

## Portfolio Management Task Order 14-004

**Title: DOE-HQ Human Resources Staffing Process SIAs**

**Revision Number: 2**

**Start (this Revision): April 22, 2015    Finish: September 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 Headquarters (DOE-HQ) Human Resources 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.

This revised statement of work (SOW) serves as a continuation of efforts from the original SOW, dated July 24, 2014, for which work has not yet been completed. Six SIAs have been previously completed. To continue this effort, MSA will provide services, subject matter expertise, technical knowledge and other related resources to assist in supporting multiple Operating Excellence (OE) Structured Improvement Activities (SIA) for the Department of Energy Headquarters (DOE-HQ) Human Resources organization. In addition, the subject matter experts will have training and background experience in Lean Six Sigma methodology and project management.

The project manager and/or facilitator(s) will work with the DOE HQ team to improve the Human Resources process(es) listed below, utilizing lean six sigma tools and methodology. Activity includes planning, pre-work, SIA, and closeout activities.

The two remaining Structured Improvement Activities to be performed are as follows:

1. Onboarding & Exit
  - Entry on Duty (Onboarding)
  - Separations / Exit
2. Process Integration virtual meeting to link all processes where applicable.

### Task 1 – Facilitation Support

The Contractor (MSA) will be supporting the SIAs 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 project management support for 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 each SIA
- Facilitation support for the 3 day SIA
- Facilitation support for the one day virtual SIA
- Support development and documentation for as-is and to-be process mapping, and path forward action plan for each SIA

#### **Task 2 – Project Management Support Deliverables:**

- Management of each of the SIAs budget and resources
- Coordination of logistics for the remaining SIAs
- Provide activity status, progress, and reporting for each SIA
- Oversight of path forward action plan and cost savings/avoidance initiatives for each SIA
- Final deliverables include documented future state process flow, Get-to-Excellence path forward action plan, and Out Brief presentation for each SIA

### **3.0 ASSUMPTIONS AND CONSTRAINTS**

- It is assumed that there is one remaining three day SIA and one remaining one day virtual Process Integration SIA to be performed.
- It is assumed that skill set required of MSA will be a Certified Project Management Professional Project Manager and Lean Six Sigma certified Black Belt/ Green Belt facilitators trained in Lockheed Martin's lean six sigma methodology.
- It is assumed that there will be no travel required.
- 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*
  - *Lisa Bonser*

○

#### **4.0 SCHEDULE**

The period of performance for this remaining effort will be from April 6, 2015 – September 30, 2015 subject to the availability of funds.

**MSA Technical POC:** Tracy Desmond/Morris Legler

**MSA Finance POC:** Andrew Davis