

Portfolio Management Task Order 15-004 Statement of Work

Title: DOE-RL Nuclear Safety Division - Safety Basis Review and Approval Process SIA

Revision Number: 0

Date: May 12, 2015

Start: May 18, 2015

Finish: June 30, 2015

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 Operations Office (DOE-RL) Nuclear Safety Division (NSD) 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/or facilitator(s) will work with the NSD team to improve the Safety Basis Review and Approval process/es, utilizing lean six sigma tools and methodology. Activity includes planning, pre-work, SIA, and closeout activities.

Task 1 – Facilitation Support

MSA will be supporting the 1-day SIA with Lean Six Sigma trained Black Belt / Green Belt facilitators to facilitate the activity and for pre-work, planning, and post-activity actions.

Task 2 – Project Management Support

The Contractor will be supporting the SIAs 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 the SIA to include charter development.
- Facilitation support for a 1-day SIA.
- Support development and documentation for a path forward action plan.

Task 2 – Project Management Support Deliverables:

- Management of the SIA budget and resources.
- Coordination of logistics for 1-day SIA.
- The final written report deliverable to be submitted no later than 6/30/2015 will include the Get-to-Excellence path forward action plan and Out Brief presentation.

3.0 ASSUMPTIONS AND CONSTRAINTS

- It is assumed that there is a single one-day Structured Improvement Activity to be conducted the week of 5/18-22/2015.
- It is assumed that skill set required of MSA will be one Certified Project Management Professional Project Manager and Lean Six Sigma certified Black Belt / Green Belt facilitator(s) trained in Lockheed Martin's lean six sigma methodology.
- It is assumed that there will be no travel required on the part of the facilitator(s).
- 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:
 - *Tim Corbett*
 - *Laurette Beitz*

SCHEDULE

The period of performance for this effort will be from May 18, 2015 through June 30, 2015.

MSA Technical POC: Tracy Desmond/Morris Legler
MSA Finance POC: Andrew Davis