

(REVISED) 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		
<p>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.</p>		
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		
<p>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).</p>		
10.2 Content		
10.2.1 DWPs and SWPs		
<p>For DWPs and SWPs, the plan must include:</p> <ul style="list-style-type: none"> 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; and,
- 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:

- a. Identify classified equipment/components that must be removed and returned to DND prior to ship entering DWP, including name, location and return point(i.e. crypto);
- b. Identify classified equipment that is to remain onboard that must be protected, preserved and properly secured during the DWP, including the name, location and method of maintaining security;
- c. Identify, if required, any restricted or classified compartments that will or must remain “out of bounds” for the duration of the DWP and method of securing the compartment; and,
- d. Identify the method which any security infractions will be reported to DND should they occur.

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.