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Project Management Plan for Contract Management Information System (CONTRACT)				ECN No.		
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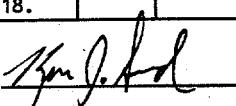
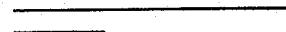
1. EDT 602910

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1,2	1,2	Cog. Eng. Lead Engineer	K. J. Severud	14/8/94			
1,2	1,2	Cog. Mgr. Manager	T. O. Haggett				
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Document Number: WHC-SD-WM-PMP-017, Rev. 0

Document Title: Project Management Plan for Contract Management Information System (CONTRACT)

Release Date: 01/17/95

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WHC Information Release Administration Specialist:

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*1/17/95*

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## SUPPORTING DOCUMENT

1. Total Pages 3 *KN*

## 2. Title

Project Management Plan for Contract Management Information System (CONTRACT)

## 3. Number

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## 4. Rev No.

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## 5. Key Words

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## 6. Author

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*K. J. Saverud*

Signature

Organization/Charge Code 57510/MKDGN

## 7. Abstract

The office of the Vice President of A/E Construction for ICF Kaiser has requested that OSHA compliance statistics be made available to management for companies subcontracting to the ICF Kaiser management. In addition, a need to better manage contract administrative data for the Contracts Administration and the Construction Management Projects organizations has been identified. The Contract Management Information System is being developed to achieve these objectives.

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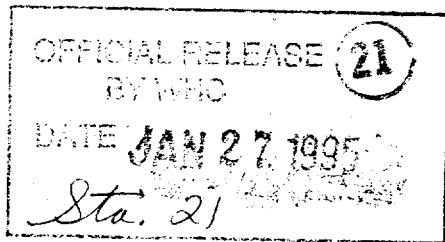
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## 9. Impact Level

*N/A*

## 10. RELEASE STAMP



**PROJECT MANAGEMENT PLAN  
FOR  
CONTRACT MANAGEMENT INFORMATION SYSTEM (CONTRACT)**

**Revision 0**

Prepared by:

TO Haggett  
Design Services CAD/CAE Support

December 1994

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Prepared for:

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PROJECT MANAGEMENT PLAN FOR  
CONTRACT MANAGEMENT INFORMATION SYSTEM

Design Services CAD/CAE Support  
December 14, 1994

## 1.0 INTRODUCTION

### 1.1 PURPOSE

The office of the Vice President of A/E Construction for ICF Kaiser has requested that OSHA compliance statistics be made available to management for companies subcontracting to the ICF Kaiser Company. In addition, a need to better manage contract administrative data for the Contracts Administration and the Construction Management Projects organizations has been identified. The Contract Management Information System is being developed to achieve these objectives.

### 1.2 SCOPE

This document provides a Project Management Plan for development of the CONTRACT system by Design Services CAD/CAE Support. The document has been developed to meet the requirements of WHC-CM-3-10, Software Practices Manual. The Project Management Plan describes the project work breakdown structure, safety and quality considerations, with associated cost, schedule and project management information.

The CONTRACT System is intended to aid the ICF Kaiser divisions with tracking of A/E subcontractor information to include; general contract administration information used by the Contracts Administration organization, contract and safety performance data used by the Construction Management Projects and office of the organization and Vice President of A/E Construction.

## 2.0 DEFINITIONS AND ABBREVIATIONS

**CONTRACT**. Abbreviation for the Contract Management Administration System.

**Impact Level 4**. A designation for documentation with no impact to safety or environmental protection, and no requirements for quality assurance verification of conformance to requirements.

**KIPS**. Kaiser Injury Prevention System

### 3.0 QUALITY ASSURANCE AND SAFETY CONSIDERATIONS

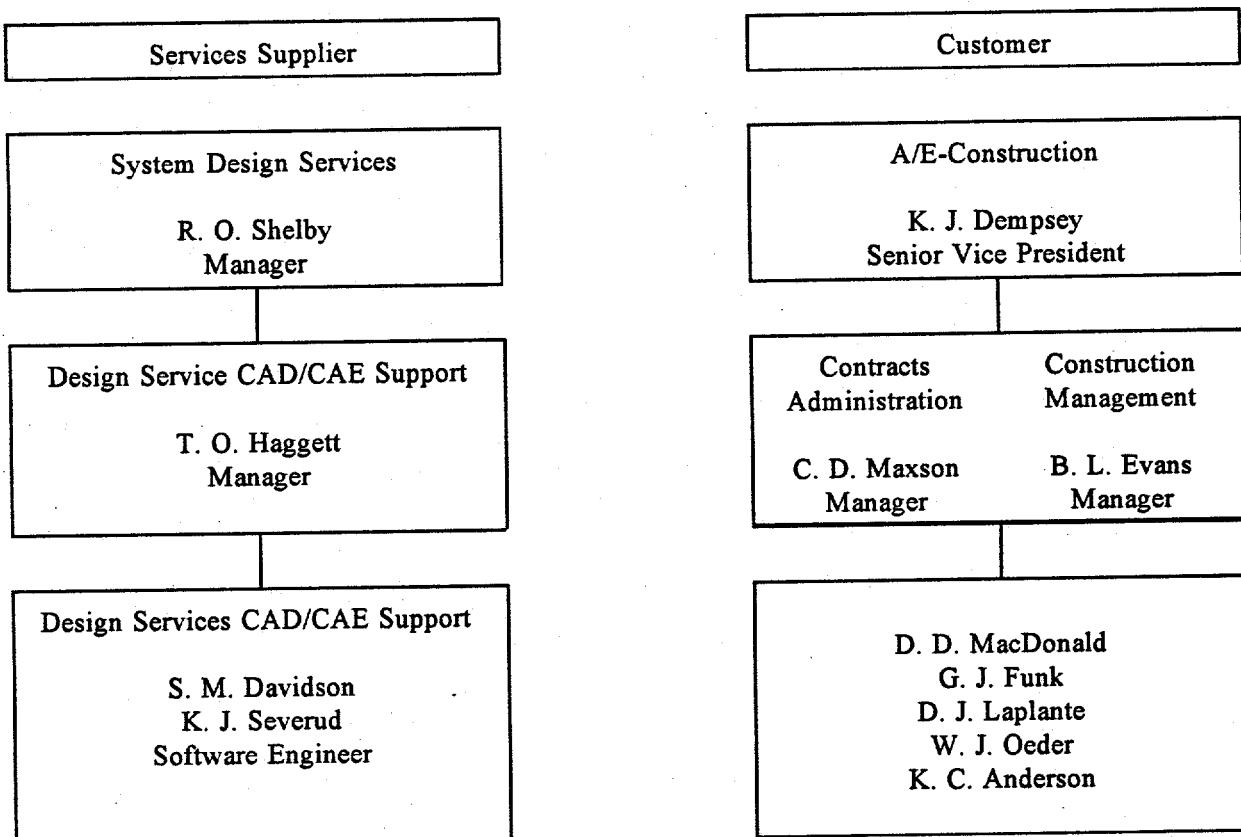
The Software Quality Assurance assessment, Impact Level and Safety Classification requirements of the CONTRACT system have been assessed respectively using WHC-CM-4-2, Quality Assurance Manual, QR 19.0, WHC-CM-1-3, Management Requirements and Procedures, MRP 5.43, and MRP 5.46.

Based upon the intended administrative use of the CONTRACT system and the fact that the associated data is not required to maintain site conformance or regulatory contractual requirements, the CONTRACT system has been designated as a Non Quality Affecting system, and Non Safety Class four system.

### 4.0 PROJECT ORGANIZATION

The estimated project duration of the CONTRACT System project is five months. Customer deliverables include a System Requirements Specification, Project Management Plan, System Design Description, and Computer Software Users Guide.

#### 4.1 ORGANIZATIONAL RESPONSIBILITIES



## 5.0 REQUIREMENTS

The work and designs delineated in this document shall be controlled by applicable WHC policies or procedures. In addition, software designed/developed shall be in compliance with WHC-CM-4-2, Quality Assurance Manual, QI3.2, "Software Quality Assurance Requirements," and WHC-CM-6-10, Software Practices, (see references).

## 6.0 MAJOR DELIVERABLES AND MILESTONES

### 6.1 DELIVERABLES

#### a. Project Management Plan (PMP).

The Project Management Plan (PMP) shall provide the project work plan for the CONTRACT System. The document shall include discussion of scope, organizational responsibilities, design requirements, deliverables/milestones, work breakdown structure (WBS), and references. The plan shall provide guidance to the CONTRACT System development staff and cognizant management such that acceptable project quality will be achieved.

Measurement - Released prior to initiating Prototype Development

#### b. Computer Software Requirements Specification (CSRS).

A CSRS shall be provided to support the development of the CONTRACT System. The CSRS identifies specific customer requirements in terms of the user interface, report generation, data management criteria, system security, system performance and general operations requirements.

Measurement - Released prior to initiation of Preliminary Design.

#### c. Computer Software Design Description (CSDD).

Development of the CSDD will be initiated following the completion of the initial design review. The final CSDD will be released following system testing and acceptance. The CSDD documents the technical design of the system from a software engineering perspective.

Measurement - Issued as a draft prior to initiating Final Design.

#### d. Computer Software User Guide (CSUG).

Develop CONTRACT Computer Software Users Guide (CSUG). The users document shall contain all information necessary for the end user organization to access and use the CONTRACT system features.

Measurement - Issued as a draft prior to initiating User Training.

## 6.2 MILESTONES

### a. CONTRACT SYSTEM

CONTRACT System milestones include; completion of the Project Management Plan, Computer Software Requirements Specification, the Software Design Description, Software Code Development, Computer Software Users Guide, system installation and customer acceptance .

Measurement - See CONTRACT Project Schedule

## 7.0 ESTIMATED COST SUMMARY

The following table summarizes the CONTRACT Work Breakdown Structure and associated task schedule and cost detail. Labor rates are calculated at an indirect liquidation rate of \$33.00/hour.

Work Breakdown Structure		Planned Start	Planned Finish	Labor Man Days	Task Estimate
WBS 1	Requirement Definition	10/17/94	01/09/95	30.25d	\$7986.00
WBS 2	Preliminary Design	01/06/95	02/24/95	22.25d	\$5874.00
WBS 3	Prototype Testing	02/24/95	03/10/95	2.25d	\$594.00
WBS 4	Final Design	03/10/95	03/27/95	9.50d	\$2508.00
WBS 5	Implementation	03/27/95	03/31/95	3.75d	\$990.00
WBS 6	Finalize Project	03/31/95	04/19/95	12.25d	\$3234.00
Total Project Cost:				80.25d	\$21,186.00

## 8.0 REFERENCES

1. WHC-CM-1-3, Management Requirements and Procedures.  
MRP 5.43, "Impact Levels"  
MRP 5.46, "Safety Classification of Systems, Components and Structures"
2. WHC-CM-4-2, Quality Assurance Manual.  
QI 3.2, "Software Quality Assurance Requirements"  
QR 3.0, "Design Control"
3. WHC-CM-3-10, Software Practices.
4. WHC-SD-WM-CSRS-005, Computer Software Requirements specification.
5. WHC-SD-WM-CSDD-XXX, Computer Software Design Description.
6. WHC-CSUD-XX-UM-XXX, User's Manual.