

## PROCUREMENT DATA ITEM DESCRIPTION (PDID)

### **PDID-MPMC PROGRAM MANAGEMENT AND CONTROL**

The purpose of this PDID is to obtain from the Offeror the submittal of a plan describing how the Offeror will plan and control the program.

#### INSTRUCTIONS:

1. Ensure consistency between this plan and PDID-MPMP (Production Management Plan) if MPMP is invoked.
2. Provide a Program Management Plan specific to this proposed program that addresses the following:
  - a) Authority and responsibility of the program manager and staff.
  - b) Management techniques or procedures to assure the delivery of a quality product on schedule.
  - c) Formal Program Management Reviews (PMR), see Appendix A (attached)
3. Provide a Master Program Schedule (MPS) specific to this proposed program adhering to the following requirements.
  - a) Include a Gantt Chart showing the major tasks and events for the life of the contract in enough detail to demonstrate your understanding of the requirements. This MPS should include applicable milestones from the list below plus any that are unique to the product or process that you are proposing. Time should be marked as weeks after contract award.
    1. Contract Award
    2. Preliminary Design Review
    3. Complete Engineering Bill Of Material
    4. Critical Design Review
    5. Release Work Orders
    6. Production Bill Of Material (BOM)/Drawings Package
    7. Order Long Lead Time Material
    8. Identify Special Tools and Special Test Equipment
    9. Start Machining
    10. Complete Machining
    11. Start Fabrication
    12. Complete Fabrication
    13. Start Subassemblies
    14. Complete all subassemblies
    15. Receipt of all Material
    16. Construct First Article
    17. First Article Test (Shock, Vibration, Electro-Magnetic Interface (EMI) Testing)
    18. Start Assembly
    19. Finish Assembly
    20. Final Inspection/Testing
    21. Ship
    22. Receipt at BIW

b) Provide a separate chart for the submission of data items.

**PDID-MPMC  
APPENDIX A  
PROGRAM MANAGEMENT REVIEWS**

1. Scope: This document establishes Program Management Review (PMR) requirements for subcontractors.
2. General Description: PMRs are a periodic evaluation of a subcontractor's progress by BIW. The types of PMRs are determined by the complexity and criticality of the equipment involved.
3. Purpose: The primary objective of a subcontractor PMR is to provide early identification of potential problems in order to minimize adverse effects upon performance, cost, and schedule.
4. Requirements: There are three distinctly different types of PMR meetings. The Buyer's intent shall be contained in the meeting schedule section of the RFP.
  - a. System Requirement Review (SRR): Conducted as the initial program review. The Buyer reads verbatim from the Specification and SOW one paragraph at a time. The Seller paraphrases while describing how his approach and understanding will satisfy the contractual requirements.
  - b. Preliminary Program Management Review: (PPMR): Conducted two weeks after contract award. The seller will provide exhibits of program management tools (i.e., Gantt charts/flow networks) in the size and format he intends to use throughout the life of the program.
  - c. Program Management Review (PMR): Conducted every 4-8 weeks throughout the life of the program.

The meeting schedule will initially be presented in the RFP and subsequently included in the Purchase Order. The actual frequency of meetings may be increased or decreased by the buyer depending upon the Seller performance.

The Buyer has the responsibility to prepare the agenda, minutes, and action item list for each meeting. Distribution of the minutes will be to the highest level of authority with responsibility for the program at each company.

The entire program will be reviewed at each PMR. The Master Program Schedule (MPS) Gantt chart will provide the outline for the agenda and review of each aspect of the program.

The location of the meeting will alternate between the Buyer's facility and the Seller's facility with a slight bias toward the Seller's facility during design and first article testing.