CLM005 Building Efficiencies in the Contract Process

Project Management Plan

6 April 2011

Prepared for:

image001

Defense Acquisition University (DAU)

Global Learning and Technology Center (GLTC)

Contract Number: GS-35F-4357D

Task Order: GST0309DS8132

GDIT Purchase Order: ANKCL002EL

Prepared by:



Revision History

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| --- | --- | --- | --- | --- | --- |
| Version | Date | Version | Date | Version | Date |
| 1 | 5 April 2011 |  |  |  |  |
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# Section 1: Module General Information

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| --- | --- |
| **MODULE TITLE** | **Building Efficiencies in the Contract Process** |
| **MODULE PREFIX** | **CLM 005** |
| **PROJECT SCOPE** | The GDIT Team will develop a CL module titled Building Efficiencies in the Contract Process. The objective of the module is to establish an understanding among the contracting community of the mutual benefits of involving contractors in the proposal development process early and often. From that understanding should come a change in behaviors and practices that will increase the buying power and efficiencies of offerors and the Government.  The GDIT Team will apply instructional systems design methodologies to design the module, develop the module using the Dreamweaver development environment and deploy the module on the DAU AtlasPro Learning Management System (LMS).  The module will meet SCORM and Section 508 standards inasmuch as DAU’s Learning Management System environment allows compliance. |
| **TARGET AUDIENCE** | The primary target audience for the CLM is Program Managers, Project Managers, IPT Leaders, Contracting Officers, Financial Managers, Engineers, Logisticians, Officers, Enlisted Members, Federal Civilians, Contractors, or anyone who wants to improve the quality of contractor proposals. |
| **DURATION** | The seat time for this module is three hours. |

# Section 2: Project Team

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ROLE** | **E-MAIL** | **PHONE** |
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# Section 3: Detail Project Schedule

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| --- | --- | --- | --- |
| Task Name | Duration | Start | Finish |
| CLM005 Development | 88 days | Wed 3/30/11 | Fri 7/29/11 |
| Project Start | 1 day | Wed 3/30/11 | Wed 3/30/11 |
| **Project Management Plan (PMP)** | **7 days** | **Mon 4/4/11** | **Tue 4/12/11** |
| Draft PMP | 2 days | Mon 4/4/11 | Tue 4/5/11 |
| Submit Draft PMP | 1 day | Wed 4/6/11 | Wed 4/6/11 |
| DAU Review | 2 days | Thu 4/7/11 | Fri 4/8/11 |
| Implement CRs/Finalize PMP | 1 day | Mon 4/11/11 | Mon 4/11/11 |
| Submit Final PMP | 1 day | Tue 4/12/11 | Tue 4/12/11 |
| **Module Design Document (MDD)** | **9 days** | **Thu 3/31/11** | **Tue 4/12/11** |
| Draft MDD | 3 days | Thu 3/31/11 | Mon 4/4/11 |
| Submit Draft MDD | 1 day | Mon 4/4/11 | Mon 4/4/11 |
| DAU Review | 3 days | Tue 4/5/11 | Thu 4/7/11 |
| Implement CRs/Finalize MDD | 2 days | Fri 4/8/11 | Mon 4/11/11 |
| Submit Final MDD | 1 day | Tue 4/12/11 | Tue 4/12/11 |
| **Prototype** | **14 days** | **Wed 4/13/11** | **Mon 5/2/11** |
| Develop Prototype lesson | 5 days | Wed 4/13/11 | Tue 4/19/11 |
| Internal QA Review | 2 days | Wed 4/20/11 | Thu 4/21/11 |
| Submit Prototype Lesson | 1 day | Fri 4/22/11 | Fri 4/22/11 |
| DAU Prototype Review | 3 days | Mon 4/25/11 | Wed 4/27/11 |
| Review/Prioritize/Fix CRs | 2 days | Thu 4/28/11 | Fri 4/29/11 |
| Validate Fixed CRs | 1 day | Mon 5/2/11 | Mon 5/2/11 |
| **Storyboards** | **20 days** | **Tue 5/3/11** | **Mon 5/30/11** |
| Develop Storyboards | 10 days | Tue 5/3/11 | Mon 5/16/11 |
| Internal QA Review | 2 days | Tue 5/17/11 | Wed 5/18/11 |
| Submit Storyboards | 1 day | Thu 5/19/11 | Thu 5/19/11 |
| DAU ISD and SME Review | 4 days | Fri 5/20/11 | Wed 5/25/11 |
| SME Review and Prioritize CRs | 1 day | Thu 5/26/11 | Thu 5/26/11 |
| Fix CRs/Validate or incorporate in programming | 2 days | Fri 5/27/11 | Mon 5/30/11 |
| **Programmed Lessons** | **18 days** | **Tue 5/31/11** | **Thu 6/23/11** |
| Develop Programmed Lessons | 10 days | Tue 5/31/11 | Mon 6/13/11 |
| Internal QA Review | 2 days | Tue 6/14/11 | Wed 6/15/11 |
| Submit Programmed Lessons | 1 day | Thu 6/16/11 | Thu 6/16/11 |
| DAU Programmed Lesson Review (PLR) | 3 days | Fri 6/17/11 | Tue 6/21/11 |
| Review/Prioritize/Fix CRs | 2 days | Wed 6/22/11 | Thu 6/23/11 |
| **Post Programmed Lesson Review** | 7 days | Fri 6/24/11 | Mon 7/4/11 |
| Deliver SCORM Package to TEST | 1 day | Fri 6/24/11 | Fri 6/24/11 |
| Validate Fixes | 3 days | Mon 6/27/11 | Wed 6/29/11 |
| DAU Review Test items | 3 days | Thu 6/30/11 | Mon 7/4/11 |
| **Beta** | **13 days** | **Tue 7/5/11** | **Thu 7/21/11** |
| DAU Beta review | 4 days | Tue 7/5/11 | Fri 7/8/11 |
| DAU submit Beta CRs | 2 days | Mon 7/11/11 | Tue 7/12/11 |
| PLD Review/Prioritize/Fix CRs | 4 days | Wed 7/13/11 | Mon 7/18/11 |
| PLD Validate Fixed CRs, GDIT conduct PLR2 | 1 day | Tue 7/19/11 | Tue 7/19/11 |
| Submit Beta Report | 1 day | Wed 7/20/11 | Wed 7/20/11 |
| Repackage and submit to DAU | 1 day | Thu 7/21/11 | Thu 7/21/11 |
| **Post Beta** | **6 days** | **Fri 7/22/11** | **Fri 7/29/11** |
| Push to PROD | 1 day | Fri 7/22/11 | Fri 7/22/11 |
| Create Print Files | 1 day | Fri 7/22/11 | Fri 7/22/11 |
| Load Test Bank | 2 days | Mon 7/25/11 | Tue 7/26/11 |
| FQR | 2 days | Wed 7/27/11 | Thu 7/28/11 |
| Go Live Prep | 1 day | Fri 7/29/11 | Fri 7/29/11 |
| Go Live | 1 day | Fri 7/29/11 | Fri 7/29/11 |
| Verify Source Files | 1 day | Fri 7/29/11 | Fri 7/29/11 |