DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188
Exp. Date: Jun 30, 1986

1. TITLE	2. IDENTIFICATION NUMBER
MANAGEMENT PLAN	DI-MGMT-80096

3. DESCRIPTION/PURPOSE

3.1 This Management Plan describes the contractor's organization, assignment of duties and responsibilities, data management structure, and resource plan for the conduct of contractually-imposed tasks, projects or programs.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
860110	A/AMC-USATHAMA		

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instruction for the data product generated by the specific and discrete task requirements for this data included in the contract.
7.2 The data item may be applied to contracts for programs and contracts for material/services whose day-to-day management is under the direction of and control of the contractor.
7.3 The "Installation Restoration Data Management User's Guide" is associated with the DID. This document is available from: U.S. Army Toxic and Hazardous Materials

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		A3751

10. PREPARATION INSTRUCTIONS

10.1 Contract. This data item is generated by the contract which contains a specific and discrete work task to develop this data product.

10.2 Format. The Management Plan shall be in the contractor's format.

10.3 Content. The Management Plan shall consist of the following sections:

10.3.1 Contractor's Organization. The contractor's organization section shall include the following:

a. Organizational structure
b. Personnel assigned to task
c. Responsibilities of assigned personnel
d. Points of contact at contractor's site

10.3.2 Resources. The resources section shall consist of a time-phased cumulative forecast by month for cost categories within each work breakdown structure element identified in the task assignment. A summary shall be included at the total task level.

10.3.3 Data Management. The data management section shall consist of the following:

a. Identification of the methods to be used for accurate and efficient transfer of data from source documents (e.g. laboratory notebooks, field drilling logs) through the Installation Restoration Data Management System (IRDMS).

7. APPLICATION/INTERRELATIONSHIP (Cont'd)

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10. PREPARATION INSTRUCTIONS (Cont'd)

b. A schedule for entry, transfer, data checking and correction of the various kinds of collected data.

c. File management and computer usage procedures.

d. Quality control procedures to be used to assure all data that the contractor generates and loads into the data base on the UNIVAC 1100 corresponds exactly to the data in the source documents.

e. Procedures to be used to resolve problems with computer access, Government developed software programs, or other aspects of IRDMS.

f. Prepared location, dates, and personnel to be trained in the use of IRDMS.