control procedures and Systems.		
I. <u>Detailed Contents of the Quality Plan</u> 1. <u>Introduction.</u> Describes the approach, processes, controls and procedures that will be applied by the Contractor in the programme, including: 1.1 <u>Approach.</u> Describes the approach to the development, transitioning and acquisition, maintenance and support of software and hardware, and eventual disposal arrangements of the Product. 1.2 <u>Safety.</u> Describes the software and hardware functions/items of the Programme being developed and procured to an suitable agreed processes, for adoption of safety related methods and Safety Integrity Level (SIL) testing/validation. 1.3 <u>Security.</u> Describes the Contractor's intended approach to meet the Authority's security requirements that need to be applied to the Programme and its deliverables.		

- 1.4 Controlling Documents. Describes the Contractor's element of controlling documents that are included in the Quality Management System (QMS), including their handling and retention controls.
- 1.5 Organisation and Skills. Describes the Contractor's Organisation and Skills employed as part of the Product's and Programme's QMS.
2. Goals and Objectives. Describes the Contractor's QMS related to Objectives and Goals of the Programme.
3. Scope. Describes the Contractor's scope of work relating to the QMS in delivery of the Schedule of Requirements.
4. Procedures. Describes how supporting documents fulfil the QMS and activities, covering as tailored to the scope of work:
 - 4.1. Estimating.
 - 4.2. Project Tracking.
 - 4.3. Transition Management and Manufacture Phases.
 - 4.4. Configuration Management of the Product.
 - 4.5. Communication Management.
 - 4.6. Work Delegation.
 - 4.7. Procurement Management.
 - 4.8. Managing Change Requests.
 - 4.9. Tracking Outstanding Issues.
 - 4.10. Validating and approving documentation.
 - 4.11. Risk Management.
 - 4.12. Governance and associated meetings.
 - 4.13. Tasking and Post Design Services (PDS).
 - 4.14. Performance monitoring.
 - 4.15. Customer satisfaction assessment, feedback
 - 4.16. Resolving Disputes.
5. Lifecycle Product Management. Describes the various stages in the lifecycle, linked to key reviews, safety gates and releases. It includes processes linked to support during through life support.
6. Lifecycle Support Processes. Describes the underlying processes and disciplines which operate regardless of project lifecycle phase.
7. Quality Assurance. Describes how all the various assurance activities operate together.
8. Glossary, Acronyms and Terms. Contains glossary of all acronyms and special terms used in *Report/Plan* Title.

<u>Arty Sys DID 011 – Safety & Environmental Management Plan (SEMP)</u>		
A. <u>Unique ID:</u> FC BISA v4.0 Upgrade	B. <u>Issue:</u> 1.0	C. <u>Issue Date:</u>
D. <u>Related Information:</u> 1. FC BISA Integrated Logistics Support (ILS) Plan. 2. Defence Logistics Framework (DLF) – Design & Engineering, Integrated Logistics Support.		
E. <u>Equipment / Equipment Subsystem Description</u> 1. Fire Control Battlefield Information System Application (FC BISA) v4.0.		
F. <u>Scope:</u> 1. This Data Item Description (DID) contains the requirement for the format and content of the Safety & Environmental Plan (SEMP). 2. If there is no data or text requirement in the Detailed Contents Section listed at Section I, the Contractor shall enter 'NOT-APPLICABLE', with a justification for the reasons.		
G. <u>Specifications:</u> 1. The Safety Environmental Management Plan shall reflect the requirements as specified in the: 2. ILS Statement of Requirement (SoR) Annex A of the Contract ARTYSYS/00286.		
H. <u>Purpose of the Safety Environmental Management Plan:</u> 1. The purpose of the Safety Environmental Management Plan is to: 1.1 Provide confidence against the Specifications as listed in Section G. 1.2 Agreed scope of contract, including the scope of equipment analysis and supply; 1.3 Primary and ancillary Product, Services or Support (PSS), eg test equipment as well as the main deliverables, where they are safety-relevant. It should identify critical dependencies on externally supplied, PSS, eg GFX; 1.4 Cover the lifecycle of the PSS within the scope of analysis.		
I. <u>Detailed Contents of the Safety Environmental Management Plan (SEMP):</u> 1. The SEMP shall contain information on the following topics: 1.1 Applicable Legislation and Regulations. 1.2 Safety Strategy. 1.3 Safety Requirements. 1.4 Organisation and Responsibilities. 1.5 Plans and Milestones. 1.6 Analysis Methods. 1.7 Risk Assessment and Acceptance. 1.8 Development Methods. 1.9 Interfaces. 1.10 Information Management. 1.11 Safety Reporting. 1.12 Safety Auditing. 1.13 Change Management. 1.14 Deliverables.		

2. The level of detail under each topic will depend on the scale of the project. For simple projects the SEMP may contain detail for all of the above topics. For complex projects, the SMP is likely to contain detail for key elements of the above topics, and to refer out to other documents as appropriate.
3. Quality Statement. Quality statement outlining the Contractor's approach to Quality Assurance (QA).
4. Programme Plan and Milestone Schedule.
5. Glossary, Acronyms and Terms. Contains glossary of all acronyms and special terms used in Safety Environmental Management Plan.

<u>Arty Sys DID 015 – Software Support Plan (SSP)</u>		
A. <u>Unique ID:</u> FC BISA v4.0 Upgrade	B. <u>Issue:</u> 1.0	C. <u>Issue Date:</u>
D. <u>Related Information:</u> 1. FC BISA Integrated Logistics Support (ILS) Plan. 2. Defence Logistics Framework (DLF) – Design & Engineering, Integrated Logistics Support.		
E. <u>Equipment / Equipment Subsystem Description</u> 1. Fire Control Battlefield Information System Application (FC BISA) v4.0 Upgrade		
F. <u>Scope:</u> 1. This Data Item Description (DID) contains the requirement for the format and content of the Software Support Plan. 2. If there is no data or text requirement in the Detailed Contents Section listed at Section I, the Contractor shall enter 'NOT-APPLICABLE', with a justification for the reasons.		
G. <u>Specifications:</u> 1.1 The Software Support Plan (SSP) shall reflect the requirements as specified in the: 1.2 ILS Statement of Requirement (SoR) Annex A of the Contract ARTYSYS/00286.		
H. <u>Purpose of the Software Support Plan.</u> 3. The purpose of the SSP is to: 1.1 Provide confidence against the Specifications as listed in Section G. 1.2 Provide documented evidence in the Contractor's software support planning, for the through life upkeep and design of the Product, which has the ability to load, recover, modify and update software in a timely fashion, as far forward as possible, to sustain capability. 1.3 Identification of the applicable software support functions that are applicable to the Product, including the change management control. 1.4 Identification of appropriate and measurable software support performance indicators, for inclusion as part of the management and monitoring regime, for agreement by all parties. 1.5 Establishing the effective and efficient software support solution that can be sustained through life that evolves, with the overarching Product configuration design.		

H.	<u>Detailed Contents of the Software Support Plan</u>
4.	<u>Introduction.</u> This shall describe the scope of the software support planning being conducted by the Contractor, including how the Contractor intends to conduct reviews in agreement with the Authority.
5.	<u>Applicability.</u> This shall describe what functions of the design are applicable for support and potential candidates for 'Change' control.
6.	<u>Scope of Support.</u> The SSP shall detail the scope of Contractor effort and support management processes in the following areas:
3.1	Methodology used in defining the Upkeep and Update software modification requirements.
3.2	Upkeep and Update software support activities that should have been derived through the Contractor's Software Support Analysis (SSA).
3.3	Maintenance Upkeep events recommended by the Contractor.
3.4	Operational Upkeep, applicable to:
3.4.1.	Software configuration including Operational parameters, granting and setting User rights, performance parameters, path information, other interfaces and connections.
3.4.2.	Downloading and Re-loading of Software into the Product
7.	<u>Testing and Bug Fixing.</u> The SSP shall detail the Contractor's testing and bug fixing management control and processes relating to:
4.1.	Replicating faults to raised Incidents and observations.
4.2.	Recovery problem reporting and identification of failures to raised Incidents and observations.
4.3.	Handling, Storage and Copying of Software.
4.4.	Software recovery includes all activities of basic diagnostic and simple recovery actions such as a reboot/restart including instances where there is a software shutdown.
4.5.	Rectification of faults, observations both permanent and temporary. Temporary rectification will result in either downgrading of the system and/or function or a change to User process.
8.	<u>Performance Monitoring.</u> The SSP shall detail the Contractor's management control and turnaround times in response to User raised Incidents or Observations, for agreement by the Authority. This shall include:
5.1.	Trend Analysis of performance and extraction of engineering software data.
5.2.	Technical Support, applicable to Corrective, Adaptive, Enhancement and Perfective:
5.2.1.	Changes to the Product and Software Configuration.
5.2.2.	Changes to the firmware, parent software and/or other related interfaces.
5.2.3.	Changes in technology of interoperability systems and/or functions.
5.2.4.	Software installation.
5.2.5.	User help desk including answering of queries.
5.2.6.	Providing Technical Guidance, instructions.
5.2.7.	Security Issues and/or guidance.
5.2.8.	Emerging Obsolescence Issues.
5.2.9.	Critical and/or Safety Incidents.
9.	<u>Software Change Management.</u> The SSP shall detail how the Contractor intends to manage the Change management of the Product, relating to:
6.1.	Configuration Management control ensuring the Product has the correct version of approved software. This shall also include the configuration control of future Product builds and the process for approving each version control for Release to the User community.
6.2.	Prior to any release the effects of any modification or change is fully assessed against their impact on the System software and User interaction.
6.3.	The release of software is managed including its impact on system software.
6.4.	Change control processes and the governance of controlling and accepting Upgrade(s) and/or modification, with the agreement of the Authority.

- 6.5. Disposal of Software, including the Contractor's process and interface with the Authority's responsibilities. This shall include the tasks that are to be performed and by whom in the safe and secure disposal of software.
10. Change Impact Assessment. The SSP shall detail the Contractor's Analysis and controls on understanding what the Impact of the Change could have on:
 - 7.1. Software design and code.
 - 7.2. Safety.
 - 7.3. Security.
 - 7.4. Training.
 - 7.5. Documentation.
 - 7.6. Usability.
 - 7.7. Supportability.
 - 7.8. Hardware.
 - 7.9. Testing.
 - 7.10. System Configuration.
 - 7.11. Interoperability.
 - 7.12. Project Infrastructure and supported environment
8. Quality Statement. Quality statement outlining the Contractor's approach to Software Support.
9. Glossary, Acronyms and Terms. Contains glossary of all acronyms and special terms used in the Plan.

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<u>Arty Sys DID 016 – Obsolescence Management (OM) Report</u>		
A. <u>Unique ID:</u> FC BISA v4.0 Upgrade	B. <u>Issue:</u> 1.0	C. <u>Issue Date:</u>
D. <u>Related Information:</u> 1. FC BISA Integrated Logistics Support (ILS) Plan. 2. Defence Logistics Framework (DLF) – Design & Engineering, Integrated Logistics Support.		
E. <u>Equipment / Equipment Subsystem Description:</u> 1. Fire Control Battlefield Information System Application (FC BISA) v4.0 Upgrade		
F. <u>Scope:</u> 1. This Data Item Description (DID) contains the requirement for the format and content of the Obsolescence Management Report. 2. The purpose of the Obsolescence Management Report is to provide the Authority with the confidence that Obsolescence risks of the Product are being managed to reduce the probability to an ALARP, that the Product or parts/functions will not become Obsolete, without sufficient warning to allow time to mitigate the Issue. 3. If there is no data or text requirement in the Detailed Contents Section listed at Section I, the Contractor shall enter 'NOT-APPLICABLE', with a justification for the reasons.		
G. <u>Specifications:</u> 1. The Obsolescence Management (OM) Report shall reflect the requirements as specified in the: 2. ILS Statement of Requirement (SoR) Annex A of the Contract ARTYSYS/00286.		
H. <u>Purpose of the Obsolescence Management Report:</u> 1. The purpose of the OM Report is to: 1.1 Provide confidence against the Specifications as listed in Section G. 1.2 Provide documented evidence to understand the risks involved in adopting a Reactive Obsolescence Management and what level, if any, of Proactive management the Contractor intends to employ in identifying future emerging obsolescence risks, in their supply chain. 1.3 Provides the upkeep Obsolescence Monitoring control of the Product.		
I. <u>Detailed Contents of the Obsolescence Management Report:</u> 1. <u>Introduction.</u> This shall describe the System/Item/Function of the Product that has been risk reviewed as being a potential future Obsolescence risk. 2. <u>Applicability.</u> This shall describe which element of through life support the Obsolescence risk could affect: 2.1 Availability, Potential Issue with sufficient parts to sustain the capability. 2.2 Repairs, Potential Issues with components targeted for discontinuance that could jeopardise the repair of the Product. 2.3 Technology refresh, Potential Issue with a component targeted for technology refresh in the near future, will the replacement part meet the form, fit and function specification of the current item part.		

- 2.4 Supply Chain, Potential issue with the Supply Chain and/or Sub-Supplier to provide availability of the part, raw material, market forces, legislation change, for the through life support of the Product.
3. Recommended Mitigation Action. The OM Report shall include the Contractor's recommended solution to the Obsolescence risk, including the justification and effect in adopting their proposed mitigation actions, these being:
 - 3.1 Monitor the risk.
 - 3.2 Carry out a lifetime buy.
 - 3.3 Source similar part/function by Form, Fit & Function (FFF) replacement;
 - 3.4 Emulation of the part/function.
 - 3.5 Reclamation and Salvage.
 - 3.6 Redesign, modify as part of a PDS task.
 - 3.7 Opportunity to implement a technology refresh and/or capability/functionality upgrade.
4. Risk Analysis. The OMR shall include the level of Risk associated with the Obsolescence, to assist in the decision to be made by the Authority, for mitigating the risk:
 - 4.1. The impact on the part/function becoming obsolete will have on the Safe design of the Product, including the replacement part/function.
 - 4.2. The impact on the part/function becoming obsolete will have on the environment, in the disposal of the obsolete part, including the replacement part/function.
 - 4.3. The impact on the part/function becoming obsolete will have on the through life support costs, including the replacement part/function.
 - 4.4. The impact on the part/function becoming obsolete will have on the ability for the Product to perform its defined role, including the replacement part/function.
 - 4.5. The impact on the part/function becoming obsolete will have on the product's Availability, including the replacement part/function.
 - 4.6. The impact on the part/function becoming obsolete will have on implementing the mitigation.
5. Information Flow. The Contractor's proposed method for transmitting the OM Report data including periodicity, format and structure for agreement by the Authority, of the periodicity when the OM Report is intended to be produced, under the terms of the Contract.
6. Quality Statement. Quality statement outlining the Contractor's approach to Quality Assurance (QA).
7. Glossary, Acronyms and Terms. Contains glossary of all acronyms and special terms used Report.

<u>Arty Sys DID 018 – Technical Documentation Management Plan (TDMP)</u>		
A. <u>Unique ID:</u> FC BISA v4.0 Upgrade	B. <u>Issue:</u> 1.0	C. <u>Issue Date:</u>
D. <u>Related Information:</u> 1. FC BISA Integrated Logistics Support (ILS) Plan. 2. Defence Logistics Framework (DLF) – Design & Engineering, Integrated Logistics Support. 3. Army Equipment Support Publications (AESP) format and Guide 0100-P-005-010.		
E. <u>Equipment / Equipment Subsystem Description</u> 1. Fire Control Battlefield Information System Application (FC BISA) v4.0 Upgrade		
F. <u>Scope:</u> 1. This Data Item Description (DID) contains the requirement for the format and content of the Technical Documentation Management Plan (TDMP). 2. If there is no data or text requirement in the Detailed Contents Section listed at Section I, the Contractor shall enter 'NOT-APPLICABLE', with a justification for the reasons. 3. In cases where the Contractor recommends to the Authority, for the tailoring out of this DID. The Contractor shall provide the detailed justification of reasons for this DID to be removed from the Contract, in agreement with the Authority.		
G. <u>Specifications:</u> 1. The Technical Documentation Management Plan (TDMP) shall reflect the requirements as specified in the: 1.1 ILS Statement of Requirement (SoR) Annex A of the Contract ARTYSYS/00286.		
H. <u>Purpose of the Technical Documentation Management Plan (TDMP):</u> 1. The purpose of the Technical Documentation Management Plan is to: 1.1 Provide confidence against the Specifications as listed in Section G. 1.2 The Technical Documentation Management Plan (TDMP) identifies and explains the general procedures, terms, and conditions governing the planning, selection, preparation, delivery and upkeep of documentation required for the maintenance, Operation, and training support of the equipment.		
I. <u>Detailed Contents of the Technical Documentation Management Plan (TDMP):</u> 1. <u>Introduction.</u> This shall provide an overview the Contractor's management processes and Organisation used in to designing, developing, delivering and up-keeping Technical Documentation for the Product. This includes: 1.1 <u>Applicability.</u> The Contractor's method in the selection of technical documentation that will be applicable for the Product. 1.2 <u>Configuration.</u> The Contractors process in the configuration control of the documentation, including the process for documentation Update and information flow of Updates to the Authority.		

2. Methods. This shall detail the Contractors management regime and procedures in the following:
 - 2.1 The method used to pull in data sources to develop the technical documentation.
 - 2.2 Methods for achieving consistent and common use of data.
 - 2.3 Use of standards and specifications.
 - 2.4 How the integration and associated activity, and subcontractors' efforts, are related and controlled.
 - 2.5 Documentation development plan and approval procedures.
 - 2.6 Preliminary documentation development and distribution methods.
 - 2.7 First verification procedures.
 - 2.8 Second verification procedures.
 - 2.9 In-Process Review procedures, controls and schedules.
 - 2.10 System for storage and retrieval of data and method to prevent duplication of data already developed.
 - 2.11 Data module preparation and control.
 - 2.12 Method of handling routine and priority changes and supplements.
 - 2.13 Documentation status reporting.
 - 2.14 Control of classified information.
 - 2.15 Methods of incorporating engineering changes, and instructions/information furnished by the MOD, for inclusion in documentation.
3. Standardisation. This shall detail how the Contractor intends to standardise the documentation and minimise the effort in producing new documentation, including:
 - 3.1 Identification of existing Product or Authority documentation that could be utilised for inclusion either as; directly, as an enclosure, as supplementary information and/or referenced to in the publication.
 - 3.2 Identification of existing commercial documentation that covers the referenced equipment or can be made suitable through the preparation of supplements.
 - 3.3 Identification of equipment which require new documentation for acceptable support.
 - 3.4 Identification of risks to the successful completion of the documentation effort, particularly those factors not within the control of the technical documentation organisation, and associated proposals for risk containment.
 - 3.5 Procedures used to ensure the schedule for release of documentation recognises any interrelated document dependencies.
4. Programme. This shall detail how the Contractor intends to deliver technical documentation against the Contractual schedule, including:
 - 4.1. Brief description of each deliverable or groups of deliverables being delivered and intended contents, including:
 - 4.2. References to specific sections of the applicable specification to indicate the extent of compliance and non-compliance with the Contract.
 - 4.3. Any special features or innovations of this documentation programme.
 - 4.4. Projected requirements for new presentation techniques based upon peculiarities of Product configurations and design.
5. Quality Statement. Quality statement outlining the Contractor's approach to Quality Assurance (QA).
6. Glossary, Acronyms and Terms. Contains glossary of all acronyms and special terms used in Technical Documentation Management Plan (TDMP).

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<u>Arty Sys DID 022 – Technical Documents</u>		
A. <u>Unique ID:</u> FC BISA v4.0 Upgrade	B. <u>Issue:</u> 1.0	C. <u>Issue Date:</u>
D. <u>Related Information:</u> 1. FC BISA Integrated Logistics Support (ILS) Plan. 2. Defence Logistics Framework (DLF) – Design & Engineering, Integrated Logistics Support.		
E. <u>Equipment / Equipment Subsystem Description:</u> Fire Control Battlefield Information System Application (FC BISA) v4.0 Upgrade		
F. <u>Scope:</u> 1. This Data Item Description (DID) contains the requirement for the format and content of the Product's Technical Documentation. 2. The scope of Technical Documentation, including category and or sub-category which is adopted for the Product, shall reflect the agreed scope of technical documentation as described in the Technical Documentation Management Plan (TDMP) and/or alternative management plan in agreement with the Authority. 3. All technical publications shall be subject to verification and validation, including User/Maintainer practical evaluations to ensure publications can be understood and are relevant and accurate. 4. If there is no data or text requirement in the Detailed Contents Section listed at Section I, the Contractor shall enter 'NOT-APPLICABLE', with a justification for the reasons.		
G. <u>Specifications:</u> 1. Each Technical Documentation category and or sub-category shall reflect the agreed requirements as specified in the: 1.1 ILS Statement of Requirement (SoR) Annex A of the Contract ARTYSYS/00286. 1.2 Contract Data Requirements List (CDRLs) Annex F of the Contract ARTYSYS/00286.		
H. <u>Purpose of Technical Documentation:</u> 1. The purpose of the Product's Technical Documentation is to: 1.1 Provide confidence against the Specifications as listed in Section G. 1.2 Provide the Authority with the Product's Technical Information to enable the: 1.2.1 Operational planning forecasts and material assessments for use in a particular environment(s) and/or situation(s). 1.2.2 Forecasting and planning of the Product's upkeep and maintenance programmes throughout its planned life, when the product is both In-Use and Out-of-Use. 1.2.3 User/Operator and/or Maintainer to manage, train, operate, maintain, handle, store, transport and dispose of the Product against the Contractor's recommendations. This is to ensure the		

1.2.4 1.3 1.4	Product is used, operated, maintained and conditioned within the acceptable tolerances as specified in the Product's Certificate of Conformity. Safe use, Operation, maintenance, training, handling and Storage instructions and procedures of the Product. This includes legislative and/or Environmental regulations providing the User/Operator and/or Maintainer with the cautions, warnings, and instructions in the safe Operation and upkeep of the Product, including disposal of the Product. User/Operator and/or Maintainer to identify and request initial and/or replacement Product resources, Parts, Tools, S&TE, Facilities and/or related Instructions in the safe Operational and upkeep of the Product. Technically accurate, relevant and up-to-date advice and guidance to the User/Operator and Maintainer in the safe Operation and maintenance of the Product.
I. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	<u>Detailed Contents of Technical Documentation:</u> Details the User Operator Instructions detailing how the equipment is used and Operated, including User/Operator upkeep maintenance instructions. Details safety, environmental and hazard precautions and processes in operating and maintaining the Product. Details the Product's technical specification performance and design information to provide Supplementary data for the User/Operator and/or Maintainer, in their understanding of the Product and its behaviour. This information is key data in the efficient Operation, failure diagnosis and maintenance upkeep interfaces of the Product's technical documentation suite. Details the technical guides and process logic flow diagrams to assist the User/Operator and Maintainer in locating, understanding and diagnosing the function and/or failure, to the Product's sequence of functions or specific function and/or component failure/fault. Details how a repair, function is to be performed including supporting diagrams and drawings to ensure all instructions are clear and easy to follow by the User and Maintainer. Details the technical standard of acceptable tolerances for the inspection and repair including the sentencing of the equipment and associated components. Details any required tools, spares, facilities, safety instructions and support publications required for the Operational use and maintenance of the equipment. Details Scheduled maintenance schedules and resources for In-Use and Out-of-Use, catering for when the Product is fielded and housed in warehousing facilities. Details the Maintainer instructions, tasks and activities which are performed by the agreed Level of Maintainer, including the location and facilities where performed as agreed through the Level of Repair Analysis. Details The Product's Components which are issued to the User/Operator in the Complete Equipment Schedule (CES) for them to manage and account for. Details the Illustrated Parts Lists (IPL) and/or Illustrated Parts Catalogue (IPC) of the Product to enable the User/Operator and/or Maintainer to identify the part requiring Initial demand and/or replacement demand as a result of a failure or potential failure. Details the configuration control and indenture of the Product's Bill of Material. Details how a modification is embodied by the User and/or Maintainer where the equipment is agreed by the Authority to require modification post product design freeze. Modifications also include general instructions relating to part changes that are outside of the parts catalogue/ CES. <u>Quality Statement.</u> Quality statement outlining the Contractor's approach to Quality Assurance (QA). <u>Glossary, Acronyms and Terms.</u> Contains glossary of all acronyms and special terms used in Technical Documentation.

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<u>Arty Sys DID 029 – DRACAS Report</u>		
A. <u>Unique ID:</u> FC BISA v4.0 Upgrade	B. <u>Issue:</u> 1.0	C. <u>Issue Date:</u>
D. <u>Related Information:</u> 1. FC BISA Integrated Logistics Support (ILS) Plan. 2. Defence Logistics Framework (DLF) – Design & Engineering, Integrated Logistics Support.		
E. <u>Equipment / Equipment Subsystem Description:</u> Fire Control Battlefield Information System Application (FC BISA) v4.0 Upgrade		
F. <u>Scope:</u> 1. This Data Item Description (DID) contains the requirement for the format and content of the Data Reporting, Analysis and Corrective Action System (DRACAS) Report. 2. If there is no data or text requirement in the Detailed Contents Section listed at Section I, the Contractor shall enter 'NOT-APPLICABLE', with a justification for the reasons.		
G. <u>Specifications:</u> 1. The DRACAS Report shall reflect the requirements as specified in the: 1.2 ILS Statement of Requirement (SoR) Annex A of the Contract ARTYSYS/00286.		
H. <u>Purpose of the Report:</u> 1. The purpose DRACAS Report is to: 1.1 Provide confidence against the Specifications as listed in Section G. 1.2 Document the Incident results for analysis and Sentencing Panel evaluations and investigations to confirm and/or establish the level of Acceptance of the Product in meeting: 1.2.1 Initial Acceptance by the Authority of the Product's Reliability behaviour performance against an agreed Battle Mission representative trial. 1.2.2 Initial Acceptance of the AR&M Case for declaration of IOC. 1.2.3 Through life monitoring of the Product's R&M behaviour by using the DRACAS Report to form the through life Trend Analysis information, for sentencing by the Sentencing Panel. 1.3 Provide a focused assessment of current outstanding incidents, the progression of incidents through the change management process and the quality of the fixes put in place. The aim is that the DRACAS Report will enable the Incident Sentencing Panel to be an efficient body that has access to pertinent information allowing for effective decision making. 1.4 Form part of the Reliability and Maintainability (R&M) Case providing on-going assurance that incidents are being sentenced appropriately, being investigated and being fixed efficiently and effectively. 1.5 Provide the central decision point for Product cross referencing, statistical analysis and trend analysis of all incidents. 1.6 Provide the mechanism for the progress of incidents through the Investigation Process and Change Management Process for PDS candidate tasks.		

- I. Detailed Contents of the Report:
 1. Introduction. This shall provide the overview of the Contractor's management processes and Organisation that is used in providing the DRACAS Report for the Product, which includes:
 - 1.1 Applicability. The periodicity of when the DRACAS report is required and the dependencies on the Authority, in order for the DRACS report to be agreed.
 - 1.2 Incident Sentencing Panel. This shall summarise the conduct of the sentencing panel identifying which information is to be provided by the Contractor and the Authority to enable the sentencing of the Incident. Note, Panels will be chaired by the Authority.
 - 1.3 DRACAS Process. This shall describe the Contractor's intended process to manage and analyse Incidents reported on the Product, in agreement with the Authority to enable Incidents to be closed.
 2. Incident Data Current. This shall detail the Incident Analysis data reported in the current review period, including:
 - 2.1 Number of Incidents Reported.
 - 2.2 Description Summary of the Incident.
 - 2.3 Initial Investigation Classification of the Incident.
 - 2.3.1 No Fault Found (NFF):
 - 2.3.1.1 The Incident was not found and/or cannot be reproduced when diagnosed and examined with the information provided by the Authority.
 - 2.3.1.2 The Incident was not found and/or cannot be reproduced when diagnosed and examined by the Contractor and/or their nominated Sub-Contractors, with the information given by the Authority.
 - 2.3.1.3 The Incident was not found and cannot be reproduced using the Product's, functional software and/or documentation, which is deemed unsuitable when diagnosed and examined by the Contractor and/or their nominated Sub-Contractors, with the information given by the User. This type Incident requires a software functional or training or documentation change.
 - 2.3.1.4 The Incident was not found and can be reproduced using the Product's, functional software and/or documentation, which is deemed suitable when diagnosed and examined by the Contractor and/or their nominated Sub-Contractors, with the information given by the User.
 - 2.3.2 Minor Defect, Incident has concerns with User comfort and is often a not real failure and therefore will have no significant impact on the User and/or the environment.
 - 2.3.3 Medium Defect, Incident concern is related to decreased functionality of the Product and as a whole the User will still have the capability with no severe impact on the User and/or the environment other than reduced performance.
 - 2.3.4 Major Defect, Incident is an unacceptable event on the Product and/or the environment. The normal capability of the Product is considerably downgraded and the User will either have very limited capability and/or Operation of the Product, which can only be performed under very restricted conditions.
 - 2.3.5 Critical and/or Safety Defect, Incident is an unacceptable event where the normal capability of the Product is completely lost and the User has no capability.
 - 2.4 Initial Failure Classification of the Incident. This shall provide the Contractor's initial analysis on the nature of the Failure whether they consider it to be 'Attributable' or 'Non-Attributable'.
 - 2.5 Recommended Actions, the Contractors recommended actions to process and sentence the Incident, in agreement with the Authority.

3. Incident Data To-Date. This shall detail the Incident Analysis data reported to date, summarising the following:
 - 3.1 The Product's Reliability and Maintainability trends and performance behaviour characteristics.
 - 3.2 The Product's software functional performance, including BIT and/or BITE.
 - 3.3 The Products Comparison of achieved R&M performance against the specified requirements and Contractor's threshold and objective Contractual specified targets.
 - 3.4 Total quantity of Incidents, including total quantity per period.
 - 3.5 Total quantity of Observations, including total quantity per period.
 - 3.6 Quantity of open incidents.
 - 3.7 Quantity of open Observations.
 - 3.8 List of open Incidents/Observations by date, Classification with Sentencing and Resolution actions.
 - 3.9 List of closed Incidents/Observations by date, Classification, Sentencing and Resolution decision with actions.
 - 3.10 List of Incident/Observation by trend, appropriate to the product, function or sub-system.
 - 3.11 List of any Investigations required.
 - 3.12 List of any Incidents/Observations deemed relevant to the safety design of the Product.
 - 3.13 Specific Incident Sentencing Panel requests.
 - 3.14 Results of specifically requested analysis from the Authority.
 - 3.15 Product analysis performance information pertaining to the Reliability and Maintainability characteristics of both physical components and software functional aspects.
4. Quality Statement. Quality statement outlining the Contractor's approach to Quality Assurance (QA).
5. Glossary, Acronyms and Terms. Contains glossary of all acronyms and special terms used in Report.

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Annex C1 – Earned Value Management Plan - DID-PC-001

1. Title: EARNED VALUE MANAGEMENT PLAN (EVMP)

2. Number: DID-PC-001

3. Version: 1.0

4. Delivery Schedule: Refer to Annex E.

5. Applicable Forms:

6. Description: The EVMP documents the Contractor's plans, methodologies and processes for ensuring compliance with the EVMS requirements of the Contract. The EVMP shall include a description of the system structure and data flows, Project Controls System Description (PCSD), plans for implementation and subsequent review and maintenance of the Contractor's EVMS. If the Authority agrees that a standalone plan is not required, the EVM elements may be embedded in the Project Management Plan (PMP).

7. Use/Relationship:

7.1. The Authority will use the EVMP to:

7.1.1. Gain confidence that the full scope of work related to the EVMS Contractual requirements, together with associated system implementation risk have been captured and are within the plan for implementation of a compliant EVMS on the Contract;

7.1.2. Review and assess the Contractor's proposed EVMS for:

7.1.2.1. compliance with the requirements of the Contract;

7.1.2.2. the EVMS ability to support effective Contract Management; and

7.1.2.3. the EVMS ability to meet the Authority's data requirements.

7.1.3. Understand the design and functionality of the Contractor's EVMS as the basis for conduct of EVMS related reviews;

7.1.4. Gain confidence that the Contractor has appropriate controls procedures in place to maintain a compliant system during the course of the Contract; and,

7.1.5. Form a basis for assessing the ongoing compliance of the EVMS.

7.2. The EVMP is subordinate to the Project Management Plan (PMP) where this document exists.

8. Applicable Standards, Governance & Related Documentation

8.1. The Earned Value Management Plan (EVMP) shall describe an EVMS that is compliant with the Association for Project Management (APM) Earned Value Management: APM Guidelines (2008), The Earned Value Management Compass (APM,2010) and The Earned Value Management Handbook

(APM,2013) (collectively, the Nominated EV Standard) or an equivalent standard (such as EIA-748) to be agreed by the Authority;

8.2. Integrated Baseline Reviews will be conducted in accordance with Association for Project Management, A Guide to Conducting Integrated Baseline Reviews (IBR) 2016 or the EIA-748 Standard, or nominated standard as appropriate.

9. Reference Documents

9.1. Association for Project Management (APM)

9.1.1. Earned Value Management: APM Guidelines (2008),

9.1.2. The Earned Value Management Compass (APM,2010)

9.1.3. The Earned Value Management Handbook (APM,2013)

9.1.4. A Guide to Conducting Integrated Baseline Reviews (IBR) (2016]

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9.2. Electronic Industries Alliance 748 (EIA-748) EVMS Standard

9.3. DE&S Guide: EVM – Contract Performance Report Completion Guidance

9.4. DCMA Fourteen Point Schedule Health Check.

10. Requirements:

10.1. EVMP Overview

10.1.1. The EVMP shall describe the objectives, scope, constraints, and assumptions associated with the Contractor's EVMS activities related to this contract. Any risks identified with the Contractor's EVMS implementation and operation shall be documented in the Risk Register; however, the EVMP shall describe the risk management strategies associated with any EVMS implementation and operation related risks.

10.1.2. Configuration Management to be defined within the context of EV within the EVMP.

10.2. EVM Implementation

10.2.1. The EVMP shall describe the processes and schedule that the Contractor intends to use to implement the EVMS including:

10.2.1.1. a description of the areas of non-compliance between the Contractor's current project management system and the EVMS contractual requirements

10.2.1.2. the corrective actions to be undertaken to rectify the areas of non-compliance, including

the timeframes involved.

10.2.1.3. identification of any new or modified procedures, an overview of the scope of the new or modified procedures, and the responsibilities and timeframes for developing and approving these procedures;

10.2.1.4. identification of areas of risk to the proposed EVMS implementation and proposed mitigation strategy;

10.2.1.5. a summary of the implementation schedule, with the full implementation schedule being provided as part of the Contractor Master Schedule (CMS);

10.2.1.6. a description of the activity to ensure Subcontractor implementation of EV related contract requirements.

10.3. EVMS Description

10.3.1. The EVMP shall provide a description of the Contractor's EVMS that demonstrates compliance with the requirements of the contract covering all relevant EV Criteria as defined by the applicable standard. Where Contractor generated processes are referenced copies are to be provided to the Authority. These will include, but not be limited to, processes for Work Authorisation, Scheduling, Risk Management, Change Management, Cost Control, and Accounting processes

10.4. Contractor EVMS Assurance

10.4.1. The EVMP shall describe the Contractor's EVMS quality assurance strategy to ensure that the EVMS remains compliant with the requirements of the Contract, including:

10.4.1.1. The criteria to determine that an EVMS Review is required; and,

10.4.1.2. the company roles/personnel involved in the reviews/activities.

10.4.2. Details of any continuous improvement process the company utilises. Results of Contractor Internal EVMS Assurance reviews and processes shall be shared with the Authority.

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10.5. EVM Performance Reports

10.5.1. The EVMP shall describe the EVMS performance reporting processes and timescales used by the Contractor. The EVMP shall confirm adherence to the Contract Terms & Conditions by describing the reporting levels, structures and variance thresholds for the provision of CPRs including the standard reporting levels by CWBS elements.

10.5.2. The EVMP shall detail the variance thresholds that, when exceeded, require the provision of CPR Format 5 and at what level of the CWBS.

10.5.3. The EVMP shall describe any variations to the reporting levels and variance thresholds as the Contract progresses or the risk profile change.

10.5.4. The EVMP shall confirm the electronic formats to be used for the provision of EVMS data to the Authority in order to facilitate data transfer and analysis.

10.5.5. The EVMP shall describe the level and methodology to produce trend data.

10.6. Data Integrity Checks

10.6.1. The EVMP shall detail the methodology and frequency of data, schedule and EV health checks.

10.6.2. The EVMP shall define the process through which it will be possible to reconcile the finance data within the system back to the contract value (price).

10.7. EVM Related Reviews

10.7.1. The EVMP shall describe the facilities and support that will be provided to the Authority in support of IBRs. This should include but is not limited to:

10.7.1.1. The provision of supporting documentation to the Authority review team no later than thirty working days prior to a review;

10.7.1.2. All documentation shall be delivered electronically to the Authority;

10.7.1.3. Documentation delivered in support of a review shall be the final version that will be presented at the review unless otherwise agreed by the Authority;

10.7.1.4. Selected Control Account Managers (CAM) and Project Management & Control staff shall be available to support pre-planned interviews; and,

10.7.1.5. Access provisions are to be made for the review of documentation in electronic formats such as EVMS process and procedures, schedules, CPR CAM documentation and any related data requested to support the review.

10.8. EVM Flow Down to Major Subcontractors

10.8.1. Unless otherwise agreed by the Authority, the requirement for an EVMS (including EVMP, CWBS, CMS and CPRs and Subcontractor PMB shall be flowed down to the appropriate material level agreed with the Authority to represent a Managerially Significant breakdown of the work where the Subcontract or group of Subcontracts requires effort:

10.8.1.1. in excess of 12 months and the Subcontract price exceeds £20m;

10.8.1.2. represents more than 20% of the contract value; or

10.8.1.3. as directed by the Authority. Authority direction will be based on a risk assessment of the scope of work being undertaken in the subcontract.

10.8.2. The EVMP will detail a list of all significant Subcontracts (where the subcontractor portion of

the overall contract cost is => 20% or £20M) incorporating the following information:

10.8.2.1. Subcontract title and description;

Level 3 Contract Requirements for Contract Work Breakdown Structure

PCF-CPR-INS-0082-Rev2-EVM(Industrial Interface)guide

10.8.2.2. Subcontract type;

10.8.2.3. Subcontract value and Duration;

10.8.3. Subcontractor EVMS experience including standards that applied and any formal recognition of the applied EVMS.

10.8.4. The EVMS Description of Flow Down arrangements to each Subcontract shall include the following information:

10.8.4.1. Contractors Plans for assessing EV maturity to meet the Authority's EV Standards and Contract Requirements, including plans for Subcontractor Reviews and Surveillance. Note the Authority shall be given the opportunity to participate in these reviews in accordance with the Contract terms.

10.8.4.2. Plans for subcontract report data incorporation against WBS (CPR Format 1), Baseline Change (CPR Format 3), Variance Analysis (CPR Format 5), Schedule Reports (CPR Format 6).

10.8.4.3. Proposed timing of Subcontract data incorporation

11. Preparation Instructions:

11.1. The data item shall comply with the general format, content and preparation instructions contained in this DID.

11.2. Where referenced information is included, it shall refer to the lower-level EVMS procedures, these referenced procedures and any related instructions shall be delivered as attachments to the EVMP.

11.3. The content requirements of this data item should be considered as the minimum standard that is required. It is not intended to constrain or otherwise restrict the inclusion of any content required to effectively develop the plan or implement the EVMS requirements of the Contract.

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Title: CONTRACT WORK BREAKDOWN STRUCTURE (CWBS); STRUCTURE (INDEX) (A) & DICTIONARY (C)

Number: DID-PC-002 A & B

Version: 1.0

Applicable Forms: N/A

1. Description

- 1.1. The Contract Work Breakdown Structure (CWBS) is the Contractor's extension of the Authority Work Breakdown Structure (WBS) and forms the framework for Contract planning, management and status reporting and for estimating costs, schedule and technical achievements at completion.
- 1.2. The CWBS shall be developed in as much detail as required to define the work effort necessary to successfully achieve the end objective of the Contract.
- 1.3. The CWBS Dictionary shall define in detail the scope of work included against each CWBS element. It shall correlate all Contract deliverables (CLINs, CDRLs and Accomplishment of Mandated Reviews) against the lowest level of CWBS elements to ensure responsibility for delivery of all items is assigned and planned appropriately.
- 1.4. The CWBS shall be consistent with the Defined Pricing Structure (DPS) where appropriate.
- 1.5. The CWBS will also include additional data as described below.

2. Use/Relationship:

- 2.1. This DID summarises the format and content for the CWBS Structure (Index) and Dictionary and provides preparation instructions to support the data and frequency requirements specified in the contract. This DID applies to all contracts that require a CWBS Structure &/or Dictionary.
- 2.2. The purpose and intent of the CWBS and associated Dictionary is to document the Contractor's deliverable scope of work and planned approach to performing the contract. The definitions and descriptions of each product-oriented (i.e. hardware configuration item) CWBS element should be supported by the Contractor's systems engineering team or related technical department.
- 2.3. CWBS at the nominated reporting level will be used in the CPR Report Formats 1 & 5.
- 2.4. The CWBS is related to, and shall be consistent with the Contract Master Schedule (CMS) DID-PC-003.

3. Applicable Standards, Governance & Relevant Documentation :

- 3.1. As per example provided in tender submission

4. Requirements:

- 4.1. The data item shall comply with the general format, content and preparation instructions contained in this DID.

4.2. Configuration control of the CWBS Structure & CWBS Dictionary must be maintained throughout the Contract. Changes to the CWBS Structure or CWBS Dictionary affecting the Authority WBS & WBS Dictionary require the prior approval of the Authority.

4.3. All contract scope must be included in the CWBS Dictionary.

5. Contract Work Breakdown Structure (A)

5.1. The CWBS structure is an hierarchical family tree arrangement of WBS elements, defined by:

- 5.1.1. specific interface points to the Authority's WBS;
- 5.1.2. incorporating any contractually required high level WBS structure; and
- 5.1.3. lower level elements of the Contractor's WBS necessary to provide an appropriate framework throughout the project for product and service definition and control.

5.2. The Structure comprises:

- 5.2.1. CWBS/WBS Code. The preferred convention is to use a numeric structure starting with the Authority WBS Code for the relevant CWBS element.
- 5.2.2. CWBS Element Level. The level of the CWBS element.
- 5.2.3. CWBS Element Name. The title of the CWBS element using the specific name or nomenclature. The CWBS element names used in the CWBS Structure must be identical for the same element in the CWBS Dictionary.

6. Contract Work Breakdown Structure Dictionary (B)

6.1. The CWBS Dictionary includes narrative descriptions of each WBS element scope and reference data to support tracing to other documents. The following features should be included (where applicable to each level):

- 6.1.1. CWBS/WBS Code. The same codes used in the structure.
- 6.1.2. CWBS Element Level. The level of the CWBS element. It is desirable to note where the WBS element represents a Contractual Reporting Level, a Control Account, or, where relevant, a Work Package.
- 6.1.3. CWBS Element Name. Enter the same element names used in the CWBS structure.
- 6.1.4. CWBS Approved Changes. List of changes approved in the change control process
- 6.1.5. CWBS Element Status. Status of Scoping Statement (Draft/Approved)
- 6.1.6. Scoping Statement version number & Revision date
- 6.1.7. CWBS Scope Definition. Enter a complete description of the work content of each CWBS element. The Contractor must provide general descriptions of the physical characteristics of each individual element below the system level. It is important that the Contractor specify all hardware and software equipment that are associated with each WBS element. The work content definition must include a short description of the process used to design, produce or sustain the end item or service. The description must address the types of activities (e.g., design, production, analysis, or management) included within the CWBS element. These descriptions must include information on whether the

reporting Contractor or a supplier/Sub-Contractor is performing the work being described.

- 6.2. CWBS Dictionaries must reflect only the work that is being completed within the contract for which the document is being submitted.
- 6.3. If work is not expected to occur for a given CWBS element, the CWBS dictionary definition must indicate that this element is not applicable.
- 6.4. If work at some elements is being performed by a supplier/Sub-Contractor, the dictionary must state this. Similarly, if the CWBS is for a subcontract/supplier, the work defined for each element must be specific to the Sub-Contractor/supplier's scope of effort, and must not include the prime Contractor's work.
- 6.5. If there are Government Furnished Assets (GFA) items being integrated into the end item, it is not expected that a detailed description of those items is provided, however, all GFA items being integrated into the system as part of the contract must be labelled as such in the CWBS dictionary under the appropriate elements.
- 6.6. Typical features of the Scope Definition include:
 - 6.6.1. PURPOSE: One or two sentences summarising why the scope exists. This may also include:
 - 6.6.2. BOUNDARIES: Explicit statements of what is in or out of scope to describe the boundaries. Consider including things by exception (obvious boundaries don't need stating whereas more subtle boundaries will require more description). To add clarity it is desirable to indicate where excluded scope is captured (e.g. alternate WBS/alternate Contract/ Customer)
 - 6.6.3. STRATEGY: How is the scope to be delivered? Is it Prime Contractor Scope or is it to be sub-contracted out to an industry partner? Is the strategy summarised in policy/process
 - 6.6.4. KEY ASSUMPTIONS: Any top level assumptions that have been made in the definition of this scope and subsequent planning, [for example: 'It is assumed that System X's design will reuse the power-plant from System Y.' If this assumption were to change, it would likely have scope, time and cost implications and so the baseline would require a change proposal].
 - 6.6.5. ACCEPTANCE CRITERIA: How will you know when the scope is complete (where appropriate, generally when there are deliverables/products).
 - 6.6.6. DEPENDENCIES: Identify Delivery of the scope which rely on delivery of scope held in other WBS elements? If there is a particularly important dependency to another area of this project's WBS then consider including it (it is desirable to note the delivering WBS element. Interdependencies within the Authority organisation should be identified and captured in accordance with the above instructions.
 - 6.6.7. PRODUCTS/OUTPUTS: Insert the key deliverables particularly those that form dependencies to other WBS element (it is desirable to note the receiving WBS element) or contract deliverables or review requirements. Scope without deliverables is acceptable, but this should not be the norm.
 - 6.6.8. Cross reference to the conditions of contract and Statement of Work (SOW) that informed the scope definition, or other traceability reference (a reference matrix for SOW Clauses to the WBS may be desirable), or the applicable Standard/reference that determines certain scope.

7. Subcontracted Activities

7.1. Approved Subcontracted activities shall be identified in one or more separate WBS which shall be integrated into and identifiable within the CWBS. In the circumstance that one Sub-Contractor is supplying products to multiple CWBS elements or work packages:

- 7.1.1. the WBS shall maintain a product structure reflecting the specification tree;
- 7.1.2. the responsibility for specifying each product shall remain with the design engineer for the WBS element to which the product belongs;
- 7.1.3. the cost of each product shall remain with the WBS element to which it belongs; and
- 7.1.4. a commercially clean interface can be maintained with the Sub-Contractor by creating a Subcontract Management WBS element for each such Subcontract.

8. Preparation Instructions:

8.1. N/A

9. Data Format & Delivery Instructions

- 9.1. Routine reporting shall be at CWBS level 3 for all Contractors unless otherwise defined in the Contract Terms & Conditions.
- 9.2. More detailed reporting of the CWBS shall be required for those lower-level elements that address high-risk, high-value, or high-technical-interest areas of a Project. Identifying these additional elements for inclusion in the CWBS is a critical early assignment for the Project/Delivery Team (PT/DT) for inclusion in the CWBS.
- 9.3. The CWBS will be prepared and submitted in Electronic format, which is either Microsoft Word or Microsoft Excel compatible

Title: CONTRACTOR MASTER SCHEDULE (CMS)

Number: DID-PC-003

Version: 1.0

Applicable Forms: N/A

10. Description

The CMS describes the contracted activities, milestones and decision points to enable the objectives and deliverables of the contract to be satisfied. The CMS will define the project schedule status through a comparison of the current schedule status and appropriate approved baseline schedule.

11. Use/Relationship:

The Authority will use the CMS to;
gain visibility into the Contractor's planning
understand and evaluate the Contractors approach to meeting the requirements of the contract.

monitor Contractor progress in meeting the requirements of the contract.
as a source of input when completing Authority planning activities.

The CMS relates to the following documents required within the contract;

Project Management Plan (PMP)

Contract Work Breakdown Structure (CWBS)

The CMS shall be traceable and integrated with:

the CWBS (DID-PC-002) – all activities and milestones on the schedule will be coded to the lowest level of the CWBS that represent the scope to which the activity pertains;

Contract Milestones – shall be clearly identifiable within the logic linked activity network;

Each submission of the CMS shall be consistent with the associated Contract Performance Report (CPR) delivered within this Contract.

12. Applicable Standards, Governance & Related Documentation

N/A

13. Requirements:

The CMS shall be capable of being displayed in a variety of formats to include;

A Gantt chart

A listing of all tasks, together with planned (baseline and current progress including forecast) and actual start and finish dates

A listing of project milestones (to include all contract milestones) together with original, rescheduled, forecast and actual completion dates

All durations within the schedule shall be in days unless otherwise agreed by the Authority.

The CMS shall be capable of being displayed at the following levels:

Level 3 – Summary Level – The Summary level of the CMS shall provide a graphical display of Contract activities, key events, and milestones at Level 3 of the WBS.

Level 4 – Intermediate Level – The Intermediate Level of the CMS shall provide a graphical display of Contract activities, key events, and milestones at the control account level of the WBS. A CMS generated at the Intermediate Level shall be able to be rolled up to, and shall provide visibility of, the Summary Level.

Level 5 – Detailed Level – The Detailed Level of the CMS shall provide a graphical display of Contract activities, key events, and milestones at the work-package level of the WBS. A CMS generated at the Detailed Level shall be able to be rolled up to, and shall provide visibility of, both the Intermediate Level (Level 4) and the Summary Level (Level 3)

The CMS shall identify the following aspects;

Activities and associated durations

Milestones, including Contract Milestones, Payment Milestones and significant project events

The relationships and dependencies of activities and associated milestones that are to be completed within the scope of this contract.

Earliest and latest start and finish dates for all activities and associated milestones

Total float and free float of the overall schedule and critical path activities

Critical Path, list of activities on the critical path and those that are near the critical path from start through to completion of the contract.

Resource Profiles, depicting manpower, materials and equipment.

Subcontracting plan to include all major sub contract activities and outputs

Required Government Furnished Anything (GFX) to include Government Furnishes, Equipment (GFE), Government Furnished Assets (GFA), Government Furnished Information (GFI) if applicable, together with 'required by' dates and 'end of loan dates'.

All non-working time such as holidays and known disruptions

13.1. A basis of schedule shall be produced and maintained under configuration control. The BOS should include the following;

13.1.1. How the CMS has been produced,

13.1.2. Detail methodologies used to establish estimated durations

13.1.3. Key assumptions and exclusions

13.1.4. Risks, including SRA techniques used and the outcomes on the CMS

13.1.5. The standards used to establish duration lengths and use of constraints, ensuring no open-ended activities and compliance with DE&S Schedule guidance.

13.1.6. The Configuration and assurance policies/procedures that are to be utilised to manage and ensure the integrity of the CMS.

13.2. CMS Reports

13.2.1. The following reports are required:

13.2.1.1. Baseline Reports

13.2.1.1.1. Electronic copy of Approved Baseline and any subsequent Baseline Revisions.

13.2.1.1.2. A Schedule narrative shall be provided with the original baseline and any subsequent baseline revisions outlining how the schedule has been constructed, the key assumptions together with the basis of estimate and logic of milestone selection and a description of the Critical and near Path Analyses.

13.2.1.1.3. A set of agreed schedule health metrics for the submitted baseline as specified by the Authority.

13.2.1.1.4. Schedule Risk Analysis shall be conducted on the Contractor schedule with a Schedule Analysis Report and copies of the SRA schedule being provided to the Authority. SRA analysis will be provided together with associated confidence figures for the deterministic baseline considering both uncertainty and risk (against a submitted risk register).

13.2.1.2. Progress Reports

13.2.1.2.1. Electronic copy of the progressed schedule each reporting period.

13.2.1.2.2. A Schedule narrative shall be provided with the progressed schedule outlining, the key assumptions underlying the progress and forecast together with the basis of estimate for key forecast activities where this is significantly different to the baseline, the impact and rationale of any significant logic changes and the resulting change to the schedule risk implications, and the resulting impact on key (including Contract) milestone and deliverables, if any. Analysis shall include a narrative description of the current Critical and near Path Analyses.

13.2.1.2.3. A set of agreed schedule health metrics for the submitted progressed schedule.

13.2.1.2.4. Schedule Risk Analysis shall be conducted on the Contractor schedule with a Schedule Analysis Report and copies of the SRA schedule being provided to the Authority. SRA analysis will be provided together with associated confidence figures for the deterministic baseline considering both uncertainty and risk (against a submitted risk register) and uncertainty.

14. Preparation Instructions:

14.1. The data item shall comply with the general format, content and preparation instructions contained in this DID.

14.2. The CMS shall be the primary schedule used for the contract; all other schedules produced in support of this are considered as subordinate to this primary schedule.

15. Data Format & Delivery Instructions:

15.1. Acceptable file formats are those that are compatible with the Authority IT System.

- 15.2. CMS deliveries shall include the original baseline schedule and Basis of Schedule, all approved baseline amendments, the current working schedule together with forecast completion dates and durations.
- 15.3. Contractor schedules updated to reflect current progress shall be provided to the Authority monthly to the end of the calendar month unless agreed otherwise. The monthly reports shall be provided within 5 working days of the end of the reporting period unless otherwise specified in the Conditions of Contract.
- 15.4. A Control Level schedule hard copy as well as electronic submission in the native file format (P6, or alternate package supported by Terms & Conditions of Contract).
- 15.5. Each submission of the CMS shall be consistent with the associated Contract Performance Report (CPR) delivered under the Contract.