1 DID-AJISS-GR-001 Equivalent Standards Justification Report (ESJR)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	**2 IDENTIFICATION NUMBER**
Equivalent Standards Justification Report (ESJR)	DID-AJISS-GR-001

3 DESCRIPTION/PURPOSE

The ESJR is submitted when the Contractor wishes to propose an equivalent standard alternative to what was stated within the PWS.

4 APPROVAL DATE	**5 OPI**	**6 GIDEP APPLICABLE**
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	**9 APPLICABLE FORMS**
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

10.2.1 General

The report must contain the following:

a. A summary of the issue;

b. A summary of the standard that is unable to be achieved;

c. A summary and justification of the proposed alternative standard;

d. An assessment as to the suitability of the proposed standard; and

e. The identification and assessment of any Risks associated with the proposed equivalent standard.

2 DID-AJISS-PM-001 Program Management Plan (PMP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Program Management Plan (PMP)	DID-AJISS-PM-001

3 DESCRIPTION/PURPOSE

The PMP describes the Contractor's plan for integrating all management, planning and control activities for the contract. The PMP includes all the processes and structures necessary for the Contractor to manage the overall program and perform all the work described in this PWS for the life of the contract.

The purpose of the PMP is to gain visibility into the Contractor's planning, understand and evaluate the Contractor's approach to managing the program, and provide input into Canada's planning.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The PMP must be a stand-alone document that provides sufficient information to all the reader to understand how the program will be managed.

The PMP must be the master planning document, integrating, summarizing and referencing other project plans and schedules required in this DID and elsewhere in the Contract.

The PMP need not be developed as one document. It may be divided into volumes, sections and/or sub-plans provided that the head document links all sub-documents together as a cohesive whole.

Within this framework, the Plan must address the following components:
a. Identify program, LCMM, and service delivery scope, constraints, assumptions, estimation budget control, and schedule;

b. Identify the Contractor's organizational structure of key roles and responsibilities that are accountable for overall program management execution, service delivery management and delivery of the program;

c. Provide an overview of the process for tracking and reporting progress;

d. Provide an overview of the procurement process;

e. Provide an overview of Subcontractor management;

f. Identify key deliverables, significant milestones;

g. Provide an overview of security management;

h. Confirm Integrated Management system registration;

i. Provide an overview of Naval Materiel Certification process; and

j. Provide an overview on the process of how subcontractors will be selected to ensure best value for Canada.

3 DID-AJISS-PM-002 Start-up Plan (SUP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Start-up Plan (SUP)	DID-AJISS-PM-002

3 DESCRIPTION/PURPOSE

The Start-up Plan describes how the Contractor plans to ramp up their initial capability in preparation for delivery of the first AOPS ship.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The plan must address the following:

a. How the Contractor plans on Coordinating meetings with Canada during the Start-up phase;

b. How the Contractor will establish various services required in the PWS including timelines when resources and infrastructure will be put in place;

c. Timelines to establish the relationships with subcontractors;

d. Processes for integrating shipbuild warranty work;

e. Processes to verify and validate design intent of each ship; and

f. Processes to verify the ILS deliverables for AOPS and JSS.

4 DID-AJISS-PM-003 Transition Plan

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Transition Plan	DID-AJISS-PM-003

3 DESCRIPTION/PURPOSE

The Transition Plan describes how the Contractor plans to increase their capability and capacity so that they can provide support from first ship delivery and until the end of the transition phase.

The Transition Plan will include the requirement for the Contractor to demonstrate its readiness to support AOPS and JSS at the following milestones:
a. Support Readiness Verification Preliminary (SRVP) milestone: to support on both coasts the first ships delivered to Canada; and

b. Support Readiness Verification Final (SRVF) milestone: to support all ships delivered to Canada on both East and West Coast.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The Transition Plan must address activities needed to ensure the Contractor is ready in all respects for maintaining AOPS and JSS and its associated equipment systems on

each Coast.

The plan must describe the following:
a. How the Contractor will execute plans, processes, requirements and work during the Transition Phase;

b. Detail how the Contractor plans to ramp up their capacity to support all AOPS and JSS on both coasts. The Transition Plan should highlight the sequencing, scaleability, and geographical location for all support activities;

c. Identification of Start-up and Transition Phases deficiencies, issues, gaps and make recommendations for their resolution;

d. Coordination of meetings with Canada during the Transition phase;

e. How the Contractor will establish various services required in the PWS including timelines when resources and infrastructure will be put in place and detail what access to Canada's facilities is required;

f. How the Contractor will demonstrate its capability, capacity and support services to:
i. support on both coasts the first ships delivered at the SRVP milestone; and

ii. support all ships delivered on the East and West coasts at the SRVF milestone; and

g. The methodology by which the Contractor will identify, assess and select subcontractors for Steady-State phase ISS operations.

5 DID-AJISS-PM-004 Data Management Support Plan (DMSP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Data Management Support Plan (DMSP)	DID-AJISS-PM-004

3 DESCRIPTION/PURPOSE

The Data Management Support Plan (DMSP) describes how the Contractor plans on providing data security, system architecture, data quality, master data management, back up management and business continuity and disaster recovery.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The Data Management Support Plan must include the following:
a. Contractor's approach for meeting the IDE support requirements and identify the IDE support services that are to be provided by the Contractor;

b. Identication of related deliverables and dependencies associated with this PWS;

c. Contractor's approach to Backup Management and Recovery to include the strategies and processes related to data storage, access and protection in accordance with best business practices;

d. Contractor's approach to business continuity and disaster recovery, which include

the necessary processes regarding how data management activities will be conducted in the absence of a Contractor's IDE in accordance with best business practices;

e. A schedule and resources to execute the DMSP;

f. How the DMSP relates to the IDE Concept of Operations; and

g. Obsolescence identification process and triggers for systems and software upgrading.

6 DID-AJISS-PM-006 Risk Management Plan

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Risk Management Plan	DID-AJISS-PM-006

3 DESCRIPTION/PURPOSE

The Risk Management Plan describes how the Contractor plans on managing risk and issues.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The plan must:
a. provide the governance structure and concept of risk management by which risks and issues are dealt with and escalated to the appropriate decision level within a sufficient time to permit mitigation steps/actions;

b. contain the Contractor's procedures for risk identification, analysis, trends, mitigation, contingencies, tracking and reporting all risk areas other than those that are LOW probability or LOW impact throughout the life of the contract;

c. include a Business Continuity section;

d. provide for risk assessment alignment between Canada and the Contractor, as

risks/issues have shared levels of ownership;

e. identify and describe risks as a function of probability and level of impact upon AJISS capability, cost, schedule, Value Proposition, Industrial Technological Benefits, environment, security, safety, law, and other outcomes as appropriate;

f. identify the triggers or necessary actions that would activate contingency plans and roles and responsibilities of the Contractor and Canada;

g. include a Risk Register as identified through subparagraph a;

h. outline risk management responsibilities between Canada and the Contractor; and

i. include a detailed process for changes to the Risk Management Plan to help manage risks to the Project, including actions for risk mitigation and controls.

7 DID-AJISS-PM-007 Configuration Management Plan

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Configuration Management Plan	DID-AJISS-PM-007

3 DESCRIPTION/PURPOSE

The Configuration Management Plan is to provide Canada a basis for review, evaluation, and monitoring of the Configuration Management program and its proposed components.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The plan must be in accordance with the American National Standards Institute ANSI-649-B or equivalent. It must, as a minimum, contain the following information:
a. a description of the Documentation Support Organization;

b. a description of the Document Control Processes and Procedures;

c. a description of the Documented Storage;

d. a description of the process to manage platform and trainer baseline configuration;

e. a description of planned annual audit process;

f. a description of the process of ship-level margin management;

g. a description of the process and procedures for handling classified documents;

h. a description of the process to produce and manage bilingual documents; and

i. a description of the process to manage platform and trainer software.

8 DID-AJISS-PM-008 Performance Management Plan (PfMP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Performance Management Plan (PfMP)	DID-AJISS-PM-008

3 DESCRIPTION/PURPOSE

The Performance Management Plan (PfMP) describes how the Contractor will effectively plan and implement a performance management framework to asses its performance for the service delivery activities defined in this PWS.

The PfMP describes the development of a Performance Measurement System (PfMS) capability, as specified in Chapt 11 of this PWS, and the PfMS data sources and electronic enablers, as specified in Chap 9 and Appendix K of this PWS.

The PfMP also describes how the performance management will be integrated into the PMP as a sub-program activity as specified in Chapt 3.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

10.2.1 Specific Content

The Plan must describe how the Contractor will:

a. conduct a System Requirements Review (SRR) of the performance measures (SPM, KPI, SHI) defined in the Appendix R;

b. design, develop, test, implement and maintain a PfMS capability as specified in Chapt 11 of this PWS;

c. verify and validate the PfMS data sources as defined in Chapter 9;
d. roll-out PfMS full capability at twenty-four (24) months after SRVP;

e. integrate performance management as per PMP of this PWS; and,

f. manage data collection, performance data analysis, reporting and opportunities for improvement.

9 DID-AJISS-PM-009 Relationship Management Plan

DATA ITEM DESCRIPTION DND Form 1409

1 Title	**2 IDENTIFICATION NUMBER**
Relationship Management Plan	DID-AJISS-PM-009

3 DESCRIPTION/PURPOSE

The Relationship Management Plan describes how the Contractor plans on enhancing collaboration with Canada and streamlining the processes that involve interaction with Canada.

4 APPROVAL DATE	**5 OPI**	**6 GIDEP APPLICABLE**
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	**9 APPLICABLE FORMS**
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The plan must address:
a. common goals, including:
i. how to align the Contractor’s goals and Canada’s goals with regard to AJISS.

b. desired behaviours, including:
i. how the Contractor will encourage it’s staff and subcontractors to demonstrate the desired behaviours outlined in the Relationship Charter; and

ii. how the Contractor will identify and correct behavioural shortcomings.

c. reciprocal assessment, including:
i. provision of metrics for assessing the health of the relationship between Canada and the Contractor at all levels;

ii. outlining a process for the periodic assessment of relationship health; and

iii. how the Contractor will leverage the results to improve the relationship.

d. joint governance, including:
i. outlining the joint governance structure at the strategic level, program management level, and project management level;

ii. identifying the proposed membership of each joint management committee;

iii. outlining the roles and responsibilities of each joint governance committee;

iv. how tier 1 subcontractors will provide input to the joint governance structure;

iv. outlining a process for planning, conducting, documenting, and disseminating the decisions of joint governance committee meetings.

e. information sharing, including:
i. how the Contractor will promote open and transparent information sharing, at peer levels and when escalated, to enhance timely and informed planning and decision making;

ii. outlining a process for periodically assessing the utility of the information that Canada provides to the Contractor and the manner in which it is provided; and

iii. outlining a process for periodically assessing the utility of the information that the Contractor provides to Canada and the manner in which it is provided.

f. delegated decision making, including:
i. how the Contractor proposes to delegate decision making authority to the lowest possible level to enhance efficiency and effectiveness.

g. collaborative risk and issue management, including:
i. how the Contractor will enhance collaboration with Canada with regard to the management of risks and issues;

ii. outlining a process for periodically assessing the effectiveness and efficiency of the

risk and issue management processes; and;

iii. how the risk and issue management processes can potentially be streamlined to be increase their effectiveness and efficiency.

i. collaborative change management, including:
i. how the Contractor will enhance collaboration with Canada with regard to the management of engineering and contract changes;

ii. how the change management processes can be streamlined to reduce the frequency and complexity of contract renegotiation; and

iii. outlining a process for periodically assessing the effectiveness and efficiency of the change management processes.

j. innovation and continual improvement, including:
i. how the Contractor will identify opportunities to reduce costs and improve performance;

ii. how the Contractor will encourage innovation in its staff; and

iii. outlining a process for periodically assessing the effectiveness and efficiency of it's processes for promoting and managing innovation and continual improvement.

k. process for updating the Relationship Charter and Relationship Management Plan.

10 DID-AJISS-PM-010 Disposal Management Plan (DisMP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Disposal Management Plan (DisMP)	DID-AJISS-PM-010

3 DESCRIPTION/PURPOSE

The Disposal Management Plan describes how the Contractor will conduct disposal activities and carry out procedures required for any AJISS systems, equipment, platforms, and related Integrated Logistic Support (ILS) documentation that require disposal over the life of the Contract.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The plan must capture the following elements:
a. Disposal recommendations to Canada;

b. Define the disposal methods and procedures required for Hybrid systems, equipment, platforms, and related Integrated Logistic Support (ILS) that require disposal over the life of the Contract, including required interactions with Canada when disposal becomes due;

c. Process and procedure for the disposal of equipment/systems;

d. Demonstrate how the procedures comply with or are applicable to:
i. any federal, provincial, territorial and local legislation, regulations and guidelines; and

ii. Canadian and international standards relating to OHS, security, public health and safety and the environment.

11 DID-AJISS-PM-011 Contract Close-out Plan

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Contract Close-out Plan	DID-AJISS-PM-011

3 DESCRIPTION/PURPOSE

The Contract Close-out Plan describes how the Contractor will transfer support from the Contractor to Canada and/or a third party and will detail all activities necessary to transfer all services and goods specified in the Contract to Canada in the event that there is a requirement to do so or upon contract close-out.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The plan must:

a. describe the activities required to transfer ISS from the Contractor to a third party and/or Canada including services and goods specified in the Contract;

b. describe the major activities that have to be completed prior to transfer or close-out;

c. describe the specific activities and actions for the transfer or close-out of each PWS element;

d. identify the assumptions and constraints;

e. provide a schedule with milestones;

f. identify how subcontractor warranty work will be transferred;

g. describe how to transfer management of data and information including all software and electronic data;

h. identify a fully detailed inventory listing for all Contractor owned materiel used to support AOPS and JSS;

i. identify all government property in the Contractor's possession; and

j. identify the volume and floor space required to house the warehouse stock, Class TDP, superseded documentation, archived documentation, and all required materiel.

12 DID-AJISS-PM-012 Spare Parts Management Plan (SPMP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Spare Parts Management Plan (SPMP)	DID-AJISS-PM-012

3 DESCRIPTION/PURPOSE

The Spare Parts Management Plan describes how the Contractor plans to provide materiel and sparing support for the AOPS and JSS.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
<enter text>	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

<enter text>

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The plan must contain or identify the following:
a. How the Contractor will establish, operate, maintain, warehouse and manage all elements of the supply chain to ensure AOPS and JSS operational availability requirements are met on both coasts;

b. How the Contractor plans on providing materiel and sparing support to the AOPS and JSS;

c. How the Contractor plans to evolve the basis of payment for materiel and sparing from a time and materiel model to a firm fixed price model to be included in the PAOP;

d. How the Contractor plans to control costs to ensure price inflation protection and inventory control;

e. How the Contractor will integrate the materiel management processes into DND's ERP;

f. How the Contractor will manage repairable items;

g. How the Contractor will manage inventory rationalization;

h. How the Contractor will manage shelf life items;

i. How the Contractor will manage the auditing and stocktaking program; and,

j. Reporting of material on an annual basis which will include: maintenance status, serviceability status, shelf life, item value, part number, serial number, item category – controlled goods, hazardous materials.

13 DID-AJISS-IMS-001 Quality Plan (QP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Quality Plan (QP)	DID-AJISS-IMS-001

3 DESCRIPTION/PURPOSE

To describe and document how the specified quality requirements to AJISS will be met; and to explain how the necessary AJISS quality management activities are to be carried out by the Contractor, including quality assurance of Subcontractors. The Contractor's Quality Plan (QP) must provide details on the methods and organization with which the Contractor will implement an effective QA Program. It must identify all procedures, processes and associated planning data necessary for the attainment of the QA Program. The Quality Plan will be used by the Contractor and by Government personnel and agencies to monitor the Contractor's performance and to assure that Services and Materiel delivered meet the Contract and DND quality requirements.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

The applications/interrelationship for the QP are as follows:
a. PWS-901 - 2.2 AOPS and JSS ISS Organization;

b. PWS 906 d. Quality Assurance Management;

c. DID-AJISS-PM-001 Project Management Plan (PMP);

d. DID-AJISS-PM-006 Risk Management Plan;
e. DID-AJISS-PM-007 Configuration Management Plan (CMP);

f. DID-AJISS-PM-009 Relationship Management Plan (RMP);

g. DID-AJISS-PM-010 Disposal Management Plan (DMP); and

h. DID-AJISS-SD-001 Government Furnished Equipment Report.

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The plan must include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

The Quality Plan must capture the following:
General - The Quality Plan must be prepared according to the latest issue of ISO 10005 "Quality management systems - Guidelines for quality plans" and is applicable to the Contractor's quality management system conformity with ISO 9001.The Quality Plan must provide a detailed description of the Contractor's proposed quality assurance measures and activities related to the planning and to the development methodology and control techniques for the information system and resultant services and products.

Content Requirements - A summary of the content requirements is as follows:
1. Scope - This section must describe the purpose and scope of the document.

2. Related Documents - The Quality Plan must provide a list of the references and related documents. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices and revisions must be as specified in the contract:
a. ISO 10005:2005 Quality management systems - Guidelines for Quality Plans;

b. ISO 9001:2008 Quality Management Systems - Requirements;

c. ISO 90003:2004 Guidelines for the application of ISO 9001:2000 to computer software; and

d. ISO 14001:2004 Environmental management systems - Requirements with guidance for use.

3. Approach - This section must describe the Contractor's policy, objectives, and commitment to quality from the Contractor perspective and the project perspective. The approach to implementing quality in the project must be described.

4. Planned Activities - This section of the Quality Plan must provide an outline of the planned activities to be undertaken by the Contractor for the Quality Management System in support of AJISS:

a. Conformance Related Activities - This paragraph must outline the planned activities, including procedures, for assessing the conformance to requirements, standards and plans of the system development products and related processes, including quality assurance activities. Each of the evaluation products and processes must be identified.

b. Reviews and Audits - This paragraph must specify and define the Contractor reviews and audits to be conducted in order to ensure that both processes and products fulfil the management plan requirements, the designated standards and procedures.

c. Minimum Scopes - This paragraph must address:
(1) assurance activities and procedures to be performed in conjunction with formal reviews for the purpose of evaluating the quality of the services and products being reviewed;

(2) auditing activities to be conducted to assess the performance quality of management, technical, and assurance processes;

(3) auditing activities to be conducted to identify specific contents of delivered services, products and configuration-controlled baselines; requirements tracing activities; and

(4) evaluation of the effectiveness of problem reporting, corrective actions, change control and configuration management practices.

5. Quality Management System Program - The Quality Plan must describe, and include or reference all Quality Management (QM) processes and procedures including processes that require special quality considerations, which the Contractor intends to implement for AJISS. This section must further demonstrate how the processes and procedures or referenced in the QP will relate to the elements of ISO 9001:2008 standard and Contractor's Quality Management System (QMS). The QP must describe how the planned QM processes will interact with planned project management processes for the AJISS contract. This section must also clearly explain the interaction between the Quality Management processes and Configuration Management processes planned for the AJISS contract. This section must describe the management and planning associated with Quality Assurance activities appropriate to the scope of the work.

6. Methods and Techniques - This section of the Quality Plan must describe the methods and techniques to be used for all quality assurance activities. It must provide an overview of the processes, procedures, work instructions, control methodology, tools and techniques which will be applied by the Contractor during the execution of quality management for AJISS.

7. Support Environment Requirements and Tools - This section of the Quality Plan must describe the tools and requirements for the quality assurance support environment.

8. Miscellaneous - This section must include any additional information that is not addressed elsewhere in the DID.

9. Attachments - The attachments contain material that is too bulky, detailed, or sensitive to be placed in the main body text. Refer to each attachment in the main body of the text where the information applies.

14 DID-AJISS-IMS-002 Process Improvement Plan (PIP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Process Improvement Plan (PIP)	DID-AJISS-IMS-002

3 DESCRIPTION/PURPOSE

The Process Improvement Plan (PIP) will document the process-improvement activities, resources and required outcomes for process areas identified as requiring improvement. The Contractor will use this document to control and monitor the process-improvement activities to be performed. Canada will use this document to monitor and assess the progress of the process-improvement activities of the Contractor.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

The PIP is subordinate to the following data items:

a. Project Management Plan (PMP);
b. Integrated Support Plan (ISP);
c. Support Services Management Plan;
d. Quality Plan; and
e. Contractor QMS, CI Tools and Quality Methods (i.e Lean, six sigma and Tools: Root Cause Analysis).

The PIP is used for the following documents:

a. Improvement Implementation Plan;
b. Value Engineering Change Proposal Process Implementation Plan; and
c. Contract Status Reports for Continual Improvement.

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The plan must include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

The plan must capture the following:

a. **Process Improvement Goals** - The PIP must identify the goals of the process-improvement program addressed by this plan.

b. **Success Criteria** - The PIP must describe how satisfaction of the process-improvement goals will be assessed.

c. **Assumptions and Risks** - The PIP must identify critical assumptions (eg, sponsorship, work load, resource availability) and describe how each affects the plan. It must identify and discuss any risks including those associated with the assumptions. It must identify any barriers, including non-technological barriers such as organisational culture, which must be addressed as part of the improvement program. It must describe the strategies to mitigate identified risks including the criteria for initiating action for each risk.

d. **Detailed Description** - The PIP must describe the specific tasks to be performed, including the identification of inputs and outputs for each task.

e. **Resources and Responsibility for Process Improvement** - The PIP must identify and describe the resources required to perform the activities. Resources include personnel, tools, facilities and other items required to facilitate the improvement activities. The PIP must also identify who is responsible for the activities, resources and outputs required of this plan.

f. **Interfaces and Dependencies** - The PIP must describe the organisational interfaces between the group performing process-improvement activities and the remainder of the Contractor’s organisation and any other parties involved or affected by the activities of this plan. It should describe how the process-improvement program for the Contract relates to any other process-improvement initiatives currently underway or planned within the organisation.

g. **Schedule** - The PIP must provide a detailed calendar-based schedule for the activities of this plan. Key accomplishments and outputs must be indicated as milestones and tracked against original estimates.

h. **Reporting** - The PIP must describe how progress against this plan is to be reported to all stakeholders. It must also describe how Contractor management will monitor the plan and how deviations from the plan will be recognised and acted upon.

The plan must define the following:
a. **Development of CI** - PWS-7, Chap 1.2: approach to the development of continual improvement approach to perform and to support the through-life of both the AOPS & JSS classes to end of life and contract close-out (for approximately 35 years).

b. **CI and Relationship Charter** - PWS-88, Chap 2.6: approach to create an environment for continual improvement that is affordable to Canada through joint governance and delivers sustained and measurable value to both parties over the long term.

c. **Project Management** - PWS-765, Chap 3: approach to perform Program Management that is based on project management best practices, backed by extensive experience in the engineering management by qualified personnel, demonstrated by commitment to continual improvement.

d. **CI Processes** - PWS-1023, Chap 3.10: Describe Continual Improvement processes for ISS activities (PM, SM, SD).

e. **CI Value** - PWS-820, Chap 3.10: how the Contractor will achieve measurable improvements in value delivered to Canada through the duration of the Contract.

f. **CI for LCMM** - PWS-209, Chap 4.1: Improvement of LCMM processes through performance management, continual improvement and innovation.

g. **CI for Maintenance Program Management** - PWS-230 & PWS-238, Chap 4.3: approach to Maintenance Program management (MPM) as a continual improvement and optimization of the Class Maintenance Profile for a ship or system based on the Class material state and maintenance outcomes.

h. **CI for Courseware** - PWS-1188, Chap 7: approach to employ configuration management and continuous improvement of all AOPS and JSS courseware.

15 DID-AJISS-IMS-003 Improvement Implementation Plan (IIP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Improvement Implementation Plan (IIP)	DID-AJISS-IMS-003

3 DESCRIPTION/PURPOSE

The Improvement Implementation Plan (IIP) documents the activities, resources and required outcomes for particular Services, areas or functions to achieve the Improvement activities identified. The IIP provides the Contractor's plans, consistent with the PWS to deliver Improvement activities in the performance of the Services, so as to enable cost savings over the Term to be realised by Canada, and so that those savings are able to be redirected towards CI and VECPs as well as future ECs to enhance capability.

The Contractor uses this document to:
a. identify all Improvements activities (IAs), including Approved (but yet-to-be implemented), implemented, and rejected ones;

b. define the program of activities to achieve goals for the Approved (but yet-to-be implemented) IAs; and

c. control and monitor the activities to be performed for Approved Improvements.

Canada uses this document to:
a. monitor and assess the progress of Approved Improvements;

e. maintain a record of rejected Improvement activities; and

f. understand Canada's involvement in any Approved Improvement activities.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The plan must include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

The plan must capture the following:

Overview of Approved Improvements

The IIP must identify each Approved Improvement to be implemented through this plan.

The IIP must briefly describe each identified Improvement, including providing an overview of:

a. the cost-saving goals, including the expected impact upon:

(i) the Contractor’s costs associated with performing the Services required in relation to the Products to be Supported; and

(ii) Canada’s costs associated with its activities in relation to the Services and Products to be Supported;

b. any other benefits;

c. the impact of the Improvement on the Contractor and Subcontractors and, where applicable, Canada;

d. the impact of the Improvement on the Contract; and

e. the Contractor’s expectations of Canada in delivering the envisaged benefits for the Improvement.

Detailed Description of Approved Improvements Activities

The IIP must provide a detailed description of the costs, benefits and risks associated with each Approved Improvement, including:

a. the underpinning analyses that support the Contractor's assessment of the cost-savings to be achieved, including:
i. sources of data;

ii. mechanisms used to validate the source data (if required);

iii. risks associated with achieving the assessed cost-savings; and

iv. the impact on all parties associated with the Improvement, such as:
(1) reductions in work scope;

(2) reductions in unnecessary processing of work or handling of work products;

(3) changes to the Contractor's processes (eg, as defined in the Contract or in an Approved plan), Canada's processes, or both (such as at a point of interface between the parties);

(4) transfer of responsibilities and/or work between the Contractor and Canada; and

(5) transfer of risk between the Contractor and Canada;

b. details of required changes to the Contract to enable the Improvement goals to be achieved;

c. details of the costs required to implement the Improvement, including any envisaged impacts on other Contract work and/or Canada while the Improvement is being implemented; and

d. details of the Contractor's requirements of Canada to implement the Improvement, including a fully detailed cost breakdown for those Improvements where Canada has indicated a preparedness to assist with implementation costs.

Improvement Program Management
The IIP must describe the management arrangements for the set of Approved Improvements that may be underway at any one time, including:
a. the identification of the individual who has overall responsibility for the Improvement implementation program;

b. the methodology, systems, processes, and tools to be used for implementing Approved Improvements;

c. the mechanisms to be used to enable Contractor management to monitor each plan

and how deviations from the plan will be recognised and acted upon; and

d. the mechanisms to be used to report implementation progress for an Approved Improvement to all stakeholders, including Canada.

Improvement Implementation Planning

The IIP must provide a separate implementation plan for each Approved Improvement.

The IIP must:

a. identify any critical assumptions (eg, sponsorship, workload, resource availability, and Commonwealth resource requirements) associated with achieving the goals for each of the identified Improvements and describe how each affects the associated implementation plan for achieving the goals;

b. identify and discuss any risks, including those associated with the identified assumptions;

c. identify any barriers, including non-technological barriers such as organisational culture, which must be addressed to achieve the identified goals; and

d. describe the strategies to mitigate the identified risks and barriers, including the criteria for initiating action for each risk.

The IIP must describe the organisational interfaces between the group performing activities for an Approved Improvement and the remainder of the Contractor's organisation and any other parties involved or affected by the activities of this plan. It should describe how each Improvement relates to any other improvement initiatives currently underway or planned within the organisation, including productivity-improvement and process-improvement initiatives.

The IIP must describe the specific tasks to be performed to achieve the goals for each of the identified Improvements, including the identification of inputs and outputs for each task.

The IIP must identify and describe the resources required to perform the activities, including personnel, tools, facilities and other items required to achieve the goals for each Approved Improvement. The IIP must also identify who is responsible for the activities, resources and outputs required for each Approved Improvement.

Key accomplishments and outputs must be indicated as milestones and tracked against original estimates.

The IIP must describe how satisfaction of the goals for each Approved Improvement will be assessed.

The IIP must describe any unique management and reporting requirements associated with the implementation plan for each Approved Improvement.

Annexes

The IIP must include, as separate annexes:

a. a listing of any completed Improvements, including a brief description of the each Improvement, its goals, and the resulting cost-savings and other benefits achieved; and

b. a listing of any rejected Improvements, including a brief description of each rejected Improvement, its proposed goals, and the rationale for its rejection.

Methods used for each improvement activities in a table format (Root cause analysis, pareto, Lean , Six sigma methods, DMAIC, etc.)

16 DID-AJISS-IMS-004 Contract Status Reports for Continual Improvement

DATA ITEM DESCRIPTION DND Form 1409

1 Title	**2 IDENTIFICATION NUMBER**
Contract Status Reports for Continual Improvement	DID-AJISS-IMS-004

3 DESCRIPTION/PURPOSE

The Status Reports are the Contractor's principal statements and explanation of the important activities of the Contract at the end of each reporting period.

4 APPROVAL DATE	**5 OPI**	**6 GIDEP APPLICABLE**
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	**9 APPLICABLE FORMS**
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final report must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

10.2.1 Continuous Improvement Report

The CI Report must include for the associated reporting period(s), a summary of:
a. each Approved CI or Efficiency being progressed, including its goals and projected cost-savings and/or productivity improvements;

b. progress for each Approved CI and Efficiency including, as applicable, preparation of the Contract Change Proposal (CCP) to incorporate the Approved CI and Efficiency, or progress against the separate implementation plan appended to the Approved Improvement Plan;

c. any problems or Issues encountered with implementing an Approved CI or Efficiency, including the approach to resolving the problems or Issues;

d. any potential CI and Improvement activities awaiting disposition by the Canada;

e. any potential CI and Improvement activities rejected by the Canada; and

f. References to the other reports (including reports listed below).

10.2.2 Contract Status Report

The Contract Status Report must provide, for the associated reporting period(s), the following:
a. a summary of significant work activities (including those undertaken by Approved Subcontractors) undertaken in the reporting period;

b. a summary of significant work activities (including those to be undertaken by Approved Subcontractors) expected to be undertaken in the next reporting period;

c. a summary of any long-term changes or foreseen events and the impact (beneficial or otherwise) that these are expected to have on the applicable Services;

d. a human resources report, including details of the actual versus planned head count (both total and by skill category) and any issues with respect to Key Persons and staffing levels;

e. a summary of the Contractor's Configuration Management meeting minutes, including documentation of the major change decisions;

f. details of progress made against all approved reconfigurations;

g. a list of correspondence that requires a response from the Canada, but for which no response has been received;

h. a list of Canada correspondence to the Contractor for which a response is outstanding, and an estimate of the response date; and

i. a Subcontractor Status Report, which must provide for each approved Subcontractor a summary of:
i. significant work activities undertaken in the reporting period; and

ii. significant work activities expected to be undertaken in the next reporting period.

10.2.3 Improvement Finance Report

The Improvement Finance Report must include a review of financial management activity over the reporting period and identifies factors related to future financial management and budgeting activities.

The Finance Report must include future financial management and budgeting activities and provide recommendations.

10.2.4 Performance Measurement Matrix Report (PMMR)

The PMMR must identify the measurement period and must contain at least:
a. the Performance Measure (SPM, KPI, SHI, or other indicator);

b. the Required Performance Level or other specified threshold;

c. the current Verification results (where applicable);

d. a reference to supporting data;

e. a result summary for each Performance Measure (ie, Exceeded Requirement, Me, Failed, N/A);

f. trend analysis outcomes for each Performance Measure, showing trend information for:
i. the last three measurement periods;

ii. the equivalent measurement periods for the last three years (or since the start of measurement); and

iii. trend analysis over other measurement periods, as agreed between the parties.

The PMMR must consist of a table with an entry for each Performance Measure. It must be capable of being displayed in a variety of formats, including:
a. by Performance Measure;

b. by performance measurement category (eg, KPI); and

c. by category of Verification result (ie, Exceeded, met, failed Requirement, Met Requirement).

10.2.5 Risk Report

The Risk Report must include a report, which reflects the current status of risk for the Program and Contract, including any Ad Hoc Services.

The Risk Report must include risks from the Risk Register that affect the Contract or any Ad Hoc Services, showing either the 20 most significant risks or all risks that are assessed as high (or higher), whichever is the greater number.

The Risk Report must include highlights of progress of risk mitigation activities for the identified risks, and any changes in risk status over the reporting period for the identified risks and for the risks identified in the previous report.

10.2.6 Problem Report

The Problem Report must describe the significant problems experienced during the reporting period and any potential problems. For each problem, the description is to include:
a. an account of the problem;

b. the effect of the problem on the Contract to date;

c. the proposed resolution;

d. any requested Canada Representative actions to overcome or mitigate the problem;

e. the effect on the Contract if the proposed actions are put into effect; and

f. the effect on the Contract if the proposed actions are not taken or fail.

10.2.7 Quality Assurance Report

The Quality Assurance Report must address:
a. Certification status and external audit results;

b. internal audit non-conformances;

c. a summary of Subcontractor audits performed and details of non-conformances detected;

d. changes to quality management staff;

e. any significant changes to quality management procedures likely to impact on the Services; and

f. any other quality-related subject on an exception basis nominated by the Canada QA.

10.2.8 Configuration Change Register

The Configuration Change Register must include a Configuration Change Register (CCR), which records all activities relating to Configuration Changes, ECPs and Deviations during the reporting period. The first section of the CCR must contain active items, and the second section must contain brief details of closed and completed items.

The items section of the CCR must include information such as reference number, title, abstract, date raised, date approved, affected Contract clause number, responsible party, cost/savings involved, date of last action, status at last action, target date for completion of next action, target status at completion of next action, and target date for completion or closure/completion date of the CCP, ECP or Deviation.

17 DID-AJISS-LCMM-001 Engineering Change Proposal (ECP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Engineering Change Proposal (ECP)	DID-AJISS-LCMM-001

3 DESCRIPTION/PURPOSE

The purpose of an Engineering Change Proposal is to identify a potential engineering change to the platforms with the necessary details to assess whether or not the change should be implemented.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DGMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The ECP must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final ECPs must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

Within this framework, each ECP must, as a minimum, contain the following information:

a. item identification;

b. statement of deficiency;

c. supporting documentation;

d. possible solutions considered;

e. proposal to correct deficiency;

f. resources to develop;

g. resources to implement;

h. proposal impact statement;

i. cost estimate for implementation;

j. assessment of impact to the existing design configuration of hardware and/or software; and,

k. System Authority and DA/CPM review and approval sign off section.

18 DID-AJISS-LCMM-002 Technical Problem Report

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Technical Problem Report	DID-AJISS-LCMM-002

3 DESCRIPTION/PURPOSE

The Technical Problem Report will outline any deficiencies noted with materiel, operation, documentation, hazards or other areas of concerns.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The report must:
a. identify deficiencies in materiel such as faulty design, inadequacy of function, operational performance, operational defect or unreliability;

b. identify deficiencies in operation of equipment or systems or TDP documentation;

c. identify potential and actual hazards to personnel, material and property; and

d. identify any other issues of concern, including a formal action plan.

19 DID-AJISS-LCMM-003 Ship Configuration Audit Report

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Ship Configuration Audit Report	DID-AJISS-LCMM-003

3 DESCRIPTION/PURPOSE

The Ship Configuration Audit Report will outline the results and scheduling of ship configuration audits.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The report must:

a. identify the condition of all spaces;

b. identify the condition of the equipment in the spaces surveyed;

c. identify deviations from applicable DND, regulatory and classification society requirements;

d. identify all safety issues discovered during the space survey;

e. a summary of the conclusions from the underwater hull diving survey, if conducted; and,

f. provide a recommended course of action for rectifying any deficiencies found during audits.

20 DID-AJISS-LCMM-004 Equipment Condition and Performance Report

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Equipment Condition and Performance Report	DID-AJISS-LCMM-004

3 DESCRIPTION/PURPOSE

The Equipment Condition and Performance Report will capture current equipment conditions, performance and identify potential opportunities for improvement for key and critical systems.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The report must:
a. identify the health and performance of Hybrid systems, unless otherwise specified by Canada; and

b. identify opportunities for improvement of equipment or system performance.

21 DID-AJISS-LCMM-005 Lifting Appliance Certification Status Report

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Lifting Appliance Certification Status Report	DID-AJISS-LCMM-005

3 DESCRIPTION/PURPOSE

The Lifting Appliance Certification Status Report will capture current status, testing plans and deficiencies associated with lifting appliances onboard the ships.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The report must:
a. provide all data proving the completion of lifting appliance planning, recording, reporting, testing and certification;

b. identify the status of all lifting appliances installed and/or available on each ship, including the location onboard the ship;

c. identify any deficiencies in the lifting appliance, complete with recommendations to resolve the deficiencies; and

d. identify the recertification requirements, testing interval, test agency and comments for each lifting appliance.

22 DID-AJISS-LCMM-006 Summary of Structural Survey Reports

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Summary of Structural Survey Reports	DID-AJISS-LCMM-006

3 DESCRIPTION/PURPOSE

The Summary of Structural Survey Reports will capture a summary of the results of the hull and structure surveys conducted on the AOPS and JSS. The resulting list of hull surveys will form the baseline surveys used to determine the structural condition of the ship and will form the basis for any recommendations for reissuing the Statement of Structural Integrity (SSI).

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The report must include the survey baseline status to Canada with any proposed amendments necessary to meet national and international hull survey requirements. As a minimum, it must include:

a. requirements for the Survey and Repair of Steel Ships;

b. maintenance painting specification for AJISS ships;

c. an overall assessment of the hull condition including:

i. trend analysis, consisting of the Contractor's analysis of the ship's defect history and

recommendations regarding treatment or survey periodicity for defect prone compartments or structural components;

ii. all baseline hull surveys;

iii. surveys in a progressive manner consistent with approved classification society requirements; and

iv. objective evidence, in the form of survey reports, that all mandated classification society continuous hull surveys have been completed.

d. procedures for the Issue of a Statement of Structural Integrity (SSI) to AOPS and JSS including:
i. preparation of submission for the initial issue of an SSI;

ii. preparation of submission for the reissue of an SSI; and

iii. design authority audit and SSI issue.

e. hull structure (structural tanks and voids) (related major maintenance);

f. decks/bilges (related major maintenance); and

g. masts.

23 DID-AJISS-LCMM-007 Value Engineering Change Proposal Process Implementation Plan (VECP-PIP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Value Engineering Change Proposal Process Implementation Plan (VECP-PIP)	DID-AJISS-LCMM-007

3 DESCRIPTION/PURPOSE

The purpose of the Value Engineering Change Proposal (VECP) Process Implementation Plan (PIP) is to document the VECP activities, resources and required outcomes for process areas identified as requiring VECP. The Contractor will use this document to control and monitor the VECP activities. Canada will use this document to monitor and assess the progress of the Contractor's VECP activities.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

The VECP PIP is subordinate to the following data items:
a. Project Management Plan (PMP);
b. Integrated Support Plan (ISP);
c. Suppport Services Management Plan;
d. Engineering Change Plan; and
e. Systems Engineering Management Plan (SEMP), if it exists.

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The report must include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

The plan must capture the following:
a. **Process Value Engineering Goals** - The PIP must identify the goals of the VECP program addressed by this plan.

b. **Success Criteria** - The PIP must describe how satisfaction of the VECP goals will be assessed.

c. **Assumptions and Risks** - The PIP must identify critical assumptions (eg, sponsorship, work load, resource availability) and describe how each affects the plan. It must identify and discuss any risks including those associated with the assumptions. It must identify any barriers, including non-technological barriers such as organisational culture, which must be addressed as part of the improvement program. It must describe the strategies to mitigate identified risks including the criteria for initiating action for each risk.

d. **Detailed Description** - The PIP must describe the specific tasks to be performed, including the identification of inputs and outputs for each task.

e. **Resources and Responsibility for Process Improvement** - The PIP must identify and describe the resources required to perform the activities. Resources include personnel, tools, facilities and other items required to facilitate the VECP activities. The PIP must also identify who is responsible for the activities, resources and outputs required of this plan.

f. **Interfaces and Dependencies** - The PIP must describe the organisational interfaces between the group performing VECP activities and the remainder of the Contractor's organisation and any other parties involved or affected by the activities of this plan. It should describe how the VECP program for the Contract relates to any other initiatives currently underway or planned within the organisation.

g. **Schedule** - The PIP must provide a detailed calendar-based schedule for the activities of this plan. Key accomplishments and outputs must be indicated as milestones and tracked against original estimates.

h. **Reporting** - The PIP must describe how progress against this plan is to be reported to all stakeholders. It must also describe how Contractor management will monitor the plan and how deviations from the plan will be recognised and acted upon.

The plan must define the following:
a. **Value Engineering to reduce Cost approach** - PWS-1125- Chap 4.4: approach to the Value Engineering as a systematic and creative way of analyzing a work requirement to reduce costs while maintaining or improving performance.

b. **VECP investments approach** - PWS-1126 - Chap 4.4: approach to invest its own

resources to develop and submit VECPs for Canada's approval.

c. **VECP incentives approach** - PWS-1127- Chap 4.4: approach to incentivize VECP, including sharing realized savings.

24 DID-AJISS-TSM-001 Program Annual Operating Plan (PAOP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Program Annual Operating Plan (PAOP)	DID-AJISS-TSM-001

3 DESCRIPTION/PURPOSE

The Program Annual Operating Plan (PAOP) describes the business plan for the Contractor. The PAOP must detail all management and core work that the Contractor plans on performing during the fiscal year but also includes a forecasted five year plan.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The plan must:
a. detail the proposed core work for the upcoming DND fiscal year that encompasses Program Management, Life Cycle Material Management, Technical Schedule Management, Service Delivery, Training Support Services, Information and Data Management, and Disposal Services;

b. include a Work Breakdown Structure (WBS) and schedule to show the Contractor's implementation plan for the work, including the Contractor's resource plan to accomplish the work; and

c. include expected planned known work for the next 5 years.

25 DID-AJISS-TSM-002 Service Delivery Annual Operating Plan (SDAOP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Service Delivery Annual Operating Plan (SDAOP)	DID-AJISS-TSM-002

3 DESCRIPTION/PURPOSE

The Service Delivery Annual Operating Plan describes the specific service delivery activities that the Contractor plans to perform on each coast.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The plan must describe the following elements for each coast:

a. Responsibility Matrix of Level Two Maintenance for Hybrid Systems;

b. Dates and duration of SWPs and DWPs;

c. Significant in-service support activities such as major repairs, surveys, tests and trials;

d. Planned level of effort for each SWP, DWP and other significant activities;

e. AOPS operations uptime/downtime;

f. JSS operations uptime/downtime;

g. SWP/DWP Level One, Two and Three Maintenance;

h. Restricted Readiness Dates (Tiered Readiness Program);

i. Underwater hull inspections; and

j. Support to Classification Society inspection and surveys.

26 DID-AJISS-TSM-003 Service Delivery Project Plan (SDPP)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Service Delivery Project Plan (SDPP)	DID-AJISS-TSM-003

3 DESCRIPTION/PURPOSE

Each DWP, SWP or other significant service activities must be managed as a project for each ship. The Service Delivery Project Plan (SDPP) includes all services and activities to be performed by the Contractor during the project and include an Integrated Schedule that includes milestones for any organization delivering services to the ship during the project.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

10.2.1 DWPs and SWPs

For DWPs and SWPs, the plan must include:
a. Engineering Changes (ECs), Preventive Maintenance (PM) and Corrective Maintenance (CM) activities to be completed, including planned start and completion dates for each activity;

b. Integrated Management Schedule that includes milestones for any organization delivering services to the ship during the project;

c. a notation on each SDPP for the date and time at which the last revision was completed;

d. a section identifying the critical path and all activities on the critical path;

e. a section outlining the requirements for Canada's and Classification Society's participation;

f. a section identifying any issues or concerns, such as communications, personnel, supply, anticipated delays, etc.;

g. the duration for each expected activity that will be carried out during the work period;

h. feedback on Canada and Contractor interactions from previous DWP/SWPs.

10.2.2 De-Classification Plan for DWPs

For DWPs, the SDPP must also include a De-Classification Plan. The purpose of the Declassification Plan is to detail the work required to remove or secure all classified material in order to ensure that required ship compartments have been declassified at the start of the DWP. This will allow authorized Contractor personnel freedom of access to required compartments.
A De-Classification Plan must have at least the following components:

10.2.3 Ship and Project

The plan must describe the following elements for each ship and each project:
a. dates and duration of the projects;

b. services and activities performed during the project; and

c. integrated schedule that includes milestones and responsible parties for the delivery of the services to the project.

27 DID-AJISS-TSM-004 Technical Management Status Report

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Technical Management Status Report	DID-AJISS-TSM-004

3 DESCRIPTION/PURPOSE

The Technical Management Status Report will capture the current status of the PM, CM, ECs, docking, condition survey, and Health and Usage Monitoring Systems (HUMS) / Equipment Health Monitoring (EHM) conducted per ship.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The report must include:
a. an executive summary of status and overall remarks;

b. a section identifying any trends, issues or concerns, such as communications, personnel, supply, anticipated delays;

c. a summary of significant schedule problems;

d. recommendations on how the ships could be maintained in a more cost-effective manner, in addition to identification of medium and high risk items;

e. any significant events, problems or milestones that occurred;

f. a list of findings and recommendations as a result of HUMS/EHM;

g. PM and CM completed measured against PM and CM planned for the fiscal year;

h. a summary of the implentation progress of Contractor's recommendations from previous Technical Management Status Report; and,

i. the organization(s) responsible for conducting the maintenance.

28 DID-AJISS-TSM-005 Docking Report

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Docking Report	DID-AJISS-TSM-005

3 DESCRIPTION/PURPOSE

The Docking Report will capture a summary of the activities completed for each ship docking.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The report must:
a. identify the name of the ship, the shipyard to which the ship was delivered, and the start and completion dates of the work period;

b. identify the dates of delivery to the shipyard and the date of departure from the shipyard, and the dates of both the start and the completion of docking;

c. indicate the tasks planned and completed during the docking period including:
i. the equipment/system description;

ii. task authorization/notification number;

iii. a brief description of each task authorization/notification task;

iv. changes or modifications associated with the task authorization/notification tasks and general observations;

v. documents, photographs and test results that indicate the state of the ship prior to the start of the work period and prior to painting to be used at the completion of the work period for ship acceptance; and

vi. a summary of the conclusions of the work completed during the docking period and lessons learned.

29 DID-AJISS-SVC-001 Support Readiness Verification Preliminary (SRVP) Report

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Support Readiness Verification Preliminary (SRVP) Report	DID-AJISS-SVC-001

3 DESCRIPTION/PURPOSE

The submission of the Support Readiness Verification Preliminary Report will provide the documented evidence and results to demonstrate that the Contractor has the capability and capacity in place to support on both coasts the first ships delivered to Canada, including Contractor-provided organization, infrastructure, personnel, processes and resources.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The SRVP report must contain the items listed below:
a. A summary of the Service Delivery Project Plan (SDPP) for the first two (2) SWPs for the first ship delivered to Canada;

b. A description of the implementation of the first two (2) SWPs, as per SDPP;

c. A description of the Contractor Verification and Validation (V&V) of the

following:
i. Onboard spare parts;

ii. Onboard Special Tools and Test Equipment (STTE);

iii. Onboard technical publications and drawings; and

iv. Ship safety certificates issues by the Classification Societies and by Canada.

d. A summary of the contract engineering service deliveries responding to Problem Report (PR) / Technical Problem (TP) notifications, and their resolution;

e. A description of the Collaborative Environment (CE) functionality which comply with the requirements of PWS Chap 9 and Appendix XX CE Requirements Specifications;

f. A description of the Contractor capability to collect, analyze and report data for the following items:
i. all maintenance, repairs and ECs planned and conducted by any organization;

ii. all material demands raised by ship staff;

iii. all PR/TP notifications;

iv. the annual Contractor's costs to support the first ship delivered to Canada;

v. performance measures specified in Appendix XX Performance Requirements Specifications (PRS); and

vi. Short term plans to improve data collection capabilities, measured against the PfMP;

g. A summary of the progress of Contractor Configuration Management, measured against the Configuration Management Plan; and

h. A summary of the contractor-provided infrastructure and resources.

30 DID-AJISS-SVC-002 Support Readiness Verification Final (SRVF) Report

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Support Readiness Verification Final (SRVF) Report	DID-AJISS-SVC-002

3 DESCRIPTION/PURPOSE

The submission of the SRVF Report will provide the documented evidence and results to demonstrate that the Contractor has the capability and capacity in place to support all ships delivered to Canada, including Contractor-provided organization, infrastructure, personnel, processes and resources.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The SRVF Report must contain the items listed below:
a. A description of the Service Delivery Project Plans (SDPP) for the DWPs on each coast and for the international SWP;

b. A description of the implementation of the first two (2) DWPs and international SWP, as per SDAOP;

c. A description of the Contractor Verification and Validation (V&V) of the

following:
i. Onboard spare parts on all ships;

ii. Onboard Special Tools and Test Equipment (STTE) on all ships;

iii. Onboard technical publications and drawings on all ships; and

iv. Ship safety certificates issues by the Classifications Society and by Canada on all ships;

d. A description of the Collaborative Environment (CE) functionality which complies with the requirements of the PWS chap 9 and Appendix K: CE Requirements Specification;

e. A description of the Electronic Data Exchange (EDE) functionality which comply with the requirements of the PWS chap 9 and Appendix L: EDE Interface Control Document Package;

f. A description of the Contractor capability to collect, analyze and report data for the following items:
i. All maintenance, repairs and ECs planned and conducted by any organization;

ii. All material demands raised by ship staff;

iii. All PR/TP notifications;

iv. The annual costs to support the first ship delivered to Canada;

v. Performance measures specified in Appendix R: Performance Requirements Specifications (PRS); and

vi. Short term plans to improve data collection capabilities, measured against the PfMP;

g. A description of the Contractor equipment and support systems Configuration Management procedures; and

h. A summary of the contractor-provided infrastructure and resources.

31 DID-AJISS-TRG-001 Training Material Amendment Proposal Plan

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Training Material Amendment Proposal Plan	DID-AJISS-TRG-001

3 DESCRIPTION/PURPOSE

The Training Material Amendment Proposal Plan captures training recommendations to Canada for any significant changes made to the AOPS or JSS platforms, systems, subsystems, equipment and their associated trainers and simulators.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMPD / DPMSO / TRG DEV	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The plan must contain the following information:
a. Recommended amendments to training documentation based on ECPs;

b. Recommended engineering changes to address Trainers' deficiencies or amendments to the trainers based on ECPs;

c. Recommended amendments to courseware to address deficiencies or amendments due to ship baseline configuration changes or ECPs;

d. Action required to rectify courseware, training documentation and Trainers'

deficiencies;

e. Level of effort required to rectify courseware and Trainers' deficiencies; and

f. Impact if deficiencies are not rectified.

32 DID-AJISS-IDE-001 System Architecture Description

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
System Architecture Description	DID-AJISS-IDE-001

3 DESCRIPTION/PURPOSE

The IDE System Architecture Description describes how the system is composed and how it will interoperate with Canada's Enterprise Resource Planning Tool (DRMIS).

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The document must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final documents must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The IDE System Architecture Description must include the following elements:
a. A description of the architecture and associated function and system requirements to support the allocation design of the Contractor's IDE components and systems;

b. A description of how the system is composed and describe how all sub-systems interoperate to provide the desired functionality;

c. A description of the individual subsystems of the Contractor hosted IDE components to include the Commercial Off-the-Shelf (COTS) or Contractor developed subsystems that make up the system and associated modifications;

d. A description of any IDE hardware components that will be delivered to Canada;

e. All information on the infrastructure specifying the Service Oriented Architecture (SOA) and associated web services; and

f. A description of the system security access configuration including:
i. Message operating model;

ii. Functional interface;

iii. Web Service Description Language (WSDL) file;

iv. Service Oriented Architecture Protocol (SOAP) message template; and

v. Identification of all interfaces external to the Contractor's portion of the IDE including external corporate and developmental networks.

33 DID-AJISS-IDE-002 Integrated Data Environment (IDE) Interface Specification

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Integrated Data Environment (IDE) Interface Specification	DID-AJISS-IDE-002

3 DESCRIPTION/PURPOSE

The Integrated Data Environment (IDE) Interface Specification provides a description of the Contractor's IDE elements, business processes and associated activities required to maintain the Contractor's IDE.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The document must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final documents must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The IDE Interface Specification must include the following elements:
a. Scope statement;

b. Architecture and System Identification including:
i. Integrated system description;

ii. Integrated system architecture; and

iii. Integrated system interfaces;

c. Collaborative Environment system description and architecture;

d. Electronic Data Environment system description and architecture;

e. Data Management Environment system description and architecture;

f. Business processes including:
i. Master data loads;

ii. Maintenance history;

iii. Configuration management;

iv. Supply operations;

v. Technical problem management; and

vi. Performance management;

g. Transition strategy including:
i. Software development life cycle;

ii. Integrated system transition strategy to include: schedule, test plan and procedures, deployment and testing;

iii. Collaborative Environment transistion strategy to include: scope, schedule, user acceptance testing, deployment and training; and

iv. Support system validation strategy.

h. IDE change management to include baseline management, tracking and control.

34 DID-AJISS-IDE-003 Integrated Data Environment (IDE) Test Plan

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Integrated Data Environment (IDE) Test Plan	DID-AJISS-IDE-003

3 DESCRIPTION/PURPOSE

This IDE Test Plan will define how the Contractor will conduct Joint Integration Testing (JIT) with Canada to verify the implementation of the design in accordance with Contractor's IDE Interface Specifications.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The IDE Test Plan must include a description of the testing procedures for the following components:

a. Collaborative Environment (CE);

b. Electronic Data Exchange (EDE); and

c. Data Management Environment (DME).

The IDE Test Plan must include processes that will identify the:
a. Go/No Go procedures;

b. Testing environment and schedule;

c. Testing and re-test criteria;

d. Testing scenarios;

e. Testing review processes; and

f. Testing result reporting methodology.

35 DID-AJISS-IDE-004 Statement of Sensitivity

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Statement of Sensitivity (SoS)	DID-AJISS-IDE-004

3 DESCRIPTION/PURPOSE

The Statement of Sensitivity (SoS) is used to provide guidance for the development of a Statement of Sensitivity relating the data to be transferred to Canada from the Contractor's Integrated Data Environment. This document is necessary for Canada to comply with Government of Canada security policies and procedures ensuring that the Contractor's electronic information is appropriately safeguarded and represents one step in the Security Assessment and Authorization (SA&A) process of the AJISS IDE solution. Please refer to Attachment A for Data Confidentiality ratings.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Statement of Sensitivity must be prepared in the attached format using the content guidance contained in this DID. The document must be submitted in hard copy format.

10.2 Content

The Statement of Sensitivity (SoS) relates to the following:
a. Integrated Data Environment and Electronic Information Environment Interfaces;

b. Master Data targeting the CANADA Maintenance Management System and CANADA Supply Management System (DRMIS); and

c. The EIE/EDE and the information and documentation contained may be accessed

only by authorized users and is subject to International Traffic in Arms Regulations.

10.2.1 Electronic Information Environment Interfaces

This document concerns the data sets, as defined in the approved Interface Control Documents, which will be transferred to Canada via the EIE/EDE web-services.

The Contractor subject matter experts conducted detailed reviews of the above-mentioned data and the following has been determined:
a. The classification of the data sets are deemed to be Protected A and do not contain any proprietary and commercial information, which if accidentally released, would cause injury to the Contractor. However, these data sets are not to be released into the Public Domain and are to be treated as Protected A. Please refer to Attachment A for Data Confidentiality ratings.

b. The architecture of the EIE/EDE web-services includes transmission of the data over the internet. The Contractor has determined the minimum protection required for data in transit between the Contractor and Canada is at the Low Injury level.

c. The Contractor has determined that there is no impact on the security classification of the data sets coming to Canada systems through EIE / EDE as a result of information aggregation. Please refer to Attachment B: Information Aggregation.

d. The Contractor has determined the risk to the integrity of the data sets is (Low/Med/High) due to the low/med/high probability of information system compromise. Please refer to Attachment C: Integrity of the Data.

e. Given that manual processes exist, the availability impacts are deemed to be Low for EIE unavailability of less than 7 business days. Please refer to Attachment D: Availability of EIE.

10.2.2 Master Data

The following master data will be electronically delivered to Canada for the purpose of supporting the AJISS IDE Program:
a. MMR - Material Master Records;

b. MPL - Master Parts List;

c. FFFC - Form, Fit, Function, Class;

d. EMR - Equipment Master Record;

e. FLOC - Functional Location;

f. MPNT - Measurement Points;

g. MDoc - Measurement Documents;

h. MP - Maintenance Plan;

i. MTL - Maintenance Task List; and

j. BOM - Bill of Material.

The Contractor subject matter experts conducted detailed reviews of the above-mentioned data and the following has been determined:
a. This data will be loaded into the Canada Maintenance System for the purpose of supporting the AJISS Program. The classification of the data sets described above are deemed to be Protected A and do not contain any proprietary and commercial information, which if accidentally released, would cause injury to the Contractor. However, these data sets are not to be released into the Public Domain and are to be treated as Protected A. Please refer to Attachment A for Data Confidentiality ratings.

b. The Contractor has determined that there is no impact on the security classification of the data sets coming to Canada systems through EIE/EDE as a result of information aggregation. Please refer to Attachment B: Information Aggregation.

c. The Contractor has determined the risk to the integrity of the data sets is (Low/Med/High) due to the low probability of information system compromise. Please refer to Attachment C: Integrity of the Data.

The content of this document does not modify the data classification and protection requirements as stipulated in the Contract which takes precedent.

10.2.3 Attachment A - Data Confidentiality Ratings

	Classification Level	Injury Level	Minimum Corresponding Data Confidentiality Value	Definition
	UNCLASSIFIED	No Injury	Very Low	When no compromise is expected to occur that would cause no injury if it were compromised.
DESIGNATED	Protected A	Low Injury	Low	Information that if compromised could reasonably be expected to cause minor and non-lasting injury to individuals or corporate bodies. Example: a. International Trade in Arms Regulations (ITAR) data may be deemed PROTECTED A b. DND has an MOU with the United States to handle "For Official Use Only " (FOUO) data as PROTECTED A. c. Data that if accidentally released would cause minor injury to ISSC.
	Protected B	Medium Injury	Medium	Information that if compromised could reasonably cause serious injury to individuals or corporate bodies. Example: a. Data that if accidentally released would cause serious injury to ISSC.
	Protected C	High Injury	High	Information that, if compromised, could reasonably be expected to cause extremely grave injury to individuals or corporate bodies.
CLASSIFIED	CONFIDENTIAL	Medium Injury	Medium	Compromise of the information could reasonably be expected to **cause injury** to the national interest.
	SECRET	High Injury	High	Compromise of the information could reasonably be expected to **cause serious injury** to the national interest

Figure 1 - Data Confidentiality Ratings

10.2.4 Attachment B - Information Aggregation

Aggregation Test: After the verification of all the information elements are there indications that aggregation of some or of all the information elements will create a sensitivity level greater than the highest indicated in the above tables.	Yes	No	Comments
Comments:			

Figure 2 - Information Aggregation

10.2.5 Attachment C - Integrity of the Data

Data integrity is the property of the data handled as intended and has not been exposed to accidental or intentional modification or destruction.

Impact	Description
Very Low - Unauthorized input, falsification, concealment, alteration or destruction of data is of minor importance to the user.	
Low - Unauthorized input, falsification, concealment, alteration or destruction of data is a concern to the user and results in a reduction in capability and/or credibility.	
Medium - Unauthorized input, falsification, concealment, alteration or destruction of data is a very serious concern to the user and results in a serious reduction of capability and/or credibility.	
High - Unauthorized input, falsification, concealment, alteration or destruction of data is critical to the user and results in a major reduction of capability and/or credibility	

Figure 3 - Integrity of the Data

10.2.6 Attachment D - Availability of the EIE

Availability is the period of time that elapses before non-availability of the asset causes harm, e.g. loss of productivity, loss of reputation for HC, inability to provide information to the public, etc. *Examples* of factors that could lead to non-availability are: fire, power outage, network unavailability, computer virus, strike/lockout, etc.

The asset availability value is a function of user access and restoration time requirements. It is selected based on the importance of the asset availability including data.

Note: Attachment D is only applicable to EIE Interfaces.

Check Availability	Description
	Low Level Injury. The lack of availability will generally result in such things as limited loss of public confidence, limited financial loss, limited damage to partnerships and relationships and limited disruption of internal government operations, leading to delays and loss of information.
	Medium Level Injury. The lack of availability could reasonably be expected to cause serious injury and will result in such things as injury or illness to individuals, inability to conduct criminal investigations or other impediments to effective law enforcement, serious loss of public confidence, compromise of particularly sensitive personal information, significant financial loss or disruption to the economy, serious harm to international or federal - provincial relations, and disruption of services that would seriously inconvenience Canadians.
	High Level Injury. The lack of availability could reasonably be expected to cause extremely serious injury and result in such things as loss of life, breakdown of civil order, loss of territorial sovereignty, irreparable loss of public confidence in the Government, extremely large financial losses or severe disruption to the economy, disclosure of intelligence sources or methods of gathering intelligence, serious long term damage to the conduct of international relations and loss of the capability of the department to achie ve its core services.

Figure 4 - Availability of the EIE

36 DID-AJISS-PfMS-001 PfMS Design Development Plan

DATA ITEM DESCRIPTION DND Form 1409

1 Title	**2 IDENTIFICATION NUMBER**
Performance Measurement System (PfMS) Design Development Plan	DID-AJISS-PfMS-001

3 DESCRIPTION/PURPOSE

The purpose of the PfMS Design Development Plan is to document the Contractor's plan to establish, provide and maintain the performance management system. This includes the development of the system to code and automate to the extent possible, the processing of performance measurements and reporting of the performance levels of the AJISS Contract. The PfMS will also provide the Contractor with a tool to monitor and manage the performance of its Subcontractors as well as its internal processes.

4 APPROVAL DATE	**5 OPI**	**6 GIDEP APPLICABLE**
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	**9 APPLICABLE FORMS**
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The plan must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final plans must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The PfMS Design Development Plan must include the following:
a. An Introduction including:
i. Purpose. This section must describe the purpose of the PfMS Development Plan;

ii. Objectives. This section must describe the desired outcomes, or objectives, of the Contractor's PfMS and identify how these outcomes correlate with the performance

requirements in the PRS, Chapter 11;

iii. Scope. This section must identify the scope of the Contractor's PfMS work, and as applicable, identify those areas that pre-exist this Contract and will be used to satisfy the requirements of this Contract, and those areas, which are not in scope of the PfMS development because they are in scope of another ISS Support System, service or product (e.g. EIE interface development);

iv. Assumptions. This section must identify any assumptions the Contractor is making that have a bearing on its ability to satisfy the requirements of the PfMS; and

v. Constraints, Policies and Standards. This section must identify any constraints, policies or standards that must be satisfied or adhered to in the development of the PfMS.

b. An Overview including:
i. A high level description of the PfMS, its integration into Contractor, Subcontractor and Canada performed ISS activities in order to meet the performance requirements of this Contract;

ii. Identification and description of the key functions of the PfMS and its major enabling systems;

iii. Identification and description of the major interfaces between the services that are required to enable the PfMS or whose outcomes are enabled by the PfMS; and

iv. Identification of the major PfMS-related interfaces between the Contractor, its Subcontractors and Canada.

c. Integration of the PfMS with AJISS Program Management Plan and other ISS activities. This section must:
i. Identify and describe how the PfMS Plan will be integrated with the Contractor's AJISS Program Management Plan activities, such as:
a) reporting of work progress;

b) scheduling and conducting meetings such as IPT meetings, working group meetings, progress review meetings and Contractor Performance Review Board meetings;

c) managing Subcontractor's performance;

d) defining and implementing PfMS-related responsibilities and processes used by the CFO and CMO;

e) ensuring that significant, verified performance deficiencies (e.g. failure to achieve a KPI score of zero (0) or greater) are reported as technical problems;

f) identifying PfMS-related activities and processes; and

g) designing and continuously improving the AJISS Support Services such that performance standards for allocation to key ISS Support Services outputs and internal processes are derived in a top-down fashion, communicated to service providers, and those service providers are held accountable for their performance;

ii. Provide a taxonomy of the performance measures the Contractor will use to monitor and manage on an ongoing basis the performance of internal processes and those of its first tier Subcontractors;

iii. Identify the minimum performance standard associated with each internal performance measure that is required to achieve the performance requirements of this Contract; and

iv. Describe how the Contractor will integrate PfMS performance outcomes for governance requirements and the Composite Performance Payment review and approval process activities into its Program Management activities.

d. Interrelationship with the EIE Support. This section must describe the interrelationship with the EIE Support, a key enabler for the PfMS, including:
i. the respective roles of the PfMS providers and the EIE developers;

ii. how the Contractor will determine what transaction source data (electronic or other) will be required by the PfMS for the calculation of KPI scores and the Composite Performance Score;

iii. how the Contractor will ensure that the calculation processes are complete, and when followed, will yield measurements or forecasts that are valid; and

iv. how the Contractor will provide a performance dashboard and access to the source data by the PfMS to Canada through the EIE/CE.

e. Considerations for the KPI Score Adjustment. This section must identify the Contractor's processes for tracking and reporting events that negatively impacted upon the Contractor's measured performance, as determined by the KPI score, that were beyond the reasonable control of the Contractor and for which the Contractor may make a submission to Canada that one or more KPI scores be adjusted to remove the impact of the event. This section must include, as a minimum:
i. a list of events with a probability of occurring that the Contractor may make

application to Canada for remove of the events' impact on applicable KPI scores;

ii. the Contractor's processes to identify the events, quantify their impact on applicable KPIs, and identify them to Canada; and

iii. the processes the Contractor will use to monitor Canada's contribution to ship non-availability.

f. Performance Reporting Capability Development. This section must describe the processes, steps, major activities, schedule and responsible agency to:
i. design, develop, and deploy the PfMS electronic dashboard, which meet the CE requirements specifications and the PRS; and

ii. assist in producing annual reconciliation performance reports (DID AJISS-PfMS-004, Performance Reconciliation Report).

g. Communication. This section must:
i. provide an overview of the PfMS Development Plan;

ii. provide details on internal (within the Contractor's organization and between the Contractor and its Subcontractors) and external (with Canada) communications; and

iii. describe how each Subcontractor's development plan will be communicated to the Contractor and integrated into the Contractor's reports to Canada.

h. Verification and Validation. This PfMS Plan must describe the anticipated testing and other verification and validation processes that will be performed to ensure the Contractor's PfMS meets the requirements of this Contract and is accepted by Canada. This section should include, but is not limited to:
i. early involvement of Canadian stakeholders in PfMS development WG meetings;

ii. traceability from the PfMS functional requirements and KPI and SHI metric calculation requirements of the PfMS to the applicable test document, which will be used to verify compliance of the tested solution to the requirements of this Contract;

iii. provision of PfMS design artifacts and/or data for review by Canadian SMEs in advance of design review milestones;

iv. provision for Canadian SME input into the creation of scenario based test data sets for use in testing the PfMS capability to render valid calculation results; and

v. provision for Canadian participation in the PfMS verification and validation activities as a means of incrementally achieving the PfMS qualification.

i. Schedule. This section must clearly outline the necessary activities and milestones and the order in which they must be accomplished. Each activity within the schedule must include a Work Breakdown Structure (WBS) and associated Responsibility Assignment by stakeholder/organization in order to meet the proposed PfMS development schedule.

j. Security. This section must identify any elements of the Contractor's PfMS and enabling systems that have security requirements and issues and describe those security requirements and issues including the infrastructure requirements. It must also describe how those security requirements will be met and how security issues will be resolved.

k. Additional Information. This section must include any general information that aids in the understanding of this deliverable. It must define any additional terms and acronyms specific to this deliverable that are required to properly understand the content of this deliverable.

l. Additional Data. Appendices may be used to provide information published separately for convenience (e.g. charts, classified data, etc.). Each appendix used must be referenced in the main body of this deliverable.

m. Supporting Procedures. The Contractor must develop and provide supporting procedures to be utilized in support of the PfMS. This section must list, by full name and reference to the Contractor's own system, the supporting PfMS procedures that will be used by all contractor stakeholders at the Contractors' facilities and Canada. While the first submission of the PfMS Plan may not contain fully developed procedures, it must contain identifiers indicating placeholders for such procedures.

37 DID-AJISS-PfMS-002 Performance Measurement System (PfMS) Interface Requirements Specification (IRS)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Performance Measurement System (PfMS) Interface Requirements Specification (IRS)	DID-AJISS-PfMS-002

3 DESCRIPTION/PURPOSE

The purpose of the Performance Measurement System (PfMS) Interface Requirements Specification (IRS) is to specify the requirements for all EIE interfaces between the PfMS and source EIE Systems. The interface between the PfMS and DND EIE Systems is to be a major consideration in the set-up of an Electronic Data Exchange (EDE) protocol. The PfMS IRS is to be developed based on DND and Contractor data requirements and AJISS Performance Requirement Specification (PRS), and to be used to develop the IRS for the ISS Services Baseline.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The specification must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final specification documents must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The specification must include the following:
a. PfMS Overview: This section must provide an orientation to the content of the IRS;

b. IRS Overview: This section must provide a description of the PfMS and its key

functions and for each function, identify and describe the EIE system interfaces, which are required to enable the function to be operational;

c. Interface Specification: This section must provide the following for each interface amongst the EIE Systems and Hardware Configuration Items through which data required to enable the PfMS is to be transmitted across the interface;

d. Interface Identification: This paragraph must be a header for a particular interface. It must identify the interface by name and by project-unique identifier;

e. Interface Diagrams: This section must provide one or more interface diagrams to depict the flow of data to be transmitted across the interface;

f. Interface Requirements: This section must provide the following data:
i. Whether the interfacing EIE systems are to execute concurrently or sequentially. If concurrently, then the method of synchronization must be determined in concert with DND;

ii. the communication protocol to be used for the interface, to be determined in concert with DND; and

iii. the priority level of the interface;

g. Data Element Description: This section must provide, in tabular format, the following information, as applicable, for each data element to be transmitted over the interface:
i. a project-unique identifier for the data element;

ii. a brief description of the data element;

iii. the EIE system or hardware configuration item that is the source of the data element;

iv. the EIE system or hardware configuration item that are the users of the data element;

Note: PfMS may not be the direct user of a data element. Some data elements represent AJISS baseline configuration and are subject to formal change management while others are transactional data elements, which may be subject to pre-processing prior to being sent to the PfMS data warehouse.

v. the units of measure required for the data element (e.g. Measures of usage such as RCN days);

vi. the limit/range of values required for the data element (for constants, provide the

actual value);

vii. the accuracy required for the data element; and

viii. the precision or resolution required for the data element in terms of significant digits;

Notes: This section must contain any general information that aids in the understanding of this document. This section must also include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document; and

h. Annexes: This section must provide a list of Annexes, which may be used to provide information published separately for convenience in document maintenance (e.g. charts). As applicable, each annex must be referenced in the main body of the document where the data would normally have been provided.

38 DID-AJISS-PfMS-003 PfMS Configuration Description

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
PfMS Configuration Description	DID-AJISS-PfMS-003

3 DESCRIPTION/PURPOSE

The AJISS PfMS will be created through the configuration of one or more existing Commercial Off The Shelf (COTS) Electronic Information Environment (EIE) systems. It is expected that the Contractor will select the COTS EIE System(s) through an evaluation of the capabilities of prospective systems against the PfMS functional requirements specified in the Collaborative Environment Requirement Specification, CE-RS at Appendix K, and the performance measures calculation requirements specified in the Performance Requirement Specification (PRS) at Appendix R, and requirements derived there from. Once selected, the Contractor will configure the EIE System(s) to meet these requirements. This report will identify the COTS EIE system selected by the Contractor for configuration as the AJISS PfMS, and must describe its configuration in relation to the aforementioned requirements.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
<enter text>	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	

10 PREPARATION INSTRUCTIONS

10.1 Format

The specification must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final specification documents must be submitted in soft copy format (MS Word, MS Excel or PDF).

Each document cited in section 10.2.1.4 must be referred to from wherever in the IRS the content of the referenced document applies to the content requirements of the IRS.

10.2 Content

10.2.1 General

10.2.1.1 Change History: This section must provide a change history that identifies each change made, the date of issue, the version/revision incorporating the change and the title and rationale for the change.

10.2.1.2 Table of Contents: The table of contents must list all sections as well as tables, figures and annexes to the document.

10.2.1.3 Document Overview: This section must provide a description of overall structure of the document.

10.2.1.4 References: This section must list all documents applicable to the PfMS Configuration Description.

10.2.1.5 Terms and Acronyms: This section must list and provide a definition for all terms and acronyms used in the PfMS Configuration Description that are unique to the AJISS Program.

10.2.2 Analysis Results

10.2.2.1 Assumptions and Constraints: This section must provide a discussion of all assumptions and constraints related to the provision of a PfMS capability.

10.2.2.2 Business Requirements Analysis: This section must provide the results of the Contractors analysis of the DND and Contactor business activities which will be supported by the availability of a PfMS capability. This must address business activities listed below and must include a discussion of the DND and Contractor stakeholders involved in each business activity and their roles:
a. Provision and sustainment of an EIE-based PfMS capability;

b. Evolution of the design capability of the AJISS system to continuously satisfy specified Performance-Based Contracting (PBC) requirements;

c. Performance management activities;

d. Performance measurement activities including dispute resolution;

e. Business reporting activities; and

f. Financial management activities.

10.2.2.3 Requirements Analysis Results: This section must provide the results of the Contractors analysis of the PfMS and associated EIE requirements specified in the AJISS contract in accordance with Note 1. This must be presented in tabular format, grouped by requirement category as per Note 2, with the following information for

each requirement:
a. Unique identifier;

b. Source document reference (document name, section number and title, and paragraph number);

c. Requirement statement (i.e. Original requirement wording);

d. Unique identifier for one or more derived requirements associated with the original requirement; and

e. Derived requirement statements (i.e. for each derived requirement).

Notes:
Note 1: Derived requirements may be exactly the same as the original requirement provided that they are stated in such a manner that is unambiguously verifiable.

Note 2: If no requirements are specified in the DND contract for a particular grouping, the Contractor must derive requirements related to the purpose of that grouping.

Each requirement statement must be categorized into one of the following requirements groupings:
a. Functional (data processing for the calculation of performance measure values, Graphical User Interface (GUI), reporting, interface, batch and security functions);

b. Technical (accessibility, hosting, environment and disaster recovery requirements);

c. Operational (system performance, data archival, audit and controls, system administration, and business continuity requirements); and

d. Transitional capabilities (data conversion, release validation, documentation, training, and deployment).

10.2.3 PfMS Tool Evaluations

This section must address the contractor process for evaluating the capabilities of prospective EIE-based COTS PfMS tools, in consideration of the ability of tools to satisfy the PfMS requirements identified in Section 10.2.2, and must provide the results of application of this process in the selection of the product the configuration of which is described in Section 10.2.4.

10.2.4 PfMS Configuration Descriptions

This section must provide content as defined below, and in general, must provide:
a. A copy of code embedded in the PfMS as a figure which must be referred to from the associated configuration description. Note: Embedded code is that which is employed within the PfMS tool, as part of its configuration set-up, to support satisfaction of a particular requirement; and

b. Illustrations or diagrams to aid in understanding.

Note: Embedded code is that which is employed within the PfMS tool, as part of its configuration set-up, to support satisfaction of a particular requirement.

10.2.4.1 COTS Product Description: This section must provide an overview of the description of the product selected to be configured as the AJISS PfMS in the context of its capability to satisfy requirements within the groupings identified in 10.2.2.3 [Note 2] and in the context of the business activities intended to be supported by the PfMS.

10.2.4.2 Functional Configuration Description: This section must provide a description of the configuration of the PfMS to satisfactorily support each PfMS Functional Requirement provided in section 10.2.2.3. For performance measure calculation requirements, this must include a description of the sequential order of calculation operations that are to be performed, including description of the use of any data reduction techniques such as parsing, filtering or sorting of the input data required for the calculation.

10.2.4.3 Technical Configuration Description: This section must provide a description of the configuration of the PfMS to satisfactorily support each PfMS Technical Requirement provided in section 10.2.2.3.

10.2.4.4 Operational Configuration Description: This section must provide a description of the configuration of the PfMS to satisfactorily support each PfMS Operational Requirement provided in section 10.2.2.3. This must address capabilities related to the storage and safeguarding of input and output data in consideration of anticipated volumetric and of factors such as PfMS performance, auditability, and security.

10.2.4.5 Transitional Capabilities Configuration Description: This section must provide a description of the configuration of the PfMS to satisfactorily support each PfMS Transitional Capability Requirement provided in section 10.2.2.2.

39 DID-AJISS-PfMS-004 PfMS Testing, Verification and Validation (V&V) Plan

DATA ITEM DESCRIPTION DND Form 1409

1 Title	**2 IDENTIFICATION NUMBER**
PfMS Testing, Verification and Validation (V&V) Plan	DID-AJISS-PfMS-004

3 DESCRIPTION/PURPOSE

The objective of the PfMS Testing, Verification and Validation Plan is for the Contractor to demonstrate that all PfMS requirements are satisfied as per Appendices K and R.

The PfMS Testing, Verification and Validation Plan defines the work that the Contractor must execute with Canada to verify the implementation of the design of the PfMS.

The Plan calls for specific requirements for the PfMS test plans and procedure that are to be conducted with Canada.

The Plan describes the qualification testing of interface software items and software systems as per reference b. The Plan describes the software test strategy, approach, environment to be used for the testing, identify the tests scenarios and groups. The Plan defines the test personnel roles and responsibilities and the schedule for test activities.

The test procedures describe the test preparations, test cases, and test procedures to be used to perform qualification testing of an interface software item or a software system or subsystem as per reference b.

4 APPROVAL DATE	**5 OPI**	**6 GIDEP APPLICABLE**
	DMEPM (MWVA 4)	

7 APPLICATION/INTERRELATIONSHIP

The following DIDs are related:

a. DID-AJISS-PfMS-001 Design Development Plan

b. DID-AJISS-PfMS-002 Interface Requirement Specification

c. DID-AJISS-PfMS-003 Configuration Description

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	

10 PREPARATION INSTRUCTIONS

10.1 Format

The specification must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final specification documents must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

10.2.1 Change History

The PfMS Testing, Verification and Validation Plan must include a change history summary section which contains the following:
a. clear and unique version/revision identifier for each submission or resubmission of the PfMS Testing, Verification and Validation Plan;

b. clear identification of revisions or amendments within the document from its previous submission; and

c. rationale for the revisions and amendments.

All the above revisions/amendments must be clearly identified within the document by using suitable change tracking feature in the Office Management Software used to produce the document. E.g. "Track Changes" feature in Microsoft-Word®, side bars, etc.

10.2.2 References

This section lists supporting documentation used and other resources that are useful in understanding the operations of this deliverable.

10.2.3 Test Plan

The master test plan must contain as a minimum:
a. Generic plan information including:
i. date of issue and status;

ii. scope;

iii. issuing organization;

iv. references;

v. approval authority;

vi. responsibilities and authority;

vii. risks and planned mitigation;

viii. quality control measures;

ix. interfaces among parties involved; and

x. change procedures and history;

b. Test Approach including:
i. use of stubs and drivers;

ii. use of automated test tools;

iii. reporting and tracking test defects;

iv. general test conditions;

v. test progression;

vi. data recording, reduction, and analysis;

vii. stress testing; and

viii. test coverage, breadth and depth, or other methods for assuring sufficiency of testing;

c. Test group partitioning;

d. Test scenarios which define relationship between test groups and identify test cases within each group and their execution sequence and dependencies;

e. Test schedules;

f. Requirements traceability outline;

g. Integration testing environment, site, personnel, and participating organizations;

h. Problem/defect classification scheme (e.g. type/severity), reporting, management

and processes;

i. Test status reporting (quantitative mechanisms for reporting testing progress and determining when testing will be complete); and

j. Completion criteria for each level of testing and overall Integration testing.

10.2.4 Test Procedures

The test procedures must include:
a. Generic procedure information including:
i. date of issue and status;

ii. scope;

iii. relationship to other procedures; and

iv. change history;

b. Identification of test author;

c. Identification of Test Configuration;

d. Test objectives, requirements, and rationale;

e. Test setup;

f. Test descriptions including:
i. test identifier;

ii. requirements addressed;

iii. prerequisite conditions;

iv. test data;

v. test input;

vi. expected test results;

vii. criteria for evaluating results; and

viii. instructions for conducting procedure, that is test steps to be executed;

g. Requirements traceability; and

h. Rationale for decisions.

10.2.5 Security

The Plan identifies the support system elements and enabling systems that have security requirements and issues and describe those security requirements and issues including infrastructure requirements. It must also describe how those security requirements will be met and how the security issues will be resolved.

10.2.6 Additional Information

This section includes any general information that aids in understanding of this deliverable. It defines any additional terms and acronyms specific to this deliverable that are required to properly understand the content of the deliverable.

10.2.7 Additional Data

Appendices may be used to provide information published separately for convenience in document maintenance (e.g. charts, classified data). Each appendix used must be referenced in the main body of this deliverable.

40 DID-AJISS-PfMS-005 Performance Measurement System (PfMS) Testing, Verification and Validation (V&V) Report

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Performance Measurement System (PfMS) Testing, Verification and Validation (V&V) Report	DID-AJISS-PfMS-005

3 DESCRIPTION/PURPOSE

The purpose of the Performance Measurement System (PfMS) Verification and Validation (V&V) Report is to provide evidence to Canada that:
a. all of the source data required for PRS metric calculations is captured, as identified in the Performance Requirements Specification (PRS), and that the PfMS has the capability to maintain auditable control on mutually agreed to changes to that data; and

b. captured source data is processed in accordance with the PRS metrics calculations.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The report must include:
a. Test Procedures and Products: This section must provide, for tests performed to

verify the calculation and functional capabilities of the AJISS PfMS, for each phase of the PfMS testing to be performed, a detailed description of the test procedures (with reference to PfMS Test Scenarios, as applicable), the products of the test, and pass/fail criteria for the test. This must include a description of any set-up procedures and procedures for conduct of a Test Readiness Review as well as procedures, which are to be employed to control: the test environment, the data input and generated during the conduct of the test, and capturing of the certifications and comments of test observers.

b. PfMS Test Scenarios: This section must provide:
i. A description of the set of AJISS operations/logistics support scenarios, which will be employed to exercise the PfMS calculation algorithms for each PBC metric as well as each functional capability of the PfMS. The scenarios must include the chronologically ordered sequence of events and activities by date/time stamp, and for each event/activity, identify the source data being captured, and the actors and EIE systems involved in capturing the data; and

ii. Traceability from the Performance Requirements Specification metric calculation requirements of the AJISS to the applicable test document, which will be used to verify compliance of the tested solution to the specified requirements.

c. Stubbed Data Test Report: This section must provide the following under cover of the signature of the test director and the lead observer from Canada:
i. header information such as: Test Report Name, Identification of Products Tested, Test Dates, Test Locations, List of Test Participants, etc.;

ii. an executive summary of the test results;

iii. a copy of a Test Readiness Review report, which certifies that all resources, data, procedures, set-up, etc. were completed to the extent required to enable the test to be conducted;

iv. an annotated copy of the test data sets, in MS Excel format, as would be extracted from source EIE systems for input into the PfMS for each of the scenarios developed to satisfy the PRS requirements;

v. an annotated copy of the test data sets, in MS Excel format, as was extracted from source EIE systems via the Electronic Data Exchange broker, for each of the scenarios developed to satisfy the requirements of the PfMS Test Scenario's section;

vi. a sub-section, which verifies that the content of the test data sets extracted match the entries recorded;

vii. a sub-section, which provides an illustration and description of the manual calculations performed to produce the achieved level of performance for the PBC

metrics associated with each test data set. This illustration/description must make specific reference to an MS Excel file, appended to the submitted report, wherein the calculations are performed; and

viii. a copy of the PfMS dashboard, which displays with date/time annotation, the calculated result of submission of the test data set to PfMS.

d. Pre-Production Test Report: This section is the record of Canada witnessed real-time execution of the scenario test scripts within source EIE systems in a pre-production environment. It must provide the following under cover of the signature of the test director and the lead observer from Canada:
i. header information such as: Test Report Name, Identification of Products Tested, Test Dates, Test Locations, List of Test Participants, etc.;

ii. an executive summary of the test results;

iii. a copy of a Test Readiness Review report, which certifies that all resources, data, procedures, set-up, etc. were completed to the extent required to enable the test to be conducted;

iv. a copy of the test procedure, in tabular format, with each row being associated with an identified event or activity, and for each row:
a) the EIE system employed;

b) the actor involved in making data entry;

c) the date/time entry was made, values of data inputs made or selected if such were to be entered manually, an indication of pass or fail;

d) reference to a discrepancy report number for failed items (copies of discrepancy reports should be attached to the report); and

e) the certifications and comments of test participants including authorized representatives of Canada;

v. an annotated copy of the test data sets, in MS Excel format, as was extracted from source EIE systems via the Electronic Data Exchange broker, for each of the scenarios developed;

vi. a sub-section, which verifies that the content of test data sets extracted match the entries recorded;

vii. a sub-section, which provides an illustration and description of the manual calculations performed to produce the achieved level of performance for the PBC

metrics associated with each test data set. This illustration/description must make specific reference to an MS Excel file, appended to the submitted report wherein the calculations are performed; and

viii. a copy of the PfMS dashboard, which displays with date/time annotation, the calculated result of submission to the test data set to PfMS.

e. PfMS Functional Capabilities Test Report: This section of the report must document the results of PfMS functional testing, which is performed after the scenario based data is submitted to the PfMS. It must provide, under cover of the signature of the test director and the lead observer from Canada, the following:
i. header information such as: Test Report Name, Identification of Products Tested, Test Dates, Test Locations, List of Test Participants, etc.;

ii. an executive summary of the test results;

iii. a copy of the functional capabilities test procedure, in tabular format, with provisions for the capture of:
a) each function tested;

b) associated DND requirements specification reference;

c) actors involved in the test and their roles;

d) inputs made to the PfMS, if required;

e) expected outputs;

f) actual outputs;

g) an indication of pass or fail;

h) reference to a discrepancy report number for failed functions (copies of discrepancy reports should be attached to the report); and

i) comments and certifications of test participants including authorized representatives of Canada.

f. Test Resources: This section must include:
i. Test Team: This section must provide a description of the test team, including identification of all actors involved in the performance of each test, including DND actors, and a description of their roles; and

ii. Information Technology Test Environment: This section must identify each EIE system and Information Technology resource, which was employed in the PfMS testing including information related to the configuration status of the employed systems or resources (e.g. version numbers, baseline status, etc.) and as well provide a description of the use made of each system and resource employed in the testing. Resources include but are not limited to infrastructure, hardware, software, etc. employed in the test.

41 DID-AJISS-PfMS-006 Performance Reconciliation Report (PfRR)

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Performance Reconciliation Report (PfRR)	DID-AJISS-PfMS-006

3 DESCRIPTION/PURPOSE

The purpose of the Performance Reconciliation Report (PfRR) is:
a. to provide a comparison of actual performance to the contractually required performance level specified in the AJISS Performance Requirements Specifications (PRS);

b. to provide the basis for Canada's validation and approval of:
i. the Contractor's performance, as measured and calculated in accordance with the key performance indicators at the end of each of Canada's Fiscal Year; and

ii. adjustments required to be made to payments for a fiscal year on the basis of the achieved levels of performance relative to specified requirements; and

c. to record Canada's feedback from the Customer Satisfaction surveys (Strategic Performance Measure SPM-1) and the Contractor's response to any ratings of unsatisfactory.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy

format (MS Word, MS Excel or PDF).

10.2 Content

The content of the report must:
a. include an executive summary providing a high level summary of assessed performance over the reporting period and major events that impacted upon the assessed performance;

b. clearly identify the evaluation period for which calculations are provided in the annual reconciliation report as: from 00:00 hrs on 01 April to 24:00 hrs on 31 March of the fiscal year;

c. include an introduction, which explains the contents of the report and all calculations made in the report with applicable reference to the PRS requirements;

d. provide a side-by-side comparison of the required and achieved levels of performance for each Key Performance Indicator (KPI);

e. provide the KPI score for each measure determined to the nearest whole number level of accuracy;

f. provide the Composite Performance Payment calculated in accordance with the PRS, to one decimal point accuracy;

g. for each KPI that the Contractor contends is not an accurate reflection of actual performance and for which it is requesting a performance score adjustment, the Contractor must:
i. identify the event that impacted performance;

ii. provide substantiation justifying why the event that caused the under performance was beyond the reasonable control of the Contractor; and

iii. for each KPI impacted by the event, provide the recommended adjustment to the KPI level performance, the KPI score, and the Composite Performance Payment;

h. contain, as an attachment, referenced from the main body of the report, annotated tables of the complete set of replicated source data used by the PfMS to calculate achieved levels of performance for each KPI for the fiscal year. The table must:
i. highlight all approved adjustments made to this source data (from that which will be resident in source information systems);

ii. identify data values before and after the approved change; and

iii. provide a reference to the mutually agreed to change report bearing the approval

electronic signatures of authorized Canadian and Contractor representatives;

i. clearly identify all inputs used for such calculations including the source of such inputs;

j. provide an indication as to whether any of the inputs are interim (i.e. are subjected to further possible adjustments as a result of outstanding Technical Problems raised against source input data to the Performance Measurement System); and

k. provide explanatory notes, as required.

In addition to the above, Annual Reconciliation Performance Report must include:
a. a summary of feedback received from the Customer Satisfaction surveys completed by Canada and provided to the Contractor by Canada;

b. the Contractor's corrective action plan to address any criterion rated as Unsatisfactory;

c. the Contractor's corrective action plan to improve performance on any KPI where the KPI score was 0.0; and

d. provide the Contractor's assessment of the System Health.

Additional Information. This section must include any general information that aids in the understanding of the deliverable. It must define any additional terms and acronyms specific to this deliverable that are required to properly understand the content of this deliverable.

Additional Data. Appendices may be used to provide information published separately for convenience (e.g. charts, classified data, etc.). Each appendix used must be referenced in the main body of this deliverable.

Electronic copies of Performance Reports must include an Excel spreadsheet containing the data used to generate the KPI scores in the report. The Excel spreadsheet must include row and column titles and be formatted such that the user can easily determine what data set is used in the calculation of each KPI score. The Excel spreadsheet must be editable by Canada.

42 DID-AJISS-DISP-001 Obsolescence Report

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Obsolescence Report	DID-AJISS-DISP-001

3 DESCRIPTION/PURPOSE

The Obsolescence Report is used to identify equipment that is approaching obsolescence along with recommendations as to the future disposition for the equipment.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The report must contain, as a minimum, the following information:
a. a list of equipment that is approaching obsolescence, including the degree to which this equipment is supportable;

b. observations or other documentation supporting the obsolescence;

c. recommendation from the Contractor as to disposition for each piece of equipment; and

d. recommendation for replacement.

43 DID-AJISS-SD-001 Government Furnished Equipment Report

DATA ITEM DESCRIPTION DND Form 1409

1 Title	**2 IDENTIFICATION NUMBER**
Government Furnished Equipment Report	DID-AJISS-SD-001

3 DESCRIPTION/PURPOSE

The Government Furnished Equipment Report is used to identify equipment that is loaned to the Contractor to perform the services.

4 APPROVAL DATE	**5 OPI**	**6 GIDEP APPLICABLE**
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	**9 APPLICABLE FORMS**
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The report must contain, as a minimum, the following information:

a. a list of equipment that is loaned to the Contractor; and,

b. a list of loan agreement transfers, returns, additions, future changes, status, disposals and amendments and corrections;

c. observations and supporting DND enquiries and documentation on the loaned equipment.

44 DID-AJISS-SD-002 Spares and Asset Utilization Report

DATA ITEM DESCRIPTION DND Form 1409

1 Title	2 IDENTIFICATION NUMBER
Spares and Asset Utilization Report	DID-AJISS-SD-002

3 DESCRIPTION/PURPOSE

The Spares and Asset Utilization Report identifies spares and assets utilized in the execution of preventive and corrective maintenance.

4 APPROVAL DATE	5 OPI	6 GIDEP APPLICABLE
	DMEPM (MWVA 4)	N/A

7 APPLICATION/INTERRELATIONSHIP

8 ORIGINATOR	9 APPLICABLE FORMS
DND / DGMEPM / DMEPM / MWVA	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

The report must contain, as a minimum, the following information for spares and assets:

a) MPN, NCAGE and ERN;

b) Item Name and Description;

c) Controlled Good - Yes or No and Demilitarization Code;

d) Ship Class and Equipment Class;

e) Repairable item - Yes or No;

f) Justification for repair;

g) Justification for disposal (Beyond economical repair);

h) Onboard spare (Ship Asset Replinishment Program (SHARP)) - Yes or No;

i) OEM Part - Yes (include OEM identification) or No (include replacement manufacturer);

j) Description of item failure;

k) Unit of Issue (UOI) Price; and,

l) Special Handling Instructions (Hazmat, Security, Fragility, Orientation, etc.).

45 DID-AJISS-ISEDC-001 Industrial and Technological Benefits Annual Progress Report

DATA ITEM DESCRIPTION DND Form 1409

1 Title	**2 IDENTIFICATION NUMBER**
Industrial and Technological Benefits Annual Progress Report	DID-AJISS-ISEDC-001

3 DESCRIPTION/PURPOSE

The annual report provides a summary of the ITB achievements against the Contract obligations and commitments.

4 APPROVAL DATE	**5 OPI**	**6 GIDEP APPLICABLE**
<enter text>	ISEDC (ITB Authority)	N/A

7 APPLICATION/INTERRELATIONSHIP

N/A

8 ORIGINATOR	**9 APPLICABLE FORMS**
ISEDC (ITB Authority)	N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The report must be prepared in the Contractor's format using the content guidance contained in this DID. The draft and final reports must be submitted in soft copy format (MS Word, MS Excel or PDF).

10.2 Content

10.2.1 General

The Contractor must submit to the ITB Authority, through the Contracting Authority (CA), annual reports based on the performance achieved during the ITB Reporting Periods noted in this Contract. These reports must be submitted 60 calendar days after the end of the annual Reporting Period. Each annual report shall consist of five parts as described below:

Part A. An overview and status of the Work on the AJISS Project; a list of all the progress payments; a description of any changes to the Plans; and an overview of the Contractor's Value Proposition Commitments, including activities and achievement status of each.

Part B. For each Transaction being reported: an update on changes to transaction details; a description of significant achievement and activities; a description of any delays, problems or shortfalls, and a plan of action to resolve.

Part C. For each Transaction being reported: the CCV value of the achievement claimed for the current Reporting Period.

Part D. For each Transaction being reported: the CCV value of the achievement claimed for all Reporting Periods since the beginning of the achievement period.

Part E: A description of SMB and regional development activities during the reporting period; a list of Transactions which have been cancelled, added or altered during the reporting period, and their status vis-à-vis contract amendment; a Certificate of Compliance, signed off by the senior company Comptroller, in respect of each Transaction for which there was activity in that Reporting Period and to compliance with the ITB provisions regarding Lobbying and Contingency Fees.