ANNEX F

PROJECT MANAGEMENT PLAN

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1 Introduction

1.1 General

This Project Management Plan (PMP) gives an outline of the project phases and key documents to be delivered from the Contractor to the Purchaser relevant to the "Fast Rescue Boat" framework agreement.

The Project Management Plan will be the contractual process specification between the Purchaser and the Purchaser and is included in the contractual baseline.

1.2 Document purpose

This document has the purpose of defining:

- The main processes between the Parties
- Work and responsibilities between the Parties
- Documents and services to be delivered by both the Purchaser and the Contractor
- Project Management
- Organization

Any change of personnel identified by name in this PMP, can be done by reciprocal information and will not constitute a change to the Contract.

2 Communication and Information Management

2.1 General

All communication shall be routed through the personnel appointed as points of contact by the Parties, according to Annex D.

2.2 Classified documentation

Should classified information and documents be required at a future date, they shall be processed and exchanged via approved security guidelines.

3 Meetings and Reports

3.1 General

This article describes meetings and reports to be carried out or delivered in connection with the accomplishment of the Contract.

The project management process includes the following:

- Progress review reports
- Progress review meetings
- Contractual meetings
- Technical meetings

3.2 Meetings

3.2.1 General

The following conditions are valid for all meetings;

- Agenda and Minutes of Meeting shall be prepared by the Party responsible for the meeting.
- The agenda shall be distributed at least 5 working days prior to the meeting.
- Action item list with due dates and minutes of meeting shall be signed by the participating parties in all meetings.

- The Minutes of Meeting shall be distributed latest within 5 working days after the meeting.

3.2.2 Progress Review Meetings (PRM)

The objective of a PRM is to report progress and discuss the contractual objectives for time, cost, risks, and deliverables. The PRM is also used to discuss any deviations from existing plans; identify preventive actions and corrective actions.

PRMs shall be held by the Contractor every 3. Month, and shall be held at the Contractor's facility. In front of all PRM's the Contractor shall prepare a PRM report according to Article 3.3.

3.2.3 Contractual meetings

Contractual meetings are meetings that can be called upon by both the Purchaser and the Contractor and shall cover any contractual issues that demands special attention.

3.2.4 Technical meetings

Technical meetings are meetings that can be called upon by both the Purchaser and the Contractor and shall cover any technical issues that demands special attention.

3.3 Progress review report

The project's progress review report is the Contractor responsibility and shall be delivered according to the Contract Data Requirement List (CDRL) shown in Annex C. The progress report shall give the Purchaser a status of the project and the Contractor shall therefore report on the following topics:

- An executive summary
- Project organization status
- Progress relative to the Master schedule
- Risk status
- Configuration status
- Quality status
- Change status
- Test status
- Delivery status
- Contractual topics for discussion
- Key events for the next period

The Progress review report is subject to the Purchaser commenting.

4 Master schedule

4.1 General

The projects planning system and the Master schedule which is made in MS Project, is one of the most important communication channels between the Parties, and presents the planned progress related to the project goal. In addition to be a visualization of the plan, the planning system and the Master schedule shall be a tool to measure, supervise and report progress in the project.

4.2 Updates of the Master schedule

The Master schedule shall in every Progress Review Report be updated to show actual progress in the project. This shall be done by using a Gantt plan with status line.

4.3 Activities

The projects Master Schedule including all main activities, is included in this Contract.

5 Risk Management

5.1 General

An internal Risk Management Plan shall be developed by the Contractor.

5.2 Risk evaluation

The projects risks shall be documented in a table format and shall be presented to the Purchaser, as a Risk Register. The register shall include the information listed in Table 1 below and shall be updated and presented as a part of the PRM-report.

Risk Description	A brief description of the nature of the perceived risk indicating whether it applies to performance cost or schedule, what may cause it, and how it may be identified (early identifiers etc.)
Risk Owner	The supplier(s) and subsystem(s) in which the risk occurs
Affected Subsystems	The supplier(s) and subsystem(s) which will be impacted if the risk occurs
Probability of Occurrence	An estimate of the probability that the risk will occur, if no action is taken.
Mitigation Action	How the risk will be eliminated

Table 1: Risk registers information

6 Design Reviews

6.1 General

Formal reviews conducted during the term of the Contract help to assure that the Deliveries will meet the Purchaser needs, objectives and requirements in a cost effective manner through early detection of inconsistencies and errors. Reviews are held as determined by scope and risk of the project.

This article describes the Design Reviews to be conducted under this Contract.

All design reviews are subject to the Purchaser approval.

6.2 Preliminary Design Review (PDR):

The PDR is conducted by the Contractor together with the Purchaser, and is a formal review to ensure that the system under review, can meet the stated architectural, functional and performance requirements within cost, schedule, and other system constraints. The Contractor normally performs Configuration Control of each agreed CI once PDR is completed. At this point, the Design-to Baseline is established, and the decision is taken to proceed to detailed design.

6.3 Critical Design Review (CDR):

The CDR is conducted by the Contractor together with the Purchaser. CDR is held to assess the system final design and to ensure that the documented system design meets the contractual obligations. A successfully conducted CDR approved by the Purchaser, implies that the system under review can proceed.

When CDR is completed, the as-designed baseline is established.

6.4 Design Review Process

The Contractor shall organize and accomplish the Design Reviews according to the following conditions:

- An invitation with an agenda shall be distributed 10 working days prior to the meeting at the latest.
- Documentation shall be distributed according to the Annex C.
- Prepare a Minute of Meeting (MoM) including Action item list with due dates for all actions. The MoM shall be signed by the Parties in the meeting.
- The Design Reviews will take place at the Contractor's premises and are scheduled as specified in the Master Schedule.
- The Contractor shall prepare a design review report for each review. The design review reports shall be forwarded to the Purchaser for approval.

6.5 Acceptance of Design reviews

The following conditions must be met in order for a design review to be approved by the Purchaser:

- The Purchaser approval of design review report.
- The Purchaser has approved the design review's corresponding data package

7 Verification and Acceptance

7.1 General

In order for the Contractor to prove that the Deliveries meet the Contractual requirements there shall be conducted tests according to an approved Testplan that shall be delivered for the Purchaser approval according to Annex C.

Under this Contract there shall be conducted one FAT for the Contractor delivery and in addition one SAT for the delivery of each FRB.

The Contractor will operate the FRB during all acceptance testing. All test results will be recorded in the test report and will be used to determine acceptance. The Contractor's Quality Manager or representative thereof will sign the test report following approval by the Purchaser.

7.2 FAT

FAT is a test of the technical functionality of the FRB.

The test is conducted at the Contractor's premises and may contain several individual tests. The tests may have different time slots.

The purpose of the test is to verify that the FRB or part of the FRBis developed and produced in accordance with the specifications. The test is to be conducted in accordance with the agreed test procedures.

7.3 SAT

SAT is a test of the dynamic functionality of the FRB.

The purpose of the test is to verify that the functionality established by FAT is still valid and compliant with the specified performance criteria and the functional specifications.

The test is to be conducted in accordance with the agreed test procedures. Process

The Contractor is responsible for conducting the FAT and SATs and afterwards prepare reports for each of the tests. The reports shall for each individual requirement given in the Contract describe the test result.

Before the FAT and each SAT test the Contractor is responsible to:

- Send an invitation with agenda to the Purchaser 10 working days prior to the activity
- The Contractor is responsible for developing a test procedure, which shall be forwarded to the Purchaser for approval according to Annex C.

The Test procedures shall be developed in such a way that it ensures that all the requirements given in Annex E in the Contract, is adequately tested and verified.

The Test reports shall document the test results and that all requirements are met by the Contractor.

In order for FAT or any SAT to be approved by the Purchaser the following conditions must be met:

- The FAT or SAT must have been performed according to the approved procedure.
- The FAT or SAT reports shall be forwarded to the Purchaser according to Annex C and be approved by the Purchaser.
- The formal acceptance of the FAT and SAT is given by the Purchaser upon approval of the report.

If a FAT or SAT reveals that the Contractor does not meet a requirement based upon the Acceptance criteria defined for the requirement, the test reports shall outline what the Contractor will do to meet the requirement. If the FAT or SAT tests are not conducted according to the approved procedures, the Purchaser is entitled to demand a new test.

After having received the FAT or SAT reports according to Annex C, the Purchaser will evaluate the results in the report and give response within three (3) weeks.

Tests will be considered to be successfully completed when the approved test procedures are completed without any priority one (1) or two (2) problems as defined in Appendix A. Priority three (3), four (4), and five (5) problems shall be corrected during the warranty period.

There shall only be conducted one FAT for the complete scope of this contract. For any SAT to be conducted, FAT must be approved.

8 Integrated Logistics Support

8.1 General

This article describes how the ILS requirements shall be solved for this Contract. The ILS Requirements are given in Annex C.

8.2 ILS plan

The Contractor will according to Annex C deliver for the Purchaser approval an ILS plan that shall detail the Contractor’s work concerning fulfillment of all ILS requirements given in the Contracts Annex C.

8.3 Warranty procedures

The Contractor will according to Annex C deliver for the Purchaser approval a Warranty handling procedure. This procedure will cover all aspects concerning warranty.

9 Configuration Management

9.1 General

Configuration Management (CM) ensures that the product's characteristics and interfaces are properly identified, documented, and verified; and that the deliveries produced against a given set of documentation are specified. These activities, and other relevant characteristics of the Contractor's Configuration Management System, are documented in a Configuration Management Plan (CMP).

The CMP shall be delivered to the Purchaser according to Annex C.

9.2 Configuration of documents

For configuration management under this Contract there is 4 categories of documents:

- The Contractual baseline
- CDRL documents
- ILS documents
- Security documents

10 Delivery of documentation

10.1 General

The Contractual Data Requirement List (CDRL) and the ILS documentation (ILS) in annex C are listing all the documents the Contractor is obligated to deliver to the Purchaser under the Contract.

The Contractor shall deliver all documents in an electronic format. In addition the Purchaser and the Contractor shall agree upon the need for paper copies to be delivered from the Contractor of each of the documents.

10.2 Documents for commenting

For documents identified that are for the Purchaser commenting (or information), the Contractor shall update the documents based upon those comments received from the Purchaser that the Contractor agrees to.

An updated document shall be forwarded to the Purchaser within twenty (20) working days.

If the Contractor does not agree to the Purchaser's arguments, the Parties shall seek to work out a solution that both Parties can agree to.

If the Contractor has not received any comments from the Purchaser within twenty (20) working days, this shall be understood as if there are no comments.

10.3 Documents for approval

For documents identified that are for the Purchaser approval, the Purchaser shall give an argumentation for why the document is not approved by the Purchaser if that is the case.

The Contractor shall update the documents based upon the Purchaser argumentation.

An updated document shall be forwarded to the Purchaser within twenty (20) working days.

If the Contractor has not received any comments from the Purchaser within twenty (20) working days, this shall be understood as if there are no comments.

APPENDIX A – CATEGORY AND PRIORITY CLASSIFICATIONS FOR PROBLEM REPORTING

1. Purpose

   This appendix contains requirements for a category and priority classification scheme to be applied to all problems detected in the deliverable or its documentation that has been placed under contractor configuration control. The requirements specified in this appendix are a mandatory part of this standard.

2. Classification by Category

   Problems detected during operation shall be classified by category as follows:

   a. **System problem**. The system does not operate according to supporting documentation and the documentation is correct.

   b. **Documentation problem**. The system does not operate according to supporting documentation but the system operation is correct.

   c. **Design problem**. The system operated according to supporting documentation but a design deficiency exists. The design deficiency may not always result in a directly observable operational symptom but possesses the potential for creating further problems.

3. Classification by Design

   Problems detected in the system or its documentation shall be classified by priority as follows:

   a. **Priority 1**. A system problem that does one of the following:

      - Prevents the accomplishment of an operational or mission essential capability specified by baselined requirements.
      - Prevents the operator's accomplishment of an operational or mission essential capability.
      - Jeopardizes personnel safety.

   b. **Priority 2**. A system problem that does one of the following:

      - Adversely affects the accomplishment of an operational or mission essential capability specified by baselined requirements so as to degrade performance and for which not alternative work-around solution is known.
      - Adversely affects the operator's accomplishment of an operational or mission essential capability specified by baselined requirements so as to degrade performance and for which no alternative work-around is known.

   c. **Priority 3**. A system problem that does one of the following:

      - Adversely affects the accomplishment of an operational or mission essential capability specified by baselined requirements so as to degrade performance and for which an alternative work-around solution is known.

- Adversely affects the operator's accomplishment of an operational or mission essential capability specified by baselined requirements so as to degrade performance and for which an alternative work-around solution is known.

d. **Priority** 4. A system problem that is an operator inconvenience or annoyance and which does not affect a required operational or mission essential capability.

e. **Priority 5**. All other errors.