

Attachment J-16

Portfolio Management Task Order 13-003 Revision 1

Title: DOE-RL AMB HGET Training Approval Process SIA

Date: August 6, 2013

Start: August 6, 2013

Finish: November 30, 2013

1.0 DESCRIPTION

Mission Support Alliance (MSA) will provide subject matter experts to provide facilitation and project management support for an Operating Excellence (OE) Structured Improvement Activity (SIA) for the Department of Energy Richland (DOE-RL) Assistant Manager for Business and Financial Operations (AMB) organization. An SIA is a process improvement activity utilizing Lockheed Martin's (LM) Lean Six Sigma methodology. The subject matter experts will have training and background experience in project management and operating excellence. MSA will ensure that the assigned personnel have the appropriate education, training, experience and skills to accurately perform the DOE requested support. Facilitators will be trained in Lockheed Martin's lean six sigma methodology. The Project Manager will be a Certified Project Management Professional.

The services will be performed in accordance with Contract DE-AC06-09RL14728, C.2.5, Portfolio Management.

The project manager and facilitator/s will work with the AMB SIA team to improve the HGET Training Approval process/es utilizing lean six sigma tools and methodology. Activity includes planning, pre-work, SIA, and closeout activities.

Task 1 – Facilitation Support

The Contractor (MSA) will be supporting the SIA with (1)OE Black Belt to facilitate the activity and for pre-work, planning, and post-activity actions. A Green Belt Candidate facilitator will be provided by the AMB organization.

Task 2 – Project Management Support

The Contractor will be supporting the SIA with (1) Project Manager to support planning, implementation, and closeout of activity.

2.0 DELIVERABLES

Task 1 – Facilitation Support Deliverables :

- Support pre-work in preparation for SIA including charter development and high-level process mapping
- Facilitation support for 3-5 day SIA

- Support development and documentation for as-is and to-be process mapping, and path forward action plan

Task 2 – Project Management Support Deliverables:

- Management of SIA budget and resources
- Coordination of logistics for 3-5 day SIA
- Provide activity status, progress, and reporting
- Oversight of path forward action plan and cost savings/avoidance initiatives

3.0 ASSUMPTIONS AND CONSTRAINTS

- It is assumed that the Structured Improvement Activity will last between three and five days.
- It is assumed that a Green Belt Candidate facilitator will be provided by the AMB organization.
- It is assumed that skill set required of MSA will be one Certified Project Management Professional Project Manager and one OE Black Belt Facilitator trained in Lockheed Martin’s lean six sigma methodology.
- Services will be provided Monday – Friday between 7am – 4:30pm, excluding Federal Holidays. After hour or weekend support must be coordinated in advance including impact to cost and/or schedule.
- It is understood that the following individuals are allowed to request services on this request:
 - *Gigi Branch*
 - *Greg Jones*

4.0 SCHEDULE

August 6, 2013 – November 30, 2013

MSA Technical POC: Morris Legler

MSA Finance POC: Andrew Davis