

Portfolio Management Task Order 16-003

Title: DOE CERCLA Structured Improvement Activity
Revision Number: 1
Date: May 04, 2016

Start: May 09, 2016

Finish: September 30, 2016

1.0 DESCRIPTION

MSA will provide subject matter experts to provide facilitation and project management support for Operating Excellence (OE) Structured Improvement Activities (SIA) for the Department of Energy Richland Operations Office CERCLA processes using Lean Six Sigma methodology.

The subject matter experts will have training and background experience in project management and Lean Six Sigma. The services will be performed in accordance with Contract DE-AC06-09RL14728, C.2.5.3, Independent Assessment and Analysis.

The project manager and facilitator/s will work with the DOE team to define, standardize, streamline and improve the overall quality and efficiency of DOE CERCLA activities.

The project manager and facilitator/s will work with the DOE CERCLA subject matter experts to map the current processes and develop improvements utilizing lean six sigma tools and methodology. Activity includes planning, pre-work, facilitation, and closeout activities for (1) 3-4 day SIA and (1) ½ -1 day SIA. MSA will be supporting the SIAs to facilitate the activity and for pre-work, planning, and post-activity actions.

Task 1 – Facilitation Support

MSA will be supporting the SIAs with (2) 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

MSA 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 the SIAs including charter development and high-level process mapping for the SIA.
- Facilitation support for a 3-4 day Structured Improvement Activity and a ½-1 day SIA.
- Support development and documentation for a path forward action plan.

Task 2 – Project Management Support Deliverables:

- Management of the SIAs budget and resources
- Coordination of logistics for SIAs
- Provide activity status, progress, and reporting
- Oversight of path forward action plan and cost savings/avoidance initiatives for each SIA
- The final deliverables to be submitted no later than 30 days following SIA completion will include documented future state process flow, Get-to-Excellence path forward action plan, and Out Brief presentation.

3.0 ASSUMPTIONS AND CONSTRAINTS

- It is assumed that there is one 3-4-day Structured Improvement Activity and potentially a ½-1 day SIA. The dates are to be determined by DOE. A detailed estimate of hours is attached.
- It is assumed that the subject matter area is much more complex in nature and will require added preparation, execution and follow-up efforts.
- 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 MSA'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 through this PMTO:
 - *Tim Corbett*
 - *Laurette Beitz*

4.0 SCHEDULE

The period of performance for this effort will be from May 9, 2016 through September 30, 2016.

MSA Technical POC: Tracy Hale/Morris Legler

MSA Finance POC: Tiffany Cottrell