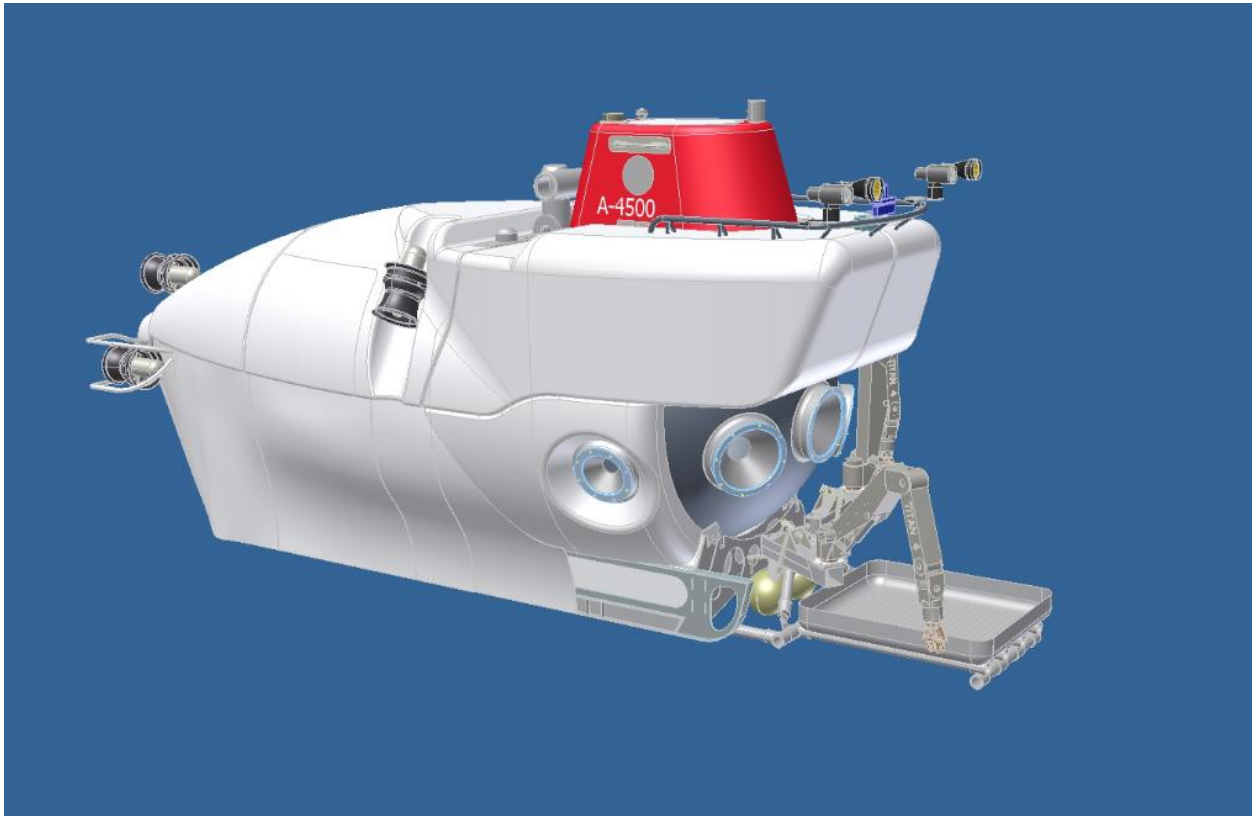


6500m HOV Project Stage 1: A-4500 HOV

Project Management Plan

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1.0 Introduction

1.1 Purpose

The A-4500 HOV Project Management Plan establishes the project organization, responsibilities, processes and methods used to create the baseline project plan and define the processes by which the project will be monitored and controlled during the execution stage. Controlling a project is dependent on identification of problems early so that corrective actions can be implemented as early as possible.

1.2 Scope

The primary project management objective, defined in this document, is the development of a comprehensive baseline plan to be executed and managed for the delivery of the A-4500 HOV. The plan includes scope definition, schedule development, creation of a bottom up estimate, risk identification and contingency.

The scope, schedule, cost estimate and risks will be prepared by experienced technical experts in the field. Activities were identified for each work package defined within the work breakdown structure. These activities were then scheduled and priced as part of a bottom up estimate. Estimates were prepared for labor, material, equipment and other expenses necessary to complete this project. Once complete, the schedule and cost information was input into risk management software, which was then used to generate cost and schedule contingencies for each work package.

This document includes the basic processes for updating, variance identification and evaluation. Once evaluated, this document provides guidance to implement change management. The complete change process is defined in the *A-4500 HOV Configuration Management Plan*.

Scope, schedule, cost and risk will be monitored and controlled over the life of the project by the Project Management Team. The Integrated Master Schedule (IMS) is the basis of the plan. Work will be progressed in the schedule to determine earned value. Actual costs will be posted against those costs and earned value measurements will be used to identify potential problems and issues for management review. The control system is designed to identify problems early so that corrective action can be taken quickly.

2.0 Project Management

Construction of the A-4500 HOV is managed through a Cooperative Agreement between the NSF and Woods Hole Oceanographic Institution. The A-4500 HOV project management structure and approach has been organized to create a structure that will efficiently provide support and clear lines of authority for the construction project. The Principal Investigator has overall responsibility for the project.

2.1 Organization Chart

The program management organization created for this project is depicted in Figure 1, and it shows several important relationships.

The first, and very important, relationship depicted is between the Principal Investigator representing WHOI and the National Science Foundation, plus the external oversight committee (the HOV Replacement Oversight Committee – RHOC) that includes a representative from the Deep Submergence Science Committee (DESSC). This relationship ensures that the public trust conveyed to WHOI, through the grant provided to develop a replacement for the current DSV *Alvin*, will be handled in a responsible manner and will meet the needs of the science community to the maximum extent practicable within the funding provided. An important aspect of this structure is the direct reporting relationship of the Project Manager to the Principal Investigator, and the direct line of communication with the President and Director of WHOI.

Secondly, there is the relationship between the Principal Investigator and the Internal Oversight Committee. This relationship allows the PI, the Project Manager, and the A-4500 HOV project to take advantage of the resident experience of additional WHOI professionals, who can provide independent and objective oversight of the project and ensure that lessons learned from other WHOI projects are considered.

The third relationship depicted is between the PIs and the National Deep Submergence Facility (NDSF), including the Chief Scientist for Deep Submergence (CSDS), at WHOI. This relationship will ensure that the project considers and does not lose sight of the vehicle capabilities and characteristics needed by the scientific community.

The fourth relationship is that between the Project Management Team and the submersible operations and ship operations that take place at sea during science missions. This relationship will ensure that the engineering and construction of the vehicle will fully consider the real world operating constraints, concerns, and interfaces necessary for successful operations at sea.

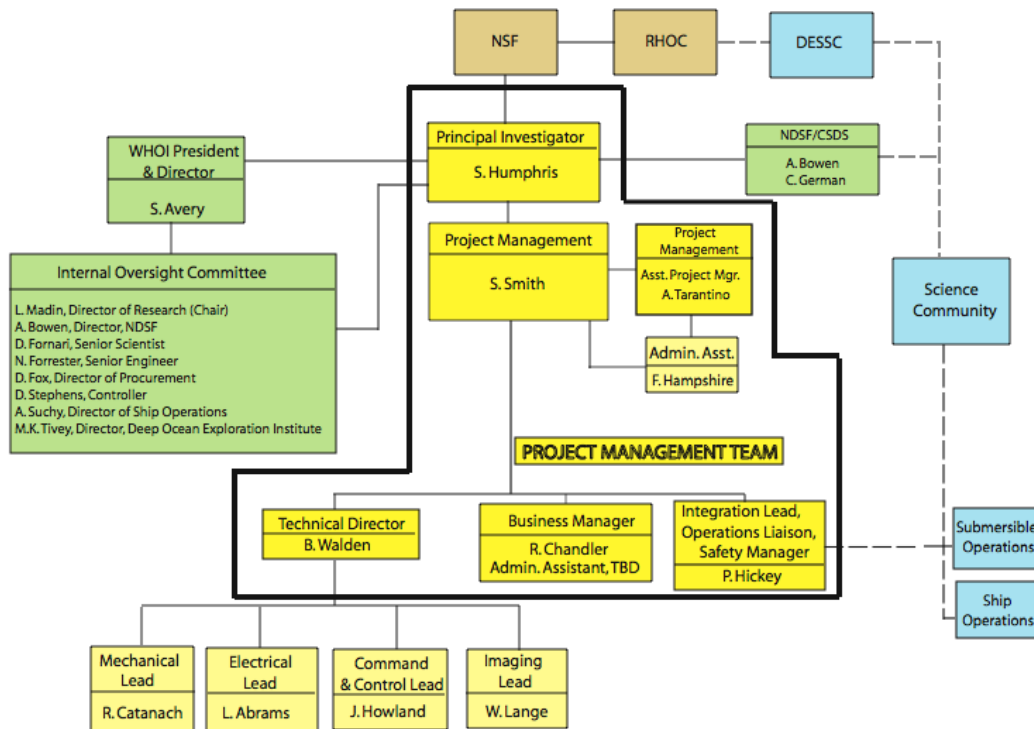


Figure 1. Project Management Organization

Finally, the Project Management Team, consisting of the PIs, the Project Manager, Assistant Project Manager, Technical Director, Business Manager, and the Integration Lead/Operations Liaison/Safety Manager, has been set up so that each function that is tied to the schedule and the commitment to maintain the schedule with zero cost over-runs is represented. Collectively, they are responsible for directing and executing the project. The specific qualifications, roles and responsibilities of each of these members is described below.

2.1.1 Project Management Team

The Principal Investigator is directly responsible to the NSF and to WHOI’s President and Director for the successful completion of the project. The Project Manager has the overall responsibility, and is accountable for, managing and executing the project. He/she is assisted in this role by the Assistant Project Manager, who will maintain the master schedule, manage the outside major contracts, and coordinate various other activities, including compliance as applicable with the American Bureau of Shipping’s (ABS) *Rules for Building and Classing Underwater Vehicles, Systems and Hyperbaric Facilities 2002* and subsequent amendments. Reporting directly to the Project Manager is the Technical Director, the Business Manager, and the Integration Lead/Operations Liaison/Safety Manager. The Technical Director is responsible

for all technical aspects of the project. He will establish the technical and engineering objectives and will provide the necessary guidance to a group of team leaders who report directly to him. The Business Manager is responsible for compiling and tracking the project budget and costs. The Business Manager is also responsible for procurement and document management. For the major outside contracts, the Director of Procurement will provide the necessary contractual support to ensure that all contract-related documents are in place and to ensure compliance with WHOI's Subcontracting Plan. The Integration Lead/Operations Liaison/Safety Manager will manage the construction of the A-4500 HOV, and also provides the linkage to the submersible operations group, the ship operations group (as it pertains to submersible operations from the R/V *Atlantis*), and to the science user community. In addition, he acts as the A-4500 HOV Project's Safety Manager.

The Project Management Team has extensive program management experience and substantial technical expertise in submersible engineering and operations. The qualifications of the team members along with their responsibilities on the project are as follows:

Principal Investigator – Susan Humphris:

Susan Humphris is a Senior Scientist in the Geology & Geophysics Department who has studied hydrothermal systems on mid-ocean ridges for the last thirty years. She has completed dozens of dives in the *Alvin*, and has used ROVs and AUVs quite extensively. She has more than 70 scientific publications and has been a member of WHOI's Deep Submergence Advisory Committee. She also has extensive managerial experience, including community-wide service as part of the NSF Ridge Program's project office at WHOI, Department Chair for the Geology & Geophysics Department, and Acting Vice President at WHOI for Marine Operations and Facilities.

Role and Responsibilities

The Principal Investigator is directly responsible to the NSF and to the President and Director of Woods Hole Oceanographic Institution for the successful completion of the project. The Project Manager reports directly to the Principal Investigator.

Specific duties of the Principal Investigator include:

- (1) Overseeing the progress of the project to ensure it proceeds and is completed within budget and on schedule.
- (2) Ensuring the internal oversight committee, the NDSF, and the external advisory committee are informed and participate in oversight of the project.
- (3) Acts as the spokesperson for the project.

- (4) Chairs the Change Control Board and approves changes in compliance with the approved change control process documented in the Project Execution Plan and Configuration Management Plan.

Project Manager – Steven Smith

Steven Smith has 25 years of broad project management experience, including 15 years involvement in the design, certification, and testing of manned and unmanned deep submergence vehicles. He served as the Engineering and Logistics Office for the U.S. Navy's deep submergence assets, and was also Officer in Charge of the U.S. Navy's Deep Submergence Rescue Vehicle MYSTIC DSRV-1. He has experience with ABS, Navy, and USCG certification requirements.

Role and Responsibilities

Reporting to the Principal Investigator, the Project Manager is responsible and accountable for executing the project.

The Project Manager's project must meet cost, schedule and performance/scope targets. Project Manager must demonstrate initiative in incorporating and managing an appropriate level of risk to ensure best value. In cases where significant cost overruns and/or delays are about to occur, the Project Manager alerts NSF in a timely manner and takes appropriate steps to mitigate these cost overruns or delays.

Specific duties of the Project Manager include:

- (1) Establishes key milestones and overall schedules.
- (2) Defines project objectives and technical scope, schedule, and cost.
- (3) Manages project resources, including establishing baseline costs, and completing the project within budget and on schedule.
- (4) Manages risk to ensure best value.
- (5) Establishes and implements the management systems.
- (6) Develops the project team staffing plan and issues the Team Charter.
- (7) Plans, implements, and completes a project using a Systems Engineering approach.
- (8) Initiates development and implementation of key project documentation (e.g., Project Execution Plan, Risk Management Plan).
- (9) Defines project cost, schedule, performance, and scope baselines.
- (10) Is responsible for design, construction, environmental, safety, health, and quality efforts.
- (11) Evaluates and verifies reported progress; makes projections of progress and identifies trends.

- (12) Serves as the single point of contact between WHOI and NSF staff for all matters relating to the project and its performance.
- (13) Serves as the Contracting Officer's Representative.
- (14) Leads the Project Team and provides broad program guidance. Delegates appropriate decision-making authority to the Project Team members.
- (15) Implements changes in compliance with the approved change control process documented in the Project Execution Plan.
- (16) Ensures that safety is fully integrated into design and construction.
- (17) Approves all project reports and reporting.
- (18) Acts as a member of the Change Control Board.

Assistant Project Manager – Anthony Tarantino

Anthony Tarantino is an electrical engineer with over 14 years of experience in test, service and production. Prior to this, he spent 6 years with the *Alvin* Operations Group as the Electrical Section Leader and completed over 100 dives as an *Alvin* pilot. He has been with the project since 2007, and has provided technical and programmatic oversight and support, as well as being the technical liaison between WHOI and both Lockheed-Martin and the Southwest Research Institute.

Role and Responsibilities

Reporting to the Project Manager, the Assistant Project Manager assists in managing the project to ensure its successful execution. The Assistant Project Manager provides support to the Project Manager, and acts completely on behalf of the Project Manager in his absence.

Specific duties of the Assistant Project Manager include:

- (1) Ensures the quality, accuracy and timelines of all the processes, products and documentation deemed necessary by the Project Manager.
- (2) Maintains the overview of project cost, schedule, and technical performance via the reporting systems, performance measurement systems, project status review meetings, and regular communication with project participants.
- (3) Manages contracts for the Project Manager to ensure successful project execution.
- (4) Ensures all stakeholders have been appropriately involved in the project planning.
- (5) Ensures the preparation of project reports.
- (6) Acts as a member of the Change Control Board.
- (7) Ensures that safety is fully integrated into design and construction.

Technical Director – Barrie Walden

Barrie Walden has been with WHOI since 1969, with the exception of a 2-year leave of absence

to serve as the Manager and Operations Director of the National Underwater Laboratory System I (Hydrolab) in St. Croix, USVI. For many years, he was the *Alvin* Group's primary engineer with overall responsibility for the submersible and related support ship facilities. He has held many positions, including Manager of the *Alvin* Program, Manager of the NDSF, and Manager of the Operational Scientific Services Group.

Roles and Responsibilities

Reporting to the Project Manager, the Technical Director is responsible for managing project technical scope, schedule and cost.

Specific duties include:

- (1) Supports the Project Manager and Assistant Project Manager as needed.
- (2) Provides oversight of all construction, reviews change requests and leads construction meetings as required.
- (3) Employs a Systems Engineering approach to ensure all system requirements are achieved.
- (4) Ensures project interfaces are identified, defined, and managed to completion
- (5) Plays a major role in the Risk Management Plan development and risk tracking/reporting related to project scope.
- (6) Identifies, defines, and manages to completion the project environmental, safety, health, and quality assurance requirements.
- (7) Performs periodic reviews and assessments of project performance and status against established performance parameters, baselines, milestones, and deliverables.
- (8) Plans and participates in project reviews as necessary.
- (9) Creates all PDR and FDR technical packages.
- (10) Reviews project technical products (e.g., drawings, specifications, procurement, and construction packages).
- (11) Acts as a member of the Change Control Board.
- (12) Participates, as required, in Operational Readiness Reviews or Readiness Assessments.
- (13) Supports preparation, review, and approval of project completion and closeout documentation.
- (14) Ensures that safety is fully integrated into design and construction.

Business Manager – Rick Chandler

Rick Chandler has over 20 years of experience with providing support for the *Alvin*, the *ABE* and *Sentry* autonomous vehicles, and shipboard scientific services programs. His responsibilities have included expense tracking, procurement budget preparation, purchase specifications

generation, procurement, quality control oversight, document control for all systems drawings, manuals, specifications and designs, and material disposition.

Role and Responsibilities

Reporting to the Project Manager, the Business Manager compiles and tracks the project budget and costs. The Business Manager is also responsible for procurement and document management.

Specific duties include:

- (1) Supports the Project Manager and Assistant Project Manager as requested and needed.
- (2) Acts as a member of the Change Control Board.
- (3) Assists the Project Manager with risk management and risk tracking/reporting related to project budget and schedule.
- (4) Maintains the EVMS system and provides reports to the APM, PM, NSF and others as required.
- (5) Serves as Contracting Officer's Representative (COR), reviews all vouchers and recommends payment.
- (6) Ensures all material, documents and preparations for a CCB are accurate and timely.
- (7) Assists the PM and APM in allocating and monitoring financial resources throughout the Project Team.
- (8) Assembles and analyzes data to support project funding needs, tracks funding requests and expenditures.
- (9) Processes all purchase orders and ensures that the Procurement Plan is followed.
- (10) Ensures record copies of RHOV documents are preserved in the official WHOI RHOV project files.
- (11) Ensures timely, reliable, and accurate integration of contractor performance data into the project's scheduling, accounting, and performance measurement systems.

Integration Lead/Operations Liaison/ Safety Manager – Pat Hickey

Pat Hickey is the Manager of the Submersible Engineering & Operations Group (SE&OG) at WHOI. Before coming to WHOI, he worked in the oil industry as a diver, ROV Operator and Submersible Pilot qualified on multiple commercially available HOV's including *Pisces*, *Aquarius*, *Leo* and several Perry submersibles. He joined WHOI in 1987 as a Pilot, and spent 21 years at sea with DSV *Alvin* assuming the position of Expedition Leader in 1993. He was promoted to DS&OG Manager in 2007. He has 631 logged dives and 4550 hrs of in water time in DSV *Alvin*.

Role and Responsibilities

Reporting to the Project Manager, the Integration Lead/Operations Liaison/Safety Manager will manage the construction of the A-4500 HOV, and also provides the linkage to the submersible operations group, the ship operations group (as it pertains to submersible operations from the R/V *Atlantis*), and to the science user community. In addition, he acts as the A-4500 HOV Safety Manager.

Specific duties include:

- (1) Interfaces with A-4500 HOV engineers as to operability and practicability of system designs and interfaces.
- (2) Keeps the Operations Group informed as to the status of the project, proposed designs and current schedule.
- (3) Provides operational feedback on proposed designs following Operations Group reviews of those designs.
- (4) Interfaces with the Project Manager so as to have Operational staff attend vendor testing and facilities when practical.
- (5) Interfaces with the science community regarding equipment interfaces and new equipment being proposed for use with the submersible, so that accommodations in the designs for such additional equipment can be made.
- (6) Interfaces with the ship operations group to ensure a smooth transition to the new vehicle with regard to shipboard requirements and modifications.
- (7) Manages the disassembly of *Alvin*, and the assembly of the A-4500 HOV.
- (8) Manages the project's Environmental Health and Safety Plan and ensures project personnel receive appropriate training and are in compliance with the plan.
- (9) Acts as a member of the Change Control Board.

2.1.2 Communications and Coordination

The Project Management Team (PMT) will use a variety of techniques to ensure that it has adequate visibility and project control. Weekly meetings will be convened by the Project Manager with the PMT to review the status of the project down to the individual task level. These meetings will serve to keep all members fully aware of each other's technical, schedule and budget progress and their collective progress. Prior to the PMT meetings, the Technical Lead will meet with all the engineering leads to determine progress and identify issues that need to be addressed at the PMT meeting. The PMT meetings will provide an important forum to cover integration issues and to discuss and resolve issues that may affect the team's performance. The Project Manager will also be kept apprised of the resource requirements in order to ensure that the team has adequate resources at their disposal. Minutes of these meetings will be distributed

as appropriate with action items and persons responsible clearly noted. The physical proximity of the team members is such that it will facilitate impromptu meetings or exchange of ideas and information on an ongoing basis. The use of E-mail, file sharing and shared calendars will serve to promote an “open environment” throughout the organization.

2.1.3 Decision-Making Authority

As the person responsible and accountable for executing the project, the Project Manager has the authority to make engineering trades and other decisions that are within cost, schedule and budget. However, the Project Manager will alert the Principal Investigator of any situation for which a decision:

- Adversely affects safety
- Changes policy
- Impacts the scientific capabilities of the vehicle

Any change to the initial design and capability, cost, and schedule control accounts (often referred to as baselines) after the Preliminary Design Review will be subject to the change control process explained in the *Configuration Management Plan*. The PI chairs the Change Control Board and approves changes in compliance with the approved change control process.

2.2 Internal Oversight

An Internal Oversight Committee has been created to provide high-level review and advice as the project proceeds. The charge to the committee is as follows:

“The Internal Oversight Committee (HOV IOC) is established to provide guidance to the A-4500 HOV project management team, based on their expertise and experience in WHOI and with other projects, on issues that pertain to successful completion of the project by WHOI. These include deep submergence science, engineering, marine operations, finances, procurement, and management of large vehicle construction projects. In addition, the HOV IOC will be consulted for advice and assistance on ways to move forward when there are major difficulties or changes to the project (e.g. scope, schedule, budget, policies, personnel) that will impact the capabilities of the vehicle, the scientific user community, or WHOI’s ability to complete the project.

The HOV IOC will meet no less than quarterly, and more frequently as necessary, and will report directly to the President and Director of WHOI. They will participate as available in the bi-weekly conference calls with NSF and the external advisory committee, and will

receive the monthly reports provided to NSF as well as the minutes from the conference calls. On an as-needed basis, they will be called upon to assist at any time with specific issues. “

The membership of the Committee is:

- Dr. Larry Madin (Chair) – Vice President and Director of Research
- Mr. Andy Bowen – Director, NDSF
- Dr. Dan Fornari – Senior Scientist, Chair of the RIDGE 2000 Program
- Mr. Ned Forrester – Senior Engineer
- Mr. Dennis Fox – Director of Procurement
- Mr. Al Suchy – Director of Ship Operations
- Mr. Dave Stephens – Controller
- Dr. Meg Tivey – Senior Scientist, Director of the Deep Ocean Exploration Institute

It is anticipated that the HOV IOC will meet monthly prior to the Final Design Review, and then no less than quarterly post-FDR.

WHOI also has a Deep Submergence Advisory Committee (DSAC) that is charged with providing advice on matters relating to the operation and management of the National Deep Submergence Facility (NDSF) and associated deep submergence science at WHOI. Chaired by Dr. Chris German, Chief Scientist for Deep Submergence, the Committee consists of a representative from each Department plus one at-large member. At its quarterly meetings, DSAC will be briefed on the status of construction and will also be consulted on decisions that need to be made that will impact the capabilities and future operations of the vehicle.

2.3 Community Oversight

Community oversight of, and input to, the project is achieved through the HOV Replacement Oversight Committee (RHOC) that was established by NSF in 2004. The NSF charge to RHOC is as follows:

“The HOV Replacement Oversight Committee is established to obtain community input and advice on all aspects of the design and construction of a Human Occupied Vehicle (HOV) replacement for the Deep Submersible Vehicle (DSV) *Alvin*. This includes hull construction, testing and certification; the design, construction and testing of major vehicle sub-systems; and the selection and placement of scientific sensors. The Committee will also provide advice on the establishment of design and budget priorities to ensure the project remains within the agreed scope and cost. The Committee will respond to specific questions posed by NSF and

WHOI management and will provide reports to NSF following each meeting. The Committee will communicate regularly with WHOI management providing advice on all aspects of the design and construction project. WHOI management will ensure that the committee is well informed in a timely way of all construction-related issues and decisions, or any significant changes in design plans. A dedicated web page will be established by WHOI to facilitate this communication.

The Committee will consist of 7-10 members, including a Chair. Employees of WHOI, or subcontractors involved in this project, may not be members of this Committee but may participate in an ex-officio capacity. The Committee is established and supported by WHOI, and its membership and scope of activities are approved by NSF.

It is anticipated that the HOV Replacement Oversight Committee will have carried out their charge with the completion of science sea trials. Thus, shortly thereafter the Committee will be dissolved.”

WHOI consults RHOC on all major issues that impact the scientific community in terms of the capabilities of the vehicle prior to any decisions being made. This is done through bi-weekly teleconferences to keep RHOC members and NSF apprised of the project’s status and to receive their continued guidance. Minutes of these meetings are posted on the UNOLS website. RHOC also reviews documents produced for the project. In addition, formal yearly meetings are held to discuss the project’s performance both at the summary level and at the detail level.

While RHOC reports to NSF, the Deep Submergence Science Committee (DESSC) is a standing Committee of the University - National Oceanographic Laboratory System (UNOLS). DESSC provides advisory responsibilities for the National Deep Submergence Facility, and hence they can act as an advisory body for this project.

The full Terms of Reference for the DESSC can be found in Annex 7 of the UNOLS Charter (<http://www.unols.org/info/ucharter.pdf>). The purpose of DESSC as described in their Terms of Reference is as follows:

“The DEep Submergence Science Committee provides oversight responsibilities in the use of *Alvin*, the Remotely Operated Vehicle (ROV) *Jason 2*, and the Autonomous Underwater Vehicle (AUV) *ABE/Sentry* that are assets of the National Deep Submergence Facility. Incumbent in this is fulfilling an ombudsman role for the deep submergence community, insuring maximum participation in the utilization of these deep submergence assets. It is also the responsibility of the DESSC to promote new technology for *Alvin*, ROVs and AUVs to

maintain cutting edge capability for the National Facility.

The DESSC shall continue to work with the user community, federal sponsors and the operator of the NDSF to encourage deep submergence research in traditional areas and expeditions to remote geographic regions. Additionally, DESSC shall also encourage the advancement of cooperative international programs for the enhancement of multidisciplinary submersible science throughout the academic community.”

Communications with DESSC occurs through two avenues. First, the Chair of DESSC is a member of RHOC, and hence participates in the bi-weekly teleconferences. Second, presentations are made at the bi-annual DESSC meetings that provide an update to the community on progress on the project. These presentations are also posted on the UNOLS website.

3.0 Project Management Control System

The project control management system consists of planning, monitoring and controlling scope, schedule, cost and resources. Planning consists of development of the work breakdown structure, schedule and cost estimate. Monitoring consists of schedule updates, cost accumulation and earned value calculations in order to determine relevant variances in a timely manner. Controlling the project is the result of variance analysis and implementation of appropriate corrective action through the change management process.

3.1 Project Initiation and Planning

This document describes the planning and project initiation steps that were followed to develop a baseline integrated master schedule. During the initiation and planning phase, the project team organized, developed a critical path schedule, and prepared a bottom up estimate. These were combined into Primavera Project Planner (P3) 3.1 to create a baseline Integrated Master Schedule, which will be used as the basis for our earned value management system (EVMS).

3.1.1 Project Organization

Key project organization components include the Work Breakdown Structure (WBS), organizational breakdown structure (OBS) and responsibility assignment matrix (RAM). These structures will serve as the basis of planning and managing this project. The project scope is broken down in accordance with the *Alvin* sub-assembly breakdown structure. This

breakdown is consistent with the way in which the Submersible Engineering and Operations Group (SE&OG) has worked for many years, so it is familiar to the entire team. The team is organized by technical discipline, which also reflects its historic and current configuration. The OBS illustrates this configuration and delineates technical responsibilities. At the intersection of both of these structures lies a RAM and associated control accounts. Control accounts are visible manageable pieces of work with clear lines of responsibility. They are the building blocks for planning and earned value management reporting. Control accounts exist during the planning, executing, monitoring and controlling phases of the project so that the cost estimate can be traced and tracked horizontally throughout the project lifecycle.

3.1.1.1 Work Breakdown Structure (WBS)

The A-4500 HOV Project scope is broken in accordance with the *Alvin* sub-assembly breakdown structure (Figure 2). The breakdown has major headings for project management, the A-4500 HOV, and support equipment. The vehicle breakdown represents the major systems on the submarine. Work packages are called out by technical discipline and priced as such to ensure that all scope is included in the project. The WBS dictionary is defined in detail in the Integrated Master Schedule document.

3.1.1.2 Responsibility Assignment Matrix (RAM)

The intersection of the WBS (groups) and the OBS (technical leads) serves as the basis of our responsibility assignment matrix (Figure 3) and control accounts. The matrix clearly aligns technical expertise into manageable work packages that are scoped, schedule and estimated. As such, the team is well acquainted with the structure and works within the parameters naturally. Each of the technical leads reviewed each work package to determine the level of work required for their department. They defined activities, provided durations and sequenced this work. The activities became the basis for the critical path method schedule and the cost estimates worksheets.

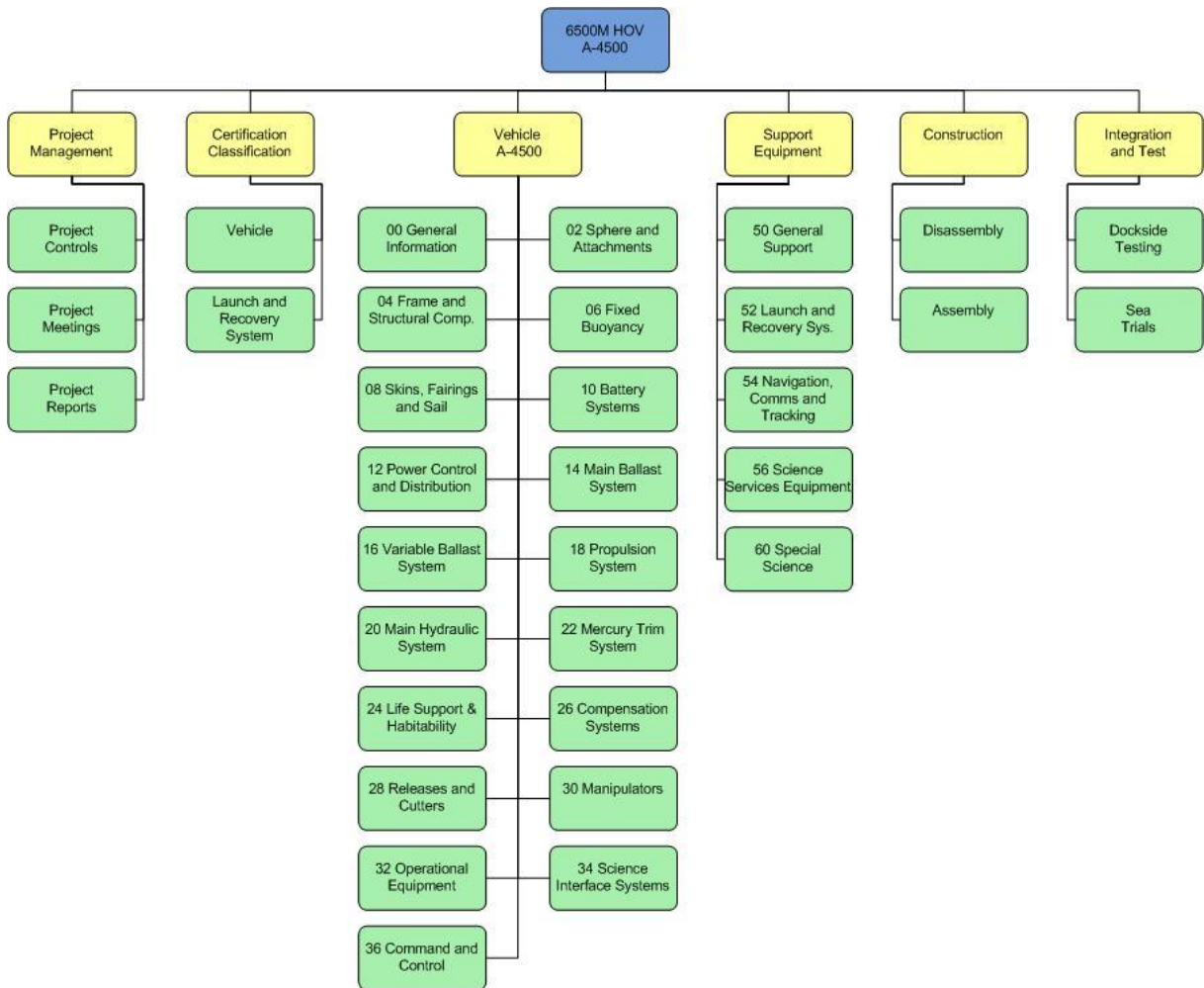


Figure 2. A-4500 HOV Project Work Breakdown Structure

3.1.1.3 Control Accounts and Control Account Managers (CAM)

Financial reports will be organized so that the control account manager (technical lead) is able to examine actual costs against technical progress and schedule to quickly identify variances from the plan. The control account manager can then use his/her authority over the specific resources who will execute the activities to take the appropriate corrective actions. This configuration allows each technical lead to act quickly to resolve or elevate problems and opportunities.

Organization Breakdown Structure

		Project Management	Core Components	Mech.	Elec.	Command & Control	Imaging	Integration
		S. Smith	B.Walden	R. Catanach	L. Abrams	J. Howland	W.Lange	P.Hickey
	Project Management	X						x
	ABS Classification	X						
A	A00 General			X				
	A02 Sphere and Attachment		X					
	A04 Frame and Structure			X				
	A06 Fixed Buoyancy		X					
	A08 Skins, Fairings and Sail			X				
	A10 Battery System		X					
	A12 Power Control & Distribution				X			
	A14 Main Ballast System			X				
	A16 Variable Ballast System			X				
	A18 Propulsion System				X			
	A20 Main Hydraulic System			X				
	A22 Mercury Trim System			X				
	A24 Life Support & Habitability				X			
	A26 Compensation Systems			X				
	A28 Releases and Cutters			X				
	A30 Manipulators			X				
	A32 Operational Equipment			X				
	A34 Science Interface Systems						X	
A36 Command & Control					X			
A38 Loads			X					
W	A50 General Support							X
	A52 Launch and Recovery System							X
	A54 Navigation, Comms and Tracking							NA
	A56 Science Services Equipment							X
	A60 Special Science							NA

Figure 3. Responsibility Assignment Matrix

3.1.2 Schedule Development

Once the work breakdown structure and associated work packages were identified, the project scope was further broken down into detailed activities that could be scheduled. Interactive planning sessions conducted with each technical lead produced network logic diagrams that depict the sequence (logic) of activities. Activities, logic ties and durations went into P3 to produce a critical path method schedule. The overall schedule is made up of ~500 detailed activities, which have been cost and resource loaded. The result of the cost/resource loading will establish a scheduled value for each activity that will be measured as part of the EVMS.

3.1.2.1 Summary Schedule

The summary schedule shows the project scope by work breakdown structure (Figure 4). The WBS top level is broken into project management, the A-4500 HOV, and support equipment. The second level depicts the major vehicle systems components.

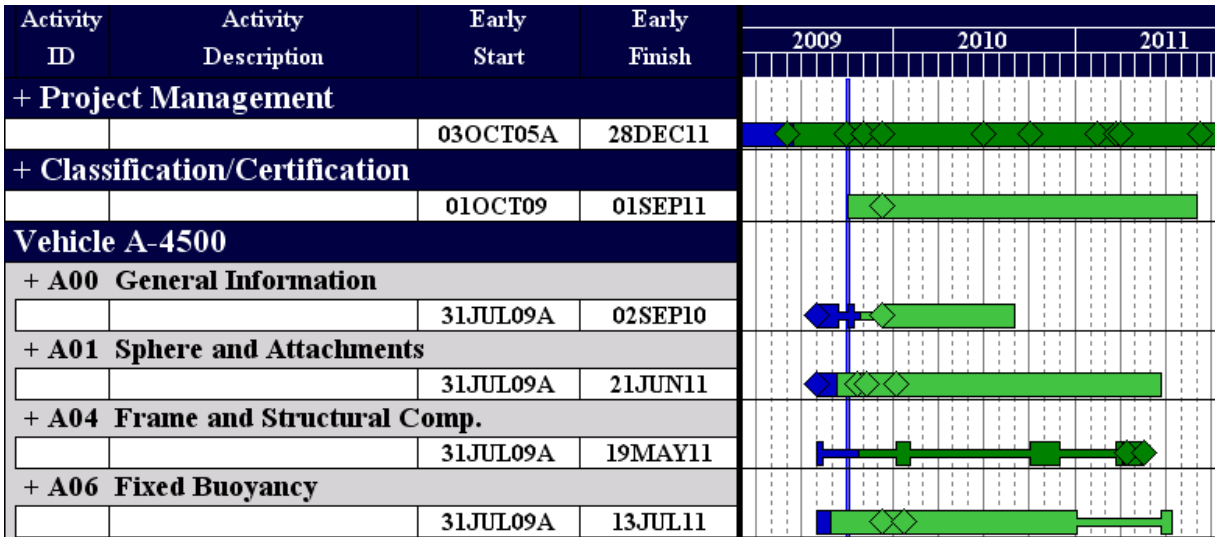


Figure 4. Summary Schedule by WBS

3.1.2.2 Detailed Schedule

As part of the interactive planning sessions, network logic diagrams were prepared for each work package. All activities lead to a major milestone such as the preliminary design report, final design report, purchasing required materials, and preparation for the vehicle construction. Detailed activities for vehicle construction are defined and scheduled so that opportunities to fast track individual components can be identified and managed. Non-procurement activities have durations of 20 work days or less so that earned value is measurable within a reporting month. Most activities are between 10-20 days in duration. Procurement and fabrication activities are the exception with durations of up to 6 months. The detailed schedule is shown in Appendix A.

3.1.2.3 Critical Path Method Activities

The critical path for the baseline schedule (Figure 5) goes through construction of the new personnel sphere, which was identified as a long lead item, and construction is well underway. SwRI has begun manufacturing and expects to deliver a completed sphere on March 23, 2011. As a result, construction is scheduled to begin on April 1, 2011.

A secondary near critical path goes through the preliminary design, procurement and manufacturing of the syntactic foam. The manufacturing, shaping and glassing process for the syntactic foam is expected to take 9 months at a minimum. This is based on vendor quotes, which were based on a preliminary specification provided to the vendors for prototyping

activities. The team would like to recommend that a special notice to proceed with the procurement of foam be issued upon review and acceptance of the preliminary design. Mitigating the manufacturing duration in this manner will require that final shaping and fitting of the foam be done during the final design and construction.

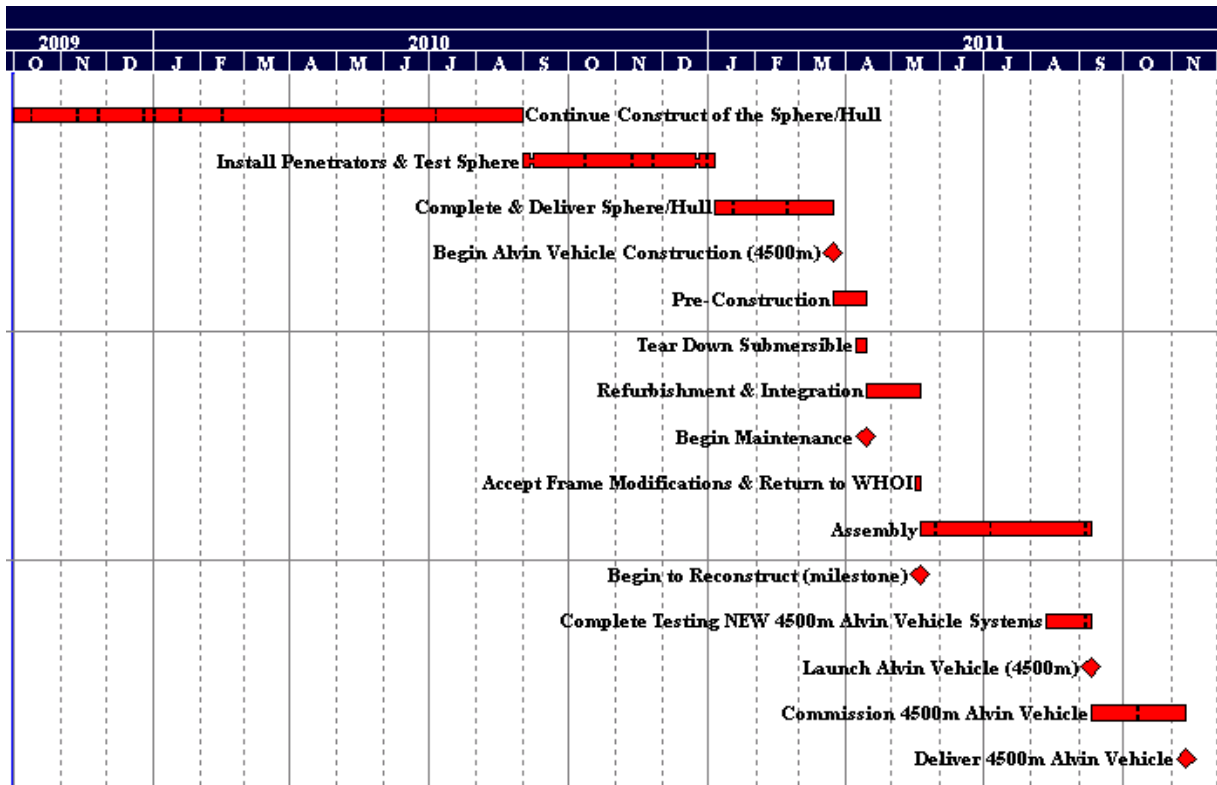


Figure 5. Critical Path Activities

3.1.3 Cost Estimate

A bottom up cost estimate was prepared from the scheduled activities. The estimates were broken into work packages (see Appendix B – cost estimating worksheet). Each sheet was prepared by the technical lead responsible for managing that work. Pricing was verified where possible with vendor quotes and or estimates. Our bottom up estimate identified pricing for several vehicle design options under consideration so that the price of each vehicle configuration could be evaluated against the vehicle’s technical requirements and scientific objectives. Appendix C provides the cost estimate for the preferred A-4500 HOV design.

The schedule and cost estimate were combined into a cost and resource loaded IMS, which was used to generate cash flow projections and staffing charts. All data were compiled in our P3 scheduling tool so that scope, schedule, cost and resources are fully integrated. All data

was imported into Oracle’s Primavera Risk Analysis in order to calculate contingency for each work package. A complete discussion on contingency can be found in the *A-4500 HOV Risk Management Plan*.

All cost data are collected at the work package level. The basis of estimate (BOE) for cost data includes a narrative to describe the work element, a list of activities with estimated man weeks of work, and pricing for various cost categories.

Estimator Confidence

Estimators noted assumptions based on their knowledge at the preliminary design phase. Items in the cost estimate are tagged with a confidence descriptor that characterizes the uncertainty associated with the estimate. The categories established for the project are shown in Table 1. Where possible, estimators solicited vendor pricing to refine initial estimates and/or validate pricing assumptions. Supporting documentation is provided in the cost book.

Table 1. Estimator confidence level categories

Confidence Level	Descriptor Code	Description
High	CP	Catalog prices for off-the-shelf items
	VQ	Vendor quotation based on finished drawings, followed by vendor quotes on preliminary drawings or specifications
	HD	Historical data from previous <i>Alvin</i> experience with similar components and efforts
Low	EE	Engineering estimates based on the estimator’s judgment and experience

Pricing Categories

Pricing categories include labor, travel, materials, equipment, subcontractors, expenses, and consulting. Labor rates are loaded for benefits/fringe, indirect, G&A and lab costs. Estimates were prepared using individual salary rates for each team member.

Escalation

The basis of estimate for each work package is based on current-2009 year dollars. Escalation is applied in the scheduling software once the budgets are time-phased in accordance with Table 2.

Table 2. Escalation Factors

Fiscal Year	2010	2011	2012
LABOR & Non-Labor			
%	4.0	4.0	4.0
Cum Effect	1.0400	1.0816	1.1249

Taxes

It is anticipated that all equipment purchased under this agreement will be purchased directly by WHOI acting as purchasing agent. The purchasing agent will take title to the equipment at the time of acquisition. Therefore, the estimator assumed the appropriate non-profit tax assessment applicable to the state where the purchase is made, with respect to the acquired equipment.

3.1.4 Staffing Plan

The staffing plan (Figure 6) indicates the number of dedicated team members needed to execute this project. The current staffing chart is time-phased and shows that several departments will be overloaded during the preliminary and final design phases of the project. However, many of the activities with float will be prioritized and staggered to level the resource requirements. Leveling priorities will be based on an activity's float so that critical activities are not delayed. The result is expected to be approximately 12-14 full time employees on average during the design phase. The procurement period requires approximately 5-7 full time people. During construction, the effort increases to approximately 15 people.

Durations were developed assuming that staff availability is half time. This assumption is intended to mitigate interruptions to work caused by unplanned calls to sea. The team members actively participate in various projects at WHOI and so interruptions are unavoidable. Resources will be required to work on this project as their activities are on or near the critical path.

Resources were loaded on an individual basis so that key resources could be managed appropriately. The team does not intend to track staffing hours or costs on an individual basis because maintenance at this level is significant and it provides no additional value to the EVMS calculations. Detailed staffing charts can be found in the Integrated Master Schedule document.

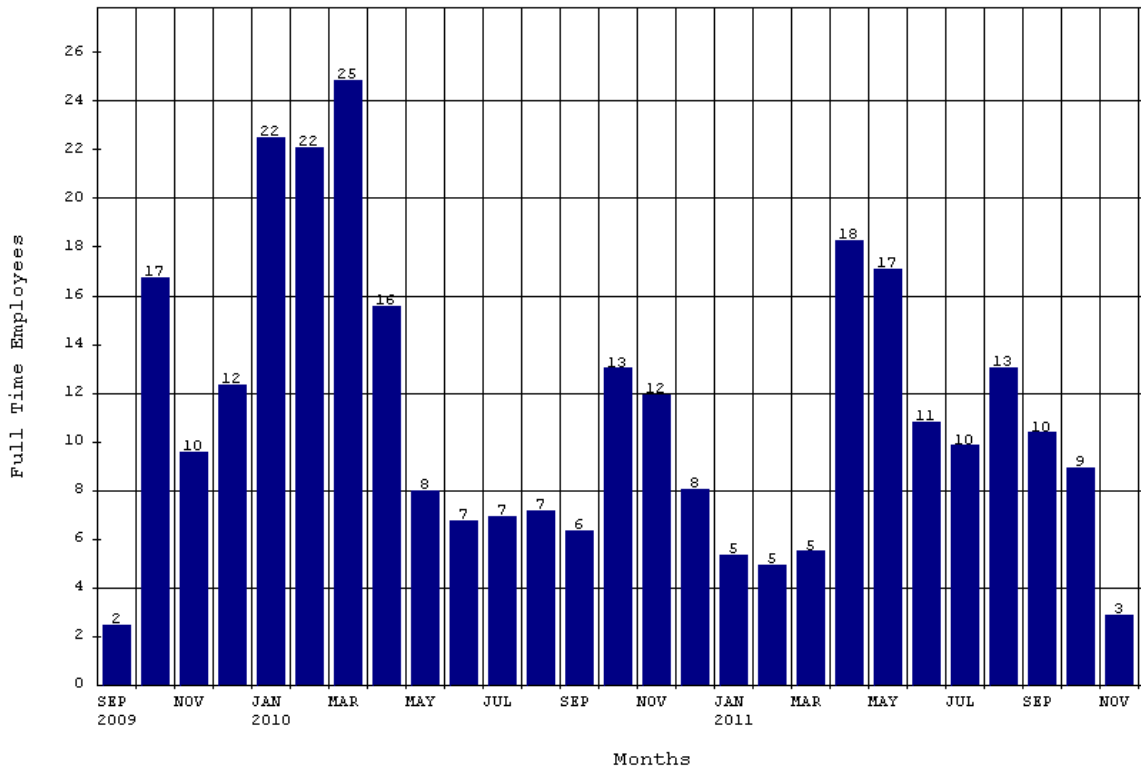


Figure 6. Staffing Plan

3.1.5 Earned Value Management

Once the preferred vehicle option was selected, the schedule was cost and resource loaded. This results in a scheduled value for each activity in the schedule. This allocation is the basis for earned value management. The scheduled values can be horizontally traced to the cost estimate by activity so that the pricing assumptions are not lost. The scheduled values can also be vertically traced or rolled up to the appropriate cost account so that actual costs can be compared to the earned value. In this manner, performance curves are updated monthly so that variances can be identified and corrective action taken.

3.1.5.1 Scheduled Values

Once the preferred vehicle design option was selected, the schedule was cost and resource loaded per activity. The value of each activity is the basis for earning value (Figure 7). The schedule is coded by project phase, WBS, work package, and departments so that the cost data can be evaluated in several different ways.

Activity ID	Activity Description	Scheduled Value
A06 Fixed Buoyancy		
7360	Determine Shape & Location of Foam Blocks	9,018.18
7370	Calculate Adjustable Fixed Ballast Weight	9,018.18
1190	Prepare Purchase & Test Spec: Syntactic Foam	6,692.04
7380	Prepare Prel Design Documents: Fixed Buoyancy	19,315.44
1220	Modify & Submit Foam Specification to ABS	21,092.04
1235	Respond to ABS Comments on Foam Spec	3,479.94
1280	Purchase/Manufacture/Shape Syntactic Foam	1,556,509.76
1290	Vendor Shape/Glass Syntactic Foam	1,556,509.76
1100	Final Design: Fixed Buoyancy Assemblies	25,741.44
1240	WHOI/ABS Resolve Issues with Foam Spec	12,858.84
1260	Procure Syntactic Foam Vendor	3,479.94
1270	Vendor Qualify Syntactic Foam	114,400.00

Figure 7. Sample of Scheduled Value of Activities

3.1.5.2 Performance Curves

The performance curve describes the planned value of work scheduled. The baseline time-phased budget anticipated for this project is shown in Figure 8. This chart will be updated monthly to show the earned value based on work completed and the actual cost of work performed. The schedule variance and cost variance will also be provided. However, the team will manage the project using the total float as the principal indicator of schedule variance and the cost variance at completion as the principal indicator of cost variance. Trend calculations will be prepared if the project thresholds are exceeded.

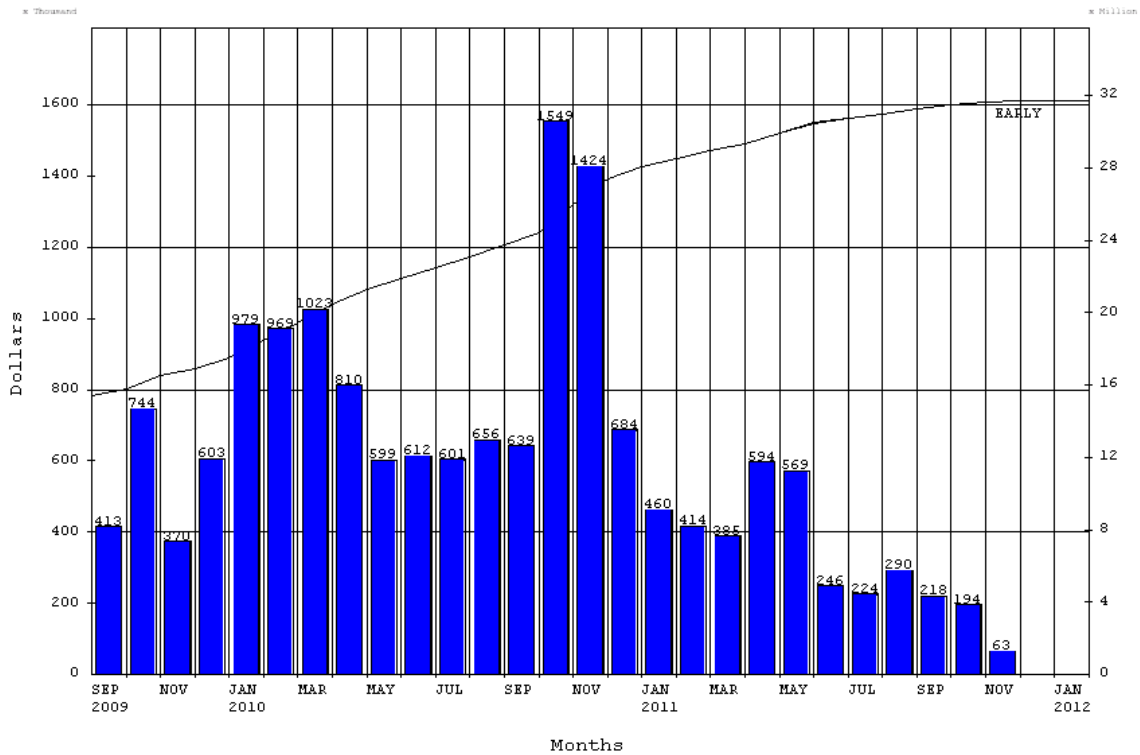


Figure 8. Baseline Time-Phased Budget

3.1.6 Risk Analysis Contingency

Contingency is based on a standardized risk analysis as described in the *A-4500 HOV Risk Management Plan (RMP)*. The technical lead is responsible for providing risk factors for each work package and assuring that valid contingency is assigned to each WBS work package.

For each work package, the technical leads evaluate technical, cost and schedule risk for the package or individual activities. Technical, cost and schedule risk factors are input fields within the Oracle's Primavera Risk Analysis software. The software allows risk percentages to be assigned by discipline, work package or individual activity. Standard descriptions and ranges have been defined for technical, cost and schedule risk parameters so that the team is working from a common point of reference. The standard parameters and definitions used for this project are identified in the RMP.

The process the team used to identify risks began with several workshops where each WBS element was reviewed for threats and opportunities. Once identified, the technical lead completed a risk form which addressed the statement of risk, probability, consequence, risk level, risk handling approach and plan. Cost and schedule impacts were identified. The data from the form were then entered into Oracle's Primavera Risk Analysis software where the contingency is calculated. The risk will be monitored

quarterly and managed. The overall project risks are captured in the Risk Summary and Handling Impact worksheet in the RMP.

3.2 Update Process

The update process begins with a monthly schedule update whereby progress is posted for each activity in the schedule. Actual costs and earned value are tallied for work completed and summarized at the control account level. A “bottom up” estimate to complete is then prepared for each control account and an estimate at completion is calculated. The estimate at completion is validated using earned value trend calculations.

3.2.1 Schedule Update

The schedule will be updated monthly. The control account manager will status the actual start and finish dates, percent complete and remaining duration for each activity in the schedule. New scope items will be added and tagged as such. The schedule will then be recalculated to determine the current project’s total float, which will be the principal indicator for measuring schedule impacts. A report showing these data alongside the baseline schedule will serve to identify schedule variance information.

3.2.2 Cost Accumulation

The accounting system collects, measures, and reports project costs in accordance with the charge numbers defined for the project. The charge numbers are reflective of the control account defined in the responsibility matrix. Actual costs are accumulated as direct and indirect costs.

WHOI’s financial system meets Generally Accepted Accounting Principles (GAAP) standards and financial processes are in place to meet Office of Management and Budget Circulars A-133 and A-122 guidance and be subject to annual audits. The systems are GAAP compliant and provide basic labor and expenditures tracking for the program. These systems provide the formal invoicing of the cost incurred by the project.

Procedures and processes are in place to ensure proper tracking of labor, sub-contract, material costs and other expenses by control account. Periodic financial status reports and invoices will be used to monitor and analyze progress. These costs are calculated and collected in accordance with the current WHOI accounting process.

3.2.3 Estimate to Complete

A bottom up estimated to complete will be prepared monthly. The cost estimating worksheets are updated to reflect work completed. The remaining work is the basis for the estimate to complete. Additional activities and costs are added if the scope and/or assumptions change. See Appendix B – Example Cost Estimating Worksheet.

A monthly cost control report will be published to the project team. The team will then analyze the cost variances and prepare a narrative explanation of the variance.

3.2.4 Earned Value Trend Analysis

Earned value trend calculations (Figure 9) will be used to validate the estimate at completion produced by the bottom up estimate. The team will use schedule variance (SV), schedule performance index (SPI), cost variance (CV) and the cost performance index (CPI). These indices can be used to produce a range of values to generate the optimistic, pessimistic and most likely outcome for the project's final costs.

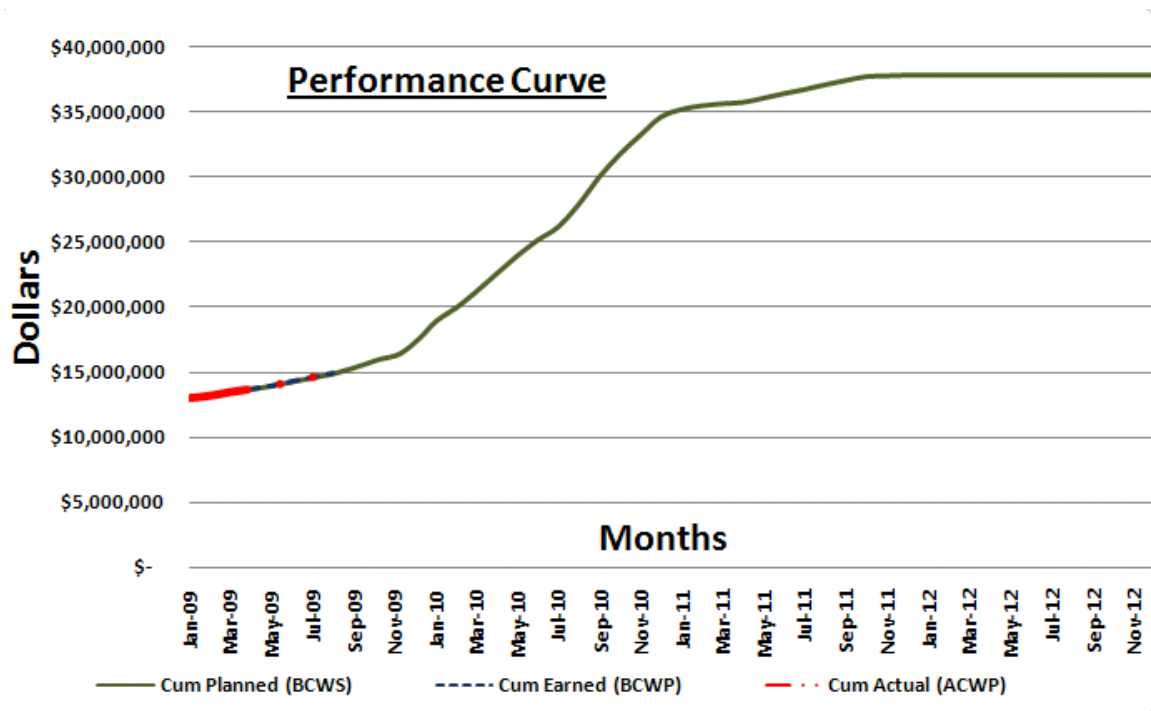


Figure 9. Performance Curve

3.3 Control Process

Upon completion of the update process, variances for scope, schedule, cost and resources will be identified. A draft progress report will serve as an agenda for a monthly meeting to discuss progress, review variances, problems and/or opportunities. Corrective actions will then be identified and carried into the weekly team meeting to ensure visibility. The respective control account managers will work with the Project Manager and Principal Investigator to resolve issues as they arise.

3.3.1 Variance Analysis

Once variances for scope, schedule, cost and resources have been identified, an in-depth assessment will be made for variances that exceed 10% or +/- \$25,000. The causes and potential corrective actions will be prepared by the control account manager (technical lead) in conjunction with the Project Manager. These potential corrective actions will be reviewed by the Change Control Board. Corrective actions that can be done internally will be directed as such. NSF and the RHOC will be notified as needed for those that require external direction. Changes will be addressed as described in the configuration management procedure in the A-4500 HOV *Configuration Management Plan (CMP)*.

3.3.2 Risk Assessment

Risk identification, assessment and management will continue through the project life cycle. Issues identified during the planning stage will be reviewed monthly and will either continue or be retired. Other risks and/or opportunities may be introduced during the execution phase. Continuous discussions of risk will be part of the monthly project review cycle.

3.3.3 Monthly Reporting

The monthly report will include an update on progress and risk, identification of problems/issues based on a complete variance analysis, and a discussion on corrective actions and changes.

3.4 Change Management

Change Management is required during the life-cycle of the program to maintain the integrity of the IMS and to ensure authorized changes are visible and fully coordinated. Our EVMS provides the checks and balances necessary to ensure IMS changes are timely, accurate and auditable. Estimates to Complete (ETC) are revised monthly

considering past performance and remaining work. Management reserve may be allocated to accommodate scope changes or variance mitigation actions. In some cases, work and associated scope budget may be transferred between Control Accounts.

Internal Changes

“Within scope” changes directed by a CAM or PM are considered “internal” if they can be accomplished within the limits of existing allocated budgets and Management Reserve (MR) without extending the project completion date. These adjustments are made to work within existing CAs. The CAM will process a Change Control Request (CCR) form documenting the revisions to be made to the IMS, and justification for the change. The change classes that require a CCR are documented in the *A-4500 HOV Configuration Management Plan (CMP)*). In general, all changes that impact MR, critical path will require completion of a CCR.

The process for reviewing, approving, implementing and documenting IMS changes are prescribed by the *A-4500 HOV Configuration Management Plan*. Appropriate entries of required transactions will be identified in the program log for Management Reserve (MR) and other CA adjustments to the budget. Changes to the performance measurement baseline (PMB) will follow the standard guidelines for planning identified in the EVMS and performed within the EVMS.

External Changes

If an Over the Baseline (OTB) situation develops where available contract budgets are insufficient to complete the remaining work, a formal reprogramming may be required to add funding or reduce scope. This is considered an external change” and formal customer approval is required as per the *Configuration Management Plan*.

Over Target Baseline

An Over Target baseline (OTB) is a condition in which the project budget and schedule in the existing PMB exceeds the program CBB. Here, the baseline that results from increasing budgets for remaining work, without a related increase in the contract value, causes the total allocated budget to exceed the target cost. The process of implementing an OTB is formal re-programming or re-baseline.

Formal Re-programming

Formal re-programming is implemented when an OTB situation occurs and requires prior approval from the funding agency/customer to proceed.

It is a formal declaration that the project is in an overrun condition and a redistribution of remaining work, considering the overrun to date, will need to be accomplished in order to complete the program. Special guidelines to follow when performing a re-program are required as performance measurement data and trend analysis data will most likely be lost or significantly affected.

Changes as a result of customer-driven events are also considered to be external and follow a process that begins with a contract modification and ends with the approved increase/or decrease reflected in the contract upper limit.

External changes must be incorporated in a timely fashion (generally within two full reporting periods). This type of change includes revisions to the project completion date, total project cost, and work scope affecting user goals and objectives.

Retroactive Changes

Retroactive changes to budgets, actual costs for completed work, or schedules are not permitted except for normal accounting adjustments or correction to errors. Retroactive changes to BCWP are not permitted without clear and objective substantiation of the basis for the change. This practice will only be permitted on a case-by-case basis when necessary to accurately reflect completed work. All accounting adjustments, reconciliations, or correction of errors will be made in the current reporting period.

3.5 Contingency Management

NSF will hold contingency funds. Contingency management will follow the detailed procedure described in Section 3.0 of the *A-4500 HOV Configuration Management Plan (CMP)*.

Appendix A – Detailed Schedule

Activity ID	Activity Description	Orig Dur	Early Start	Early Finish	Total Float	Budgeted Cost	2009												2010												2011											
							2009			2010						2011						2009			2010						2011											
							S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	E						
6500m HOV Project																																										
Total		1,584	03OCT05A	28DEC11	0	31,722,893.98																																				
Stage 1: A-4500 HOV																																										
Historical Information																																										
0000	Begin Project	0	03OCT05A			0.00																																				
0001	Historical 2005	63*	03OCT05A	30DEC05A		238,025.10																																				
0002	Historical 2006	256*	03JAN06A	29DEC06A		900,177.96																																				
0003	Historical 2007	257*	02JAN07A	31DEC07A		5,176,003.16																																				
0004	Historical 2008	258*	02JAN08A	31DEC08A		6,312,281.00																																				
0005	Historical 2009	103*	02JAN09A	30SEP09A		2,959,953.94																																				
Project Management																																										
General Oversight																																										
0107	Project Management during Preliminary Design	40*	01OCT09A	30NOV09	4	140,427.92																																				
0110	Project Management during Final Design	177*	01DEC09	12AUG10	4	670,238.72																																				
0160	Project Management during Procure & Fabrication	179*	13AUG10	02MAY11	4	693,407.26																																				
0190	Project Management during Construction	86	03MAY11	01SEP11	4	412,126.92																																				
0192	Project Management during Sea Trials	44	02SEP11	04NOV11	35	18,147.40																																				
Project Management Plans																																										
Meetings & Data Collection																																										
0105	Meet with National Science Foundation	1	16JUL09A	16JUL09A		0.00																																				
0230	Identify Science Requirements	1	17JUL09A	17JUL09A		0.00																																				
0280	Conduct Scoping Meeting	1	21JUL09A	21JUL09A		0.00																																				
Project Execution Plan																																										
0236	Project Management Draft Plans	33	17JUL09A	30SEP09A		0.00																																				
0430	Prepare Outline: Project Execution Plan	1	17JUL09A	17JUL09A		0.00																																				
0431	Prepare 1st Draft: Project Execution Plan	12	20JUL09A	31AUG09A		0.00																																				

Start Date 01SEP05
 Finish Date 28DEC11
 Data Date 01OCT09
 Run Date 06NOV09 01:31

 Early Bar
 Progress Bar
 Critical Activity

AL28 Sheet 1 of 19

Woods Hole Oceanographic Institution
6500m HOV Project
Figure 3.2 Detailed Activities



Activity ID	Activity Description	Orig Dur	Early Start	Early Finish	Total Float	Budgeted Cost	2009		2010					2011																				
							S	O	N	D	J	F	A	M	J	J	A	S	O	N	D	J	F	A	M	J	J	A	S	O	N	D	J	E
0590	External Review/Comment: Project Management Plan	2	16OCT09	19OCT09	33	0.00																												
Risk Management Plan																																		
0285	Prepare Risk Worksheets	3	03AUG09A	07AUG09A		0.00																												
0291	Prepare Outline: Risk Management Plan	1	05AUG09A	05AUG09A		0.00																												
0286	Prepare Risk Register	5	17AUG09A	21AUG09A		0.00																												
0492	Prepare 1st Draft: Risk Management Plan	10	21AUG09A	28AUG09A		0.00																												
0494	Internal Review/Comment: Risk Management	2	01SEP09A	15SEP09A		0.00																												
0495	EXTERNAL Review of Risk Mngt Plan & Register	2	15SEP09A	30SEP09A		0.00																												
0498	Prepare 2nd Draft: Risk Management Plan	10	01OCT09A	15OCT09	31	0.00																												
0501	Internal Review/Comment: Risk Management	2	16OCT09	19OCT09	31	0.00																												
0503	External Review/Comment: Risk Management Plan	2	20OCT09	21OCT09	31	0.00																												
Contingency Management Plan																																		
0500	Prepare Outline: Contingency Management Plan	3	03AUG09A	05AUG09A		0.00																												
0502	Prepare 1st Draft: Contingency Management Plan	10	06AUG09A	19AUG09A		0.00																												
0504	Internal Review/Comment: Contingency Management	2	20AUG09A	15SEP09A		0.00																												
0506	External Review/Comment: Contingency Management	2	16SEP09A	30SEP09A		0.00																												
0508	Prepare 2nd Draft: Contingency Management Plan	10	01OCT09A	15OCT09	31	0.00																												
0511	Internal Review/Comment: Contingency Management	2	16OCT09	19OCT09	31	0.00																												
0513	External Review/Comment: Contingency Management	2	20OCT09	21OCT09	31	0.00																												
Acquisition Plan																																		
0510	Prepare Outline: Acquisition Plan	1	20JUL09A	20JUL09A		0.00																												
0512	Prepare 1st Draft: Acquisition Plan	10	21JUL09A	31AUG09A		0.00																												
0514	Internal Review/Comment: Acquisition Plan	3	01SEP09A	15SEP09A		0.00																												
0516	External Review/Comment: Acquisition Plan	3	16SEP09A	30SEP09A		0.00																												
0518	Prepare 2nd Draft: Acquisition Plan	10	01OCT09A	15OCT09	22	0.00																												
0522	Internal Review/Comment: Acquisition Plan	10	16OCT09	29OCT09	22	0.00																												
0524	External Review/Comment: Acquisition Plan	3	30OCT09	03NOV09	22	0.00																												
Quality Control/Assurance Plan																																		
0520	Prepare Outline: QC/QA Plan	1	20JUL09A	20JUL09A		0.00																												
0535	Prepare 1st Draft: QC/QA Plan	10	21JUL09A	21AUG09A		0.00																												
0545	Internal Review/Comment: QC/QA Plan	3	24AUG09A	15SEP09A		0.00																												
0555	External Review/Comment: QC/QA Plan	3	16SEP09A	30SEP09A		0.00																												

Activity ID	Activity Description	Orig Dur	Early Start	Early Finish	Total Float	Budgeted Cost	2009												2010												2011																	
							S			O			N			D			J			F			M			J			J			A			S			O			N			D		
							1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12						
A04 Frame & Structural Components																																																
7340	Prepare Design & Calculations for Frame Mods	10	31JUL09A	06AUG09A		5,672.16																																										
7350	Prepare Prel Design Documents: Frame Mods	10	07AUG09A	13AUG09A		5,672.16																																										
0310	Final Design: Frame & Structural Components	20	07JAN10	04FEB10	2	11,457.72																																										
0320	Procure: Frame & Structural Componen	20	04OCT10	01NOV10	94	0.00																																										
0322	Fabricate: Frame & Structural Componen	18	02NOV10	29NOV10	94	137,874.96																																										
A06 Fixed Buoyancy Assemblies																																																
7360	Determine Shape & Location of Foam Blocks	40	31JUL09A	07OCT09	84	9,018.18																																										
7370	Calculate Adjustable Fixed Ballast Weight	10	31JUL09A	07OCT09	84	9,018.18																																										
1190	Prepare Purchase & Test Spec: Syntactic Foam	20	01OCT09	29OCT09	183	6,692.04																																										
7380	Prepare Prel Design Documents: Fixed Buoyancy	10	08OCT09	22OCT09	84	19,315.44																																										
1210	Obtain Navy Concurrence on Spec	5	30OCT09	05NOV09	183	0.00																																										
1220	Modify & Submit Foam Specification to ABS	10	06NOV09	20NOV09	183	21,092.04																																										
1230	ABS Review/Comment on Foam Spec	20	23NOV09	21DEC09	183	0.00																																										
1255	NSF Issue NTP for Foam Purchase	0	10DEC09		138	0.00																																										
1235	Respond to ABS Comments on Foam Spec	10	22DEC09	06JAN10	183	3,479.94																																										
1280	Purchase/Manufacture/Shape Syntactic Foam	233	04JAN10	06DEC10	138	1,556,509.76																																										
1290	Vendor Shape/Glass Syntactic Foam	241	04JAN10	16DEC10	138	1,556,509.76																																										
1100	Final Design: Fixed Buoyancy Assemblies	10	07JAN10	21JAN10	114	25,741.44																																										
1240	WHOI/ABS Resolve Issues with Foam Spec	10	07JAN10	21JAN10	183	12,858.84																																										
1250	ABS Approve Foam Spec	0		21JAN10	183	0.00																																										
1260	Procure Syntactic Foam Vendor	5	22JAN10	28JAN10	183	3,479.94																																										
1270	Vendor Qualify Syntactic Foam	20	29JAN10	26FEB10	183	114,400.00																																										
1310	Pressure Test All New Syntatic Foam	213	17FEB10	20DEC10	138	0.00																																										
1312	Fit New Syntactic Foam to Personnel Sphere Templ	136	17JUN10	03JAN11	138	0.00																																										
A08 Skins, Fairings and Sail																																																
7390	Determine Shape of Skins, Fairings & Sail	30	01OCT09A	09NOV09	2	15,703.56																																										
7660	Prepare Prel Design Documents: Skins/Fair./Sail	18	10NOV09	07DEC09	2	12,867.48																																										

Appendix B – Example Cost Estimating Worksheet

	B	C	D	E	F	G	H	I	J	K	L
1				Work						Technical	
2	Project: New Alvin: Design and Fab (83340908)			Package: A06 Fixed Buoyancy Assemblies (Option B)					Lead: Barrie B. Walden		
3	Description: This work package is for development of fixed buoyancy packages. Activities include density and availability determination, preparation of syntactic foam specification, vendor qualification tests, preliminary design, final design, vendor qualification, procurement, shaping, bonding and delivery of foam.										
4											
5											
6	Basis of Estimate			*assumes 1/2 time							
7	Activity ID	Project Phase	Description	Man Wks	Most Likely (Days)						Comments
8		FAB	Pressure Test Sample	3	30						
9	1190	FD	Prepare Purchase & Test Spec	2	20						spread over 2 months
10	1220	FD	Mod & Submit Foam Spec	4	40						includes respond to ABS and WHOI/ABS resolve Issues
11	7360	PD	Determine Shape and Location of F	4	40						
12	7370	PD	Calculate adjustable fixed ballast w	1	10						
13	7380	PD	Prepare Preliminary Design	1	10						
14	1100	FD	Prepare Final Design	2	20						
15	1260	FAB	Procure Syntactic Foam Vendor	1	10						
16	1270	FAB	Vendor Qualify Foam	0	55						2 1/2 months qualification testing
17	1280	FAB	Vendor Manufacture Foam	0	250						12 months delivery (380 ft3)
18	1290	FAB	Vendor Shape Foam	0	250						12 months delivery (380 ft3)
19		FAB	Vehicle Foam Production Test	5	50						
20											
21			Subtotal:	23							
22											
23	Object Code	Type of Estimate	Item	Man Wks	Qty	Unit	Unit Rate	Cost	Apply to ACTY ID	Pricing Assumptions	
24	labor	EE	Barrie B. Walden	5	180	HR					
25	labor	EE	Donald B. Peters	4	144	HR			7360,7370, 7380,1240		40 hrs per acty
26	labor	EE	Megan M. Carroll	6	216	HR			7380,1100		20 hrs - 80 hrs
27	labor	EE	Griner	8	288	HR					pressure testing effort
28					0	HR					
29			Subtotal Labor:	23	828			\$ 109,679			
30	Expenses: Meals, Travel Domestic/International, Equipment, Supplies, Stockroom Supplies, Outside Services, Consulting Services, Shipping & Postage, Subcontracts, Computer Software, Repair & Maintenance, Communication.										
31	supplies	VQ	Foam for 6500m - Forebody		200	ft3	\$ 8,156	\$ 1,631,220	1280		B
32	supplies	VQ	Foam for 6500m - Midbody		103	ft3	\$ 8,156	\$ 840,078	1280		B
33	supplies	VQ	Foam for 6500m - Tail Block		64	ft3	\$ 8,156	\$ 521,990	1280		B
34	supplies	EE	1st Article Qualification Testing		1	LS	\$ 100,000	\$ 100,000			A,B,D
35	supplies	EE	pressure tests		50	EA	\$ 200	\$ 10,000			A,B,D
36			Subtotal Expense:		418			\$ 3,103,288			
37											
38											
39								Total: \$ 3,212,967			
40	Notes: 35lb foam, manufactured and shaped. Assumes 1/2 purchased foam is wasted. Bonded & shaping is = 1.5x installed										

Appendix C – Cost Estimate for the Preferred A-4500 HOV Design

Project Number	Work Package		Project Management	Electrical	Mechanical	Imaging / Illumination	Command & Control	Construction	09/30/09 Actuals	Cost to Complete	Total
Historical Costs											
83340900		Contract Management	\$ 604,061						\$ 604,061		\$ 604,061
83340901		WHOI Management	\$ 747,183						\$ 747,183		\$ 747,183
83340902		WHOI Effort	\$ 309,786						\$ 309,786		\$ 309,786
83340903		RHOC Costs	\$ 27,804						\$ 27,804		\$ 27,804
83340905		Vehicle Preliminary Design	\$ 5,188,707						\$ 5,188,707		\$ 5,188,707
83340906		Main Battery Development	\$ 150,684						\$ 150,684		\$ 150,684
83340907		Syntactic Foam Certification	\$ 4,511						\$ 4,511		\$ 4,511
		Miscellaneous Actual Costs	\$ 39,062						\$ 39,062		\$ 39,062
Project Management											
		Project Management									
83340911	A99	Project Management	\$ 1,840,384						\$ 910,768	\$ 1,840,384	\$ 2,751,152
	A99	PM Plans	\$ 212,884						\$ -	\$ 212,884	\$ 212,884
83340940	A99	Preliminary Design Report	\$ 126,956						\$ 52,222	\$ 126,956	\$ 179,178
	A99	Final Design Report	\$ 126,956						\$ -	\$ 126,956	\$ 126,956
Certification/Classification											
83340945	A99	ABS Classification	\$ 607,120						\$ 41,705	\$ 607,120	\$ 648,825
Vehicle Fabrication											
83340913	A00	General Information/Sys Eng		\$ 177,886					\$ 172,846	\$ 177,886	\$ 350,732
83340904	A02	Sphere & Attachments			\$ 3,099,477				\$ 6,762,041	\$ 3,099,477	\$ 9,861,518
83340917	A02-03	Penetrators			\$ 315,954				\$ 25,655	\$ 315,954	\$ 341,609
83340916	A02-06,07	Internal Arrangement		\$ 116,425	\$ 251,350				\$ 152,909	\$ 367,776	\$ 520,685
83340918	A04	Frame & Structural Components			\$ 155,261				\$ 31,714	\$ 155,261	\$ 186,975
83340919	A06	Fixed Buoyancy Assemblies			\$ 3,212,967				\$ 32,847	\$ 3,212,967	\$ 3,245,814
83340920	A08	Skins, Fairings and Sail			\$ 154,142				\$ 446	\$ 154,142	\$ 154,588
83340921	A10	Main Battery Systems			\$ 33,161				\$ 157,630	\$ 33,161	\$ 190,791
83340922	A12-03	Power Bottle		\$ 151,774	\$ 68,253				\$ 27,564	\$ 220,027	\$ 247,591
83340923	A12-03	Data Bottle		\$ 108,932	\$ 86,810				\$ 343	\$ 195,742	\$ 196,085
83340924	A12-01	Junction Boxes		\$ 36,266	\$ 53,427				\$ 115	\$ 89,694	\$ 89,809
83340925	A14	Main Ballast System		\$ 2,225	\$ 116,848				\$ -	\$ 119,073	\$ 119,073
83340926	A16	Variable Ballast System		\$ 6,675					\$ 49,652	\$ 6,675	\$ 56,327
83340927	A18	Propulsion System		\$ 13,301					\$ 39,232	\$ 13,301	\$ 52,533
83340928	A20	Main Hydraulic System		\$ 16,512					\$ 18,382	\$ 16,512	\$ 34,894
83340929	A22	Mercury Trim System		\$ 2,225					\$ -	\$ 2,225	\$ 2,225
83340930	A24	Life Support & Habitability		\$ 288,736					\$ 2,286	\$ 288,736	\$ 291,022
83340931	A26	Compensation Systems			\$ 9,000				\$ -	\$ 9,000	\$ 9,000
83340932	A28	Service Releases		\$ 2,225	\$ 30,506				\$ -	\$ 32,731	\$ 32,731
83340933	A28	Emergency Releases		\$ 2,225	\$ 34,427				\$ -	\$ 36,652	\$ 36,652

Project Number	Work Package		Project Management	Electrical	Mechanical	Imaging / Illumination	Command & Control	Construction	09/30/09 Actuals	Cost to Complete	Total
83340934	A30	Manipulators		\$ 14,351					\$ 265	\$ 14,351	\$ 14,616
83340935	A32	Operational Equipment					\$ 79,180		\$ -	\$ 79,180	\$ 79,180
83340936	A34	Imaging & Illumination				\$ 1,629,324			\$ 20,425	\$ 1,629,324	\$ 1,649,749
83340937	A34	Science Interface Systems		\$ 74,151	\$ 117,052				\$ -	\$ 191,203	\$ 191,203
83340938	A36	Command & Control					\$ 598,004		\$ 15,597	\$ 598,004	\$ 613,601
Support Equipment											
83340939	A50	General Support							\$ -	\$ -	\$ -
83340939	A52	Launch and Recovery System			\$ 104,620				\$ -	\$ 104,620	\$ 104,620
Construction & Test											
Preconstruction & Disassembly											
83340960		Preconstruction						\$ 37,940	\$ -	\$ 37,940	\$ 37,940
83340960		Disassembly						\$ 89,532	\$ -	\$ 89,532	\$ 89,532
83340960		Integration						\$ 628,261	\$ -	\$ 628,261	\$ 628,261
Integration and Test											
83340970		Assembly						\$ 270,149	\$ -	\$ 270,149	\$ 270,149
83340970		Hangar Test & Ship Mob						\$ 87,532	\$ -	\$ 87,532	\$ 87,532
83340970		Dockside Test & Sea Trials						\$ 155,932	\$ -	\$ 155,932	\$ 155,932
83340970		Sea Trials - Shoreside Labor						\$ 113,121	\$ -	\$ 113,121	\$ 113,121
			\$ 9,986,097	\$ 1,013,909	\$ 7,843,256	\$ 1,629,324	\$ 677,184	\$ 1,382,467	\$ 15,586,441	\$ 15,460,439	\$ 31,046,880
Does not include escalation or contingency											