

ATTACHMENT 1

STATEMENT OF WORK

1.0 SCOPE:

This section includes a statement of what the project covers. This should include the technology area to be investigated, the objectives/goals, and an overview of the work that will be accomplished by the project to accomplish the objectives and goals.

2.0 DETAILED DESCRIPTION OF TASKS:

Describe the project tasks in detail. The tasks, which represent the work to be performed under the task order, will be considered binding upon task order award. Thus, they should be developed in an orderly progression and in enough detail to establish the feasibility of accomplishing the overall project objectives and goals. The work effort should be segregated into major tasks and identified in separately numbered paragraphs, as in the example below. Any cost-shared work is to be included in the "Description of Tasks." Subtasks may be included in this description at the Offeror's discretion.

2.1 Task 1

2.1.1 Subtask

2.1.2 Subtask

2.2 Task 2

2.2.1 Subtask

2.2.2 Subtask

3.0 TECHNICAL/DESIGN REVIEWS:

Identify intended quarterly reviews, the intended attendees, where the reviews will be conducted, and at what point in the project (without specifying dates).

4.0 DELIVERABLES:

Results of the technical effort are contractually binding and shall be identified herein. Proposers are advised to read the [Base Task Order Agreement](#) carefully. Any and all hardware/software to be provided to NSRP as a result of this program shall be identified. A Project Management Plan shall be included as a deliverable. If appropriate, a Software Development Plan shall also be included as a deliverable. Deliverables should be submitted in PDF or MS Office (98 or later) format. (A Technology Transfer & Implementation Plan will be required for submission at the same time as the Statement of Work and Cost Proposal). Include this statement in the Deliverables section: "As part of the Final Report, Return on Investment (ROI) results will be detailed, to include addressing ROI differences between initial estimates and final results. If applicable, the Final Report will also include a comparison between the beginning Technology Readiness Level (TRL) of the process or technology, the projected TRL at project completion, and the realized TRL at project completion."

- a. Phase Go/No go criteria: If there are multiple phases to the project, there needs to be a phase Go/No go deliverable included prior to start of next phase. Project phases can be no more than 12 months in length. For the Phase Go/No go decisions, include the criteria for that decision in this section. Phase Go/No go criteria must be specific and able to be verified by others outside of the project team (and especially by the Program Technical Representative). For example, criteria can include completion of certain tests or other project activities, or achieving certain measured parameters with the project's prototype system. (An updated Technology Transfer and Implementation Plan (TTIP) is also required for the Phase Go/No Go determination—See the [Technology Transfer and Implementation Guide \(TTIG\)](#), which is available on the NSRP website.)

5.0 REPORTING REQUIREMENTS:

Include within the quarterly reports for the project an update of the Quad Chart that is located [here](#). This Quad Chart will need to be updated quarterly.

6.0 METRICS/BENEFIT REALIZATION:

Indicate the performance improvement metrics that will be developed for the project, using the format in the table below. This presentation should correspond to the metrics information in the Summary Proposal. Except where clearly not practicable, performance improvement metrics shall be developed and tracked for all projects, to compare the "as-is" practice to that which is anticipated as project results are implemented. Actual benefits realized for the indicated metrics will be included in project reports. Include this sentence before the table: "Metrics will be reported in accordance with the intervals specified in the metrics table and procedures to be established by the Program Administrator."

Metric	"As-Is" Baseline	Project Goal	Delta	% Change (+/-)	Tracking & Reporting Plan
Ship repair cycle time	120 Days	85 Days	35 Days	-29%	Select a similar ship availability as baseline; document cycle time at the end of the job
Transaction cost for _____	\$700	\$125	\$575	-82%	Report quarterly as process improvements are implemented
Parts in inventory	20,000	12,000	8,000	-40%	Set a monthly part reduction goal and assess each month; report quarterly the reduction and any changes to the plan to reach project goal
Technology Readiness Level	4 – Component/breadboard validation in laboratory environment	7 – Prototype validation in operational environment			Demonstrate prototype of technology in shipyard production environment