Part 5A

Management Plans, Policies and Procedures

Proposal Reference: (reference number)

**Notes for the Use of this Template**

Material presented in this plain style is suggested content for a Full Proposal. This is intended to be an example of a response to the related Agency requirements, which the Tenderer needs to properly complement by activity-specific information. The suggested material may be adopted as is, or modified at the Tenderer’s discretion. It remains the responsibility of the Tenderer to ensure that all of the Agency’s requirements of the present Call for Proposals are properly addressed.

This style is used to identify information that must be modified and/or completed by the Tenderer for the proposed activity. This supplementary information should be presented in plain typeface (i.e. not red) in the final version of the Full Proposal.

This style is used for explanatory notes and guidance to help you to develop the Full Proposal content (e.g. to indicate a selection between mutually-exclusive options). This information should be removed from the final version of the Full Proposal.

Use of this Full Proposal Template is optional. However, the Agency recommends not to change the structure of this Part of the Full Proposal (i.e. the table of contents should remain as indicated in this Full Proposal Template).

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# Applicable Management Plans, Policies and Procedures

The Tenderer’s standard management plan is provided in document reference, a copy of which is attached to this Part of proposal. This describes the management control organisation and the processes and procedures for exercising control of the project.

or

The project management plan is described in the following paragraphs.

The management control organisation is …….

The procedures to be applied to exercise control over the project are …….

The procedures to be applied to exercise control over the Subcontractor(s) are …….

Internal review processes are …….

The escalation process for internal issues is …….

The escalation process for risk management is …….

The escalation process for cost management is …….

The escalation process for schedule management is …….

The procedures to be applied for progress reporting are …….

The procedures to be applied for configuration management are …….

# Document Configuration Management

A document configuration and management control scheme will be created before the first review meeting and maintained for consultation by the Agency.

A list will be created and maintained of all documents produced in connection with the contract. This document list will include a distribution list and, for each document, will indicate the document title, the name of the file, the document reference, the type of document, the date of issue, the revision number and the confidentiality level.

Each deliverable document will include a title page reporting the project name, the contract number, the title of the document, a reference identifier, the author(s) and related organisation(s), the date of issue and the revision number.

All deliverable documents will include a record of the document history, indicating in short for each document revision the corresponding date and the reason(s) for the revision.

The Agency will be notified of changes to documents subject to change control.

# Communications and Reporting

## Monthly Progress Reports

A concise monthly progress report will be provided to the Agency within the first five working days of each month.

## Minutes of Meetings

Formal written minutes of meetings attended by the Agency will be agreed and, as far as possible, be signed by representatives of both parties and made available to the Agency at the end of the meeting. If this is not possible the signed minutes will be provided to the Agency no later than five working days from the date of the meeting. The minutes will, as a minimum, record all agreements made and actions accepted during the meeting.

The action item list will be included in the minutes and will be updated in accordance with the meeting outcome.

Each action item will be assigned a unique identifier in the format X.Y, where X is the meeting number in which it originated and Y is the action number, starting from 1 at each meeting.

## Project Web Page

A first version of the project web page will be produced as part of the deliverable documentation package for the first milestone using the latest template specified by the Agency.

The project web page will be updated periodically during the development so that the project and its current status are properly portrayed.

For each milestone review as a minimum, the current status paragraph of the project web page and, if appropriate, other web page content, will be updated and communicated to the Agency.

The final version of the project web page will be provided to the Agency together with the final version of the Final Report. It will include a paragraph summarising the most significant achievements of the project.

# Electronic Documentation Management and Delivery

All documentation will be delivered in electronic form, in MS Word® or PDF format, with all pictures and tables embedded in the document. The documentation will be able to be printed and will allow the insertion of comments.

All deliverable documents will be delivered using the Agency’s web-based project planning and collaboration tool. Documents will be delivered at least 10 working days prior to the associated review in one self-contained data package.

The name of the person to be appointed as the administrator of the account for the web‑based project planning and collaboration tool will be provided to the Agency no later than the kick-off meeting and will be formalised in the minutes of that meeting.

# Product Assurance Plan

The product assurance plan is attached to this proposal/detailed below. We consider it to be in line with our customer’s quality requirements and commensurate with the current maturity of the product development.

provide details of the product assurance plan below if it is not attached as a separate document

……

# ScyLight Technology Demonstration Phase

include this section only if the Full Proposal includes a ScyLight Technology Demonstration Phase

## Non-Conformance Reviews

The Agency will be invited, whenever possible, to non-conformance reviews related to the flight product that involve the customer and may adversely impact their requirements.

If a failure occurs during the testing of a flight item under development, the Agency’s Technical Officer will be informed within two working days in order to agree on the corrective action to be taken.

## Interface with the Project Team Responsible for the Spacecraft Development

Our project team responsible for the proposed ScyLight Demonstration Phase activity will interface with the project team responsible for developing the spacecraft as follows: …….

## Interface with the Beneficial Owner of the Flight Items

Our project team responsible for the proposed ScyLight Demonstration Phase activity will interface with the beneficial owner the flight item as follows: …….

## Interface with the Entity Responsible for In-Orbit Operation of the Flight Items

Our project team responsible for the proposed ScyLight Demonstration Phase activity will interface with the entity responsible for operating the flight items in orbit as follows: …….