BARDA Industry Day Boston

Business Tool Kit

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Business Tool Kit Initiative

Available at
http://www.phe.gov/about/amcg/toolkit/Pages/default.aspx

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](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
  — Expedited Proposal Review
  — Changes to the Development Plan during Negotiations
  — Changes to the Development Plan during Execution
  — EVMS Implementation
  — Tracking True Costs
Questions
Exercise