



Project Management for Government and Civil Contracts

Agenda

- ▶ Purpose of brief
- ▶ PMBOK Definitions
- ▶ Project Management 101
- ▶ Key audit areas for Project Management
- ▶ Summary
- ▶ Questions

Purpose of Brief

- ▶ Provide a general understanding of Project Management processes and purpose
- ▶ Provide insight of Project Management and potential records to retain for objective evidence for audit

PMBOK Definitions

- ▶ **Project Management Body of knowledge (PMBOK):** A term that describes the knowledge within the profession of project management.
- ▶ **Project Management:** The application of knowledge, skills, tools and techniques to project activities to meet the project requirements.
- ▶ **Project Manager:** The person assigned by the performing organization to lead the team that is responsible for achieving the project objectives.
- ▶ **Project Management Team:** The members of the project team who are directly involved in project management activities.
- ▶ **Project Team:** A set of individuals performing the work of the project to achieve its objectives.

Project Management 101

Initiate

- Discover, Scope, Identify Stakeholders
- Expectation Management

Plan

- Desired Outcome clearly defined
- Who, What, When Where, How
- Financing

Execute

- Schedule, Document, and Follow through
- Installation and connection

Monitor & Control

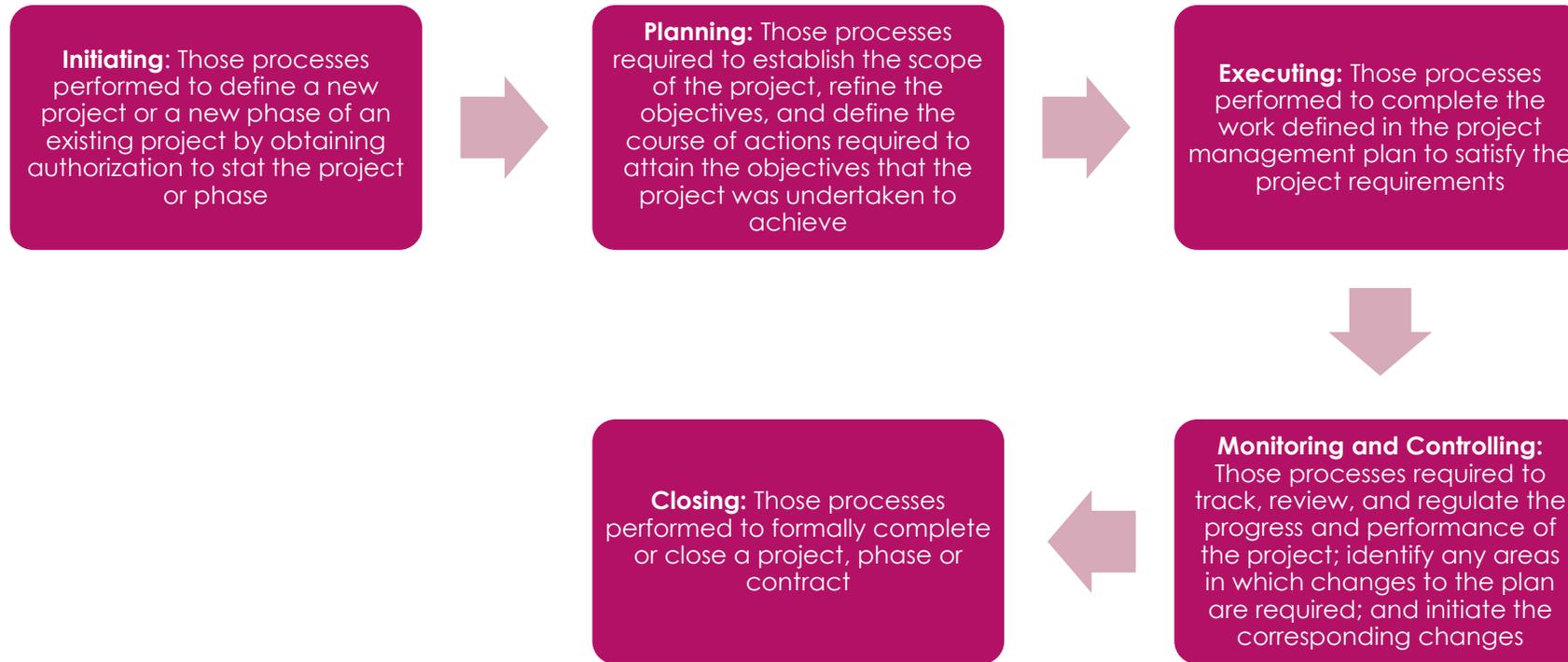
- Scope attained
- QA workflow, performance lessons learned

Close

- QA document Check
- Lessons Learn



Process Groups



Key Audit areas for Project Management

8.1 Operational Planning and Control

Government Contract

- ▶ FedBiz OPS via <https://sam.gov/content/opportunities>
 - Government Sources Sought
 - Government Request for Information (RFI)
 - Government RFQ
 - Requirements Documents

Civil/Commercial Contracts

RFP, RFI's typically located on company website or through company portal.

8.1.1 Operational Risk Management

Government Contract

Requirements are typically documented within SOW/PWS

- ▶ Risk Cube governed by Department of Defense Risk, Issues and Opportunity Guide
 - <https://d.docs.live.net/40295cf89083f10b/Documents/ATC%20Services%20LLC%2083-3961464/Training/Project%20Management/DoD-Risk-Issue-and-Opportunity-Management-Guide-Jan-2017.pdf>

Civil/Commercial Contracts

Requirements typically documented within awarded contract.

- ▶ Risk Management Plan

8.2.1 Customer Communication

Government Contract

- ▶ Documented within SOW/PWS
- ▶ Meetings and associated minutes
- ▶ Presentations

Civil/Commercial Contracts

- ▶ Documented within SOW/PWS
- ▶ Meeting and associated minutes
- ▶ Presentations

8.2.2 Determining the Requirements for Products and Services

Government Contract

- ▶ RFQ, RFI
- ▶ Proposal
- ▶ CDRLS
<https://d.docs.live.net/40295cf89083f10b/Documents/ATC%20Services%20LLC%2083-3961464/Training/Project%20Management/CDRLS.docx>

Civil/Commercial Contracts

- ▶ RFQ, RFI
- ▶ Proposal
- ▶ Deliverables

8.2.3 Review of the Requirements for Products and Services

Government Contract

- ▶ Awarded Contract
- ▶ Kickoff Meeting
 - Statement of Work (SOW)
 - Performance Work Statement (PWS)
 - CDRLS

Civil/Commercial Contracts

- ▶ Awarded Contract
- ▶ Purchase Order
- ▶ Deliverables

8.3 Design and Development

Government Contract

Documented within SOW/PWS requirements commonly identified

- ▶ Systems Requirement Review (SRR)
- ▶ Preliminary Design Review (PDR)
 - Entry/Exit Criteria
- ▶ Critical Design Review (CDR)
 - Entry/Exit Criteria
<https://d.docs.live.net/40295cf89083f10b/Documents/ATC%20Services%20LLC%2083-3961464/Training/Project%20Management/CDR.docx>
 - Prototype
 - Verification/Validation

Civil/Commercial Contracts

Documented within within a SOW or Contract

- ▶ Requirements Review
- ▶ Design Reviews
- ▶ Prototypes
- ▶ Verification/Validation

8.5.5 Post Delivery Activities

Government Contract

Document within Contract and/or SOW/PWS:

- ▶ Inspection and Acceptance (could include Defense Contract Management Agency [DCMA])
- ▶ Final documentation
 - Tech data for D&D
 - Maintenance Records
 - Test results
- ▶ Training
- ▶ Disposition of Excess Material
- ▶ Contract Closeout
 - Lessons learned

Civil/Commercial Contracts

Documented within contract and/or SOW to include

- ▶ Inspection and Acceptance
- ▶ Final documentation
 - Tech data for D&D
 - Maintenance Records
 - Test results
- ▶ Training
- ▶ Disposition of Excess Material
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 - Lessons learned

Support Clauses

- ▶ 6.1 Actions to Address Risk and Opportunities
- ▶ 6.3 Planning of Changes
- ▶ 7.1.5.1 Monitoring and Measuring Resources
- ▶ 7.1.6 Organizational Knowledge
- ▶ 7.2 Competence
- ▶ 7.4 Communication
- ▶ 9.1 Monitoring, Measurement, Analysis and Evaluation
 - ▶ 9.1.2 Customer Satisfaction
 - ▶ Government CPARS <https://cpars.gov/>

Summary

Government Contract

For larger contracts it is typically several steps in the process which may include.

- ▶ Sources sought
- ▶ Request for Information
- ▶ Request for Quote
- ▶ Request for Proposal

Requirements for all areas of responsibility are documented within a PO and/or Contract with more specific data outlined within a SOW/PWS

Civil/Commercial Contracts

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Questions?

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