**Data Item Description**

**Project Execution Plan**

**PM250**

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| **Project Execution Plan** | **PM250** |

**Purpose**

The Project Execution Plan (***PEP)*** provides an overview of the different Project processes and how they fit together to form a totally integrated management system for the Project.

The Supplier uses the PEP, including or supplemented by subordinate plans, to provide direction and guidance to the Supplier’s management team responsible for the conduct of the Work under the Subcontract.

The Purchaser uses the PEP to: (a) gain visibility into the Supplier’s planning; (b) understand and evaluate the Supplier’s approach to managing the Project; and (c) together with the Supplier’s Master Schedule (***SMS***), provide input into the Purchaser’s planning.

The PEP is the primary plan for the Subcontract. All other plans related to the Subcontract fit beneath the umbrella of the PEP.

**References**

This DID must be read in conjunction with Schedule A (General Conditions) and the corresponding SOW reference.

**Preparation Instructions**

This Data Item shall comply with the general format, content and preparation instructions set out in Part 1 (INTRO) and Part 2 (PM) of the SOW.

**Format and Content**

1. **General**

The PEP shall be a stand-alone document that provides sufficient information to allow the reader to understand how the Project will be managed without referring to other documents. The Supplier shall not simply reference a document, procedure or standard without providing an overview of the material referenced.

The PEP shall be the master planning document, integrating, summarising and referencing other Project plans and schedules required in this DID and elsewhere in the Subcontract.

The following paragraphs outline the framework of the PEP. This framework should not limit the Supplier in developing the PEP, which must reflect the way in which the Supplier manages the performance of its Subcontract obligations.

The PEP may be divided into volumes, sections and/or sub plans provided that the head document links all sub documents together as a cohesive whole.

1. **Project Objectives**

The PEP shall describe the objectives related to success of the Project overall, with particular emphasis on the Subcontract. Project objectives shall include capability, cost, schedule, effective issues management, avoidance of conflict, the environment, public good, safety, law, and other outcomes as appropriate.

1. **System Overview**

The PEP shall:

1. give a brief overview of the System and/or Equipment being developed and its purpose;
2. clearly state the operational capability that the System and/or the Equipment is delivering;
3. identify the key functions of the System and/or the Equipment;
4. identify major subsystems within the System and/or Equipment;
5. show the context of the System and/or Equipment within the next higher-level system, as appropriate; and
6. identify major interfaces.
7. **Project Scope**

The PEP shall clearly identify the scope of Work to be undertaken by the Supplier and its Sub-suppliers.

1. **Project Organisation**

The PEP shall describe the organisational structure responsible for managing and performing the Work under the Subcontract. The Supplier may reference or include its ‘Project Resourcing Strategy’ as part of this PEP. The content shall include:

1. the Supplier's company organisation structure;
2. the Supplier's project management organisation;
3. the Supplier's contractual relationship with its Sub-suppliers for the purpose of the Project;
4. the identification of ‘Key Personnel’ positions within the Supplier’s organisation;
5. the definition of the person/position specifications, or responsibilities and authorities for each ‘Key Personnel’ position within the Project team organisation and the skill sets needed to fill that position; and
6. the identification of relevant background skills and experience of each ‘Key Personnel’.
7. **Team and Sub-Team Composition and Purpose**

The PEP shall identify, and describe the make-up and purpose of, each team to be employed in performance of the Project. Example teams are:

1. Integrated Product Teams (e.g. engineering, operations, QA, procurement, etc…);
2. systems engineering team (as appropriate);
3. ILS team;
4. financial team; and the
5. IRB team.
6. **Structure of Supplier Plans**

The PEP shall contain a structured, indentured list of the plans to be used by the Supplier in the execution of the Subcontract, showing the hierarchical relationship of the plans.

1. **Work Breakdown Structure (*WBS*) and the Ship Work Breakdown Structure (*SWBS*)**

The PEP shall use, where applicable, the Purchaser’s Work Breakdown Structure (***WBS***) as well as the Purchaser’s SWBS.

1. **Supplier’s Schedule**

The PEP shall contain an overview of the Supplier’s Master Schedule, including the critical path, to the level of detail to show milestones for activities.

1. **Staff Skills Profile**

The PEP shall contain aggregate, labour-category-based, time-phased plans for the use of the Supplier’s human resources in the performance of the Work. The staff skills profile shall be consistent with the SMS.

1. **Business Resource Planning**
   1. The PEP shall demonstrate that Supplier resources are available to meet the current and future obligations of this Subcontract. In particular, addressing:
2. obligations in regard to current and future project/work;
   * 1. use of resources such as:
3. human capital in relation to current and envisaged Projects;
4. financial resources;
5. physical resources;
6. intellectual property resources;
7. other organisational resources; and
8. lower tier supplier relationships and other supply arrangements;
9. details of the Supplier's capabilities to satisfactorily discharge its responsibilities under the Subcontract in relation to the above; and
10. arrangements for reprioritising resources across the term of the Subcontract.
11. **Project Planning and Control**
12. The PEP shall contain an overview of the processes used by the Supplier to ensure the integration of technical, cost and schedule planning and control for the management of the Project.
13. The PEP shall identify the tools to be used in support of project management, and shall describe the planned purpose and method of usage of each tool. Example of tools that may be addressed are management information systems, databases, spreadsheets, cost estimating tools, network scheduling tools and decision analysis tools.
14. **Engineering Program**

The PEP shall contain an overview of the project engineering program, referring to the detailed engineering plans as appropriate.

1. **Integrated Logistics Support (ILS) Program**

The PEP shall contain an overview of the project ILS program, referring to the detailed ILS plans as appropriate.

1. **Configuration Management**

The PEP shall contain an overview of the Configuration Management arrangements for the Subcontract, referring to the Configuration Management Plan (***CMP***) as appropriate.

1. **Intellectual Property Management**

The PEP shall provide contain an overview of the Intellectual Property Management arrangements for the Subcontract, referring to the Intellectual Property Management Plan (***IPMP***) as appropriate.

1. **Project Risk Management**

The PEP shall contain an overview of the Risk Management processes, tools and ‘Risk Register’ to be used by the Supplier.

1. **Quality Management**

The PEP shall provide contain an overview of the Quality Assurance arrangements for the Subcontract, referring to the Quality Assurance Plan as appropriate.

1. **Defect Management**

The PEP shall provide an overview of the Defect Rectification process.

1. **Project Issue Management**

The PEP shall describe the Supplier’s processes and tools used for managing issues for the Project. Typical issues include:

1. Action Items from Meetings;
2. Issues arising from Meetings;
3. corrective actions;
4. issues arising from the metrics collection and analysis;
5. issues arising from deviation of progress against plan; and
6. issues arising from reviews of process application.

***Note 1****: In this context, ‘issues’ are items whose progress needs to be monitored, but which are not included in the EVM plans because they are either too short-term or too insignificant. They do not appear in the Risk Register because they are technically not risk, as they do not represent any cost or schedule threat to the project at this point in time.*

***Note 2:*** *see the Action Item and Issue Status Report (SDRL PM273 and DID PM273).*

1. **Management of Sub-suppliers**

The PEP shall provide an overview describing how the Supplier intends to manage its Sub-suppliers including:

1. the communications, meeting and review plan for each Sub-supplier;
2. the method for ensuring that each Sub-supplier has an integrated technical, cost and schedule control mechanism in place;
3. the method for ensuring that each Sub-supplier is collecting and analysing relevant Project metrics to enable progress to be tracked against plan; and
4. the method for ensuring that each Sub-supplier is managing its own lower tier suppliers.
5. **Security Management**

The PEP shall include an overview of the processes implemented by the Supplier to satisfy the Security Requirements set out in Schedule A (General Conditions) and Part 7 (SEC) of the SOW and shall refer to any separate Security Management Plan if such a plan is required under the Subcontract.

1. **Human Resources**

The PEP shall contain the Supplier’s staffing strategy, including the Supplier’s approach to recruiting and retaining staff. The Supplier may reference or include its ‘Project Resourcing Strategy’ as part of this PEP.

1. **Issued Property**

The PEP shall describe the Supplier’s arrangements for the receipt, custody, storage, care, maintenance and use of any Issued Property/Issued Documents provided to the Supplier under the Subcontract and listed in Appendix D of the Articles of Agreement.