



BARDA Industry Day Boston

Business Tool Kit

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Contractor - BRTRC

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Business Tool Kit Initiative



Available at

<http://www.phe.gov/about/amcg/toolkit/Pages/default.aspx>

ASPR: Resilient People. Healthy Communities. A Nation Prepared.



Series of Step by Step Documents for the Development of a Project Development Plan



- Explanation of Examples and Uses
 - Narrative that walks you through each document and how they are linked
- Work Breakdown Structure
 - Aligned to BARDA Reporting Requirements
- Integrated Management Schedule (IMS) (“Gantt Chart”)
 - Example includes cross references between documents
- Contract Milestone Chart
 - Used as metrics for progress determination during reviews
- Sample Project Management Plan
- Sample Sub-Contractor Management Plan
- Risk Management Plan
 - Illustrates impact on project if risks are realized
 - Aligns to WBS and IMS



- Sample Project Management Plan
 - Generic Example, includes elements and topics for consideration
- Sample Sub-Contractor Management Plan
 - Generic Example, includes elements and topics for consideration
- Risk Management Plan
 - Generic Example of Management and Oversight Process, includes elements and topics for consideration
 - Example of a 5 by 5 Risk Assessment Matrix with Definitions
 - Risk Registry
 - Illustrates impact on project if risks are realized
 - Aligns to WBS and IMS



Additional Technical Proposal Elements



- Statement of Work
 - Aligns to Product Development Plan
 - Cross Reference to WBS
- Supporting Research References
 - Prior study results
 - Supporting publications
- Key Personnel Information
 - CVs and Resumes of Key Personnel
 - Hiring Plan



Cost Proposal



- <http://www.phe.gov/about/amcg/Pages/gettingstarted.aspx>
- Funding is allocated to specific uses based on the proposal, individual breakouts
 - Labor
 - Subcontractors
 - Consultants
 - Materials
 - ODCs
 - Travel
 - Equipment
- Funding is allocated to specific periods of performance



Consider...



- Developing your SOW and Cost Proposals based on Work Packages
- Benefits
 - Expedites Proposal Review
 - Changes to the Development Plan during Negotiations
 - Changes to the Development Plan during Execution
 - EVMS Implementation
 - Tracking True Costs



Questions

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Exercise

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