

## **ARTES ScyLight Full Proposal**

### **Requirements for the Content of the Management Proposal**

#### **Part 5B**

#### ***Work Definition, Organisation and Schedule***

#### **Statement of Applicability and Proposal Submission Requirements**

<b>Applicable Segment(s)</b>	
<b>Space</b>	<b>Ground</b>
yes <sup>1</sup>	yes

<b>Applicable Development Phase(s)</b>			
<b>Definition</b>	<b>Technology</b>	<b>ScyLight Demonstration</b>	<b>Product</b>
yes	yes	yes <sup>1</sup>	yes

1. Requirements specific to the ScyLight Demonstration Phase are stated in section 5.

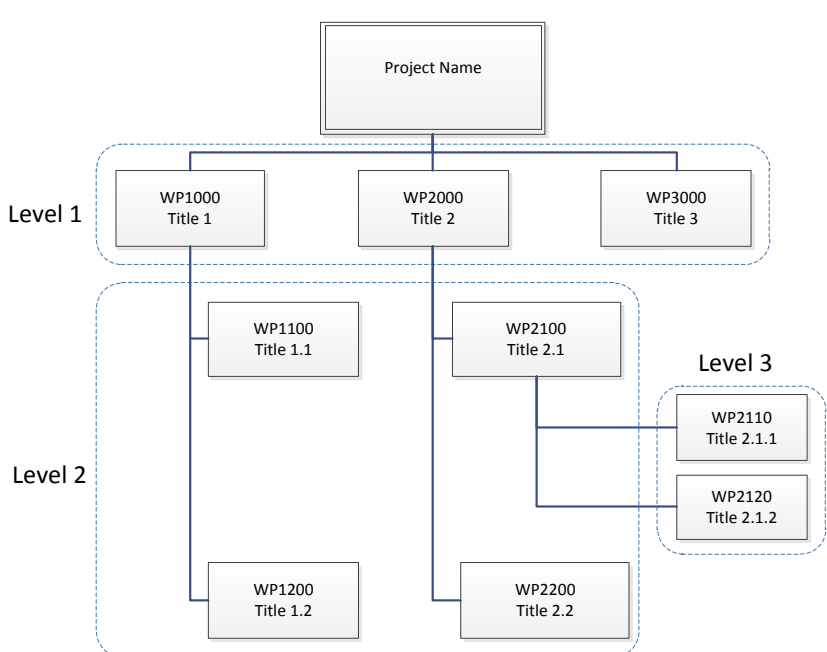
<b>Proposal Submission Requirements</b>
A separate and self-contained Part 5B of the Management Proposal shall be included for each Development Phase for which support is being requested under the ARTES ScyLight Call for Proposals.

#### **Notes on the Content of this Document**

- i* *This style is used for explanatory notes and guidance to help you to develop the Full Proposal content.*
- 1** **This numbered style in bold font identifies the main sections to be completed in this Part of the Proposal.**
- 1.2 This numbered style identifies requirements for the Full Proposal content for each of the main sections of this Part of the Proposal.

## Contents

1	Work Breakdown Structure (WBS).....	3
2	Work Package Descriptions.....	3
3	Project Schedule.....	4
4	Prior Work.....	4
5	Specific Requirements for the ScyLight Demonstration Phase .....	4

<b>Requirements for the Management Proposal: Work Definition, Organisation and Schedule</b>	
<b>1</b>	<p><b>Work Breakdown Structure (WBS)</b></p> <p>ⓘ <i>The Agency reserves the right to have the work broken down into phases subsequent to Proposal submission. The Tenderer may propose a phased approach if it considers this to be more suitable, due to risks coming from internal or external factors.</i></p>
1.1	<p>The Tenderer shall submit a Work Breakdown Structure (WBS) on at least two levels, which shall cover the entire scope of the proposed work. Depending on the size and complexity of the proposed activity, a breakdown to more levels may be necessary.</p> <p>ⓘ <i>For guidance concerning the need to break down the work to more levels, the value of a work package should be no more than €200,000 or 15% of the total cost of the proposed Development Phase (lowest value applies).</i></p>
ⓘ	<p><i>The following diagram is an example of a typical WBS.</i></p> <div style="text-align: center;">  <pre> graph TD     PN[Project Name] --&gt; WP1000[WP1000 Title 1]     PN --&gt; WP2000[WP2000 Title 2]     PN --&gt; WP3000[WP3000 Title 3]     WP1000 --&gt; WP1100[WP1100 Title 1.1]     WP1000 --&gt; WP1200[WP1200 Title 1.2]     WP2000 --&gt; WP2100[WP2100 Title 2.1]     WP2000 --&gt; WP2200[WP2200 Title 2.2]     WP2100 --&gt; WP2110[WP2110 Title 2.1.1]     WP2100 --&gt; WP2120[WP2120 Title 2.1.2]             </pre> </div>
1.2	<p>The work shall be structured so that the commencement and completion of work packages are linked to the milestone review meetings.</p>
<b>2</b>	<p><b>Work Package Descriptions</b></p>
2.1	<p>Each work package at the lowest level of the WBS shall be described in a Work Package Description form (PSS-A20).</p> <p>ⓘ <i>The latest version of form PSS-A20 is available on EMITS (<a href="http://emits.sso.esa.int/">http://emits.sso.esa.int/</a>) under "Reference Documentation" ... "Administrative Documents".</i></p>

<b>Requirements for the Management Proposal: Work Definition, Organisation and Schedule</b>	
2.2	<p>Work package descriptions shall comply with the following requirements:</p> <ul style="list-style-type: none"> <li>a) There shall be a single work package manager for each work package.</li> <li>b) Work packages shall start and end on milestone events and not span the entire duration of the activity. An exception may be made for the project management work package and any closely associated management function (e.g. Configuration Management, Contract Management, Financial Control).</li> <li>c) Inputs expected from other work packages shall be clearly indicated (i.e. reference shall be made to the contributing work packages).</li> <li>d) Task descriptions shall describe the work to be performed in sufficient detail for the Agency to be able to judge the value for money (scope of the proposed work versus the associated man-hours).</li> <li>e) Each task shall be associated with a corresponding work package output.</li> <li>f) Each work package shall have as an output one or more items that are deliverable to the Agency.</li> <li>g) All deliverable hardware, software and documentation shall be traceable to the identified work packages, and preferably they should contain the references mentioned in the DIL.</li> </ul>
<b>3 Project Schedule</b>	
3.1	<p>The Tenderer shall submit its planning in the form of a bar chart.</p> <p><i>Bar charts embedded in the Proposal document should have sufficient resolution, both on screen and in print, for all elements of the bar chart to be easily read. Alternatively, the bar chart may be provided as a separate document and referenced in the Proposal.</i></p>
3.2	<p>In establishing its planning, the Tenderer shall take account of the need of the Agency to review and/or approve intermediate deliverables and shall allow at least 10 working days for the Agency to do this.</p>
3.3	<p>All milestone review meetings and lowest-level work packages shall explicitly be indicated on the bar chart.</p>
<b>4 Prior Work</b>	
i	<p><i>Prior Work may not be proposed for Definition Phase activities.</i></p>
i	<p><i>Conditions to be met for Prior Work are listed in Part 6 of the Requirements for the Content of the Financial Proposal.</i></p>
4.1	<p>If Prior Work is proposed it shall be presented separately with its own work packages, description of the work performed and identification of the complete outputs.</p>
<b>5 Specific Requirements for the ScyLight Demonstration Phase</b>	
i	<p><i>The requirements stated in this section only apply if the Proposal includes a ScyLight Demonstration Phase.</i></p>
i	<p><i>Typical work packages to define activities performed by the spacecraft manufacturer are identified below. If there are other activities performed by the spacecraft manufacturer, separate work packages should be defined for them.</i></p>
5.1	<p>At least one dedicated work package for the ScyLight Demonstration Phase shall address the period of time from the delivery of the flight hardware (completion of the Demonstrator Acceptance Review) to the launch of the host spacecraft.</p>
5.2	<p>At least one dedicated work package for the ScyLight Demonstration Phase shall address the period of time from the launch of the host spacecraft and to the commissioning of the flight hardware.</p>

<b>Requirements for the Management Proposal: <i>Work Definition, Organisation and Schedule</i></b>	
5.3	At least one dedicated work package for the ScyLight Demonstration Phase shall address the period of time from completion of the commissioning of the flight hardware to the review of the ScyLight Demonstration results.
5.4	A dedicated work package shall be provided for each of the following elements of the ScyLight Demonstration Phase (if the Tenderer is requesting support for these elements): a) Studies related to the accommodation of the in-orbit demonstrator on the spacecraft. b) Accommodation of the in-orbit demonstrator on the spacecraft, including assembly, integration and test.
5.5	Dedicated work package(s) shall be provided for any other work being performed by the spacecraft manufacturer.
5.6	A dedicated work package shall be provided for each of the following elements (if the Tenderer is requesting support for these elements): a) The launch campaign (testing and early operations phase specific to the in-orbit demonstrator, for verification of function and performance, or monitoring). b) In-orbit test and verification of the performance and function of the demonstrator.
5.7	When presenting the project schedule for the ScyLight Demonstration Phase, the Tenderer shall clearly indicate how its project plan relates to the procurement plan for the host spacecraft (e.g. alignment of key milestones and decision points).
5.8	The project schedule for the ScyLight Demonstration Phase shall include a period (nominally one year) starting immediately after the in-orbit commissioning of the flight hardware, during which time in-orbit performance data shall be gathered for the demonstrator.
5.9	After completion of the in-orbit ScyLight Demonstration data gathering, the data shall be analysed and presented at a dedicated review meeting.