

Jan 12, 2017

Drill Down Guidelines

For the drill down session each L2 system should provide the following information in presentation form posted no later than one week prior to the review. Five of the systems, called out in the agenda, will be scheduled for drill downs during the review – additional systems will be examined as the committee feels is needed or warranted. Any backup material that might be useful (i.e., full BoEs, documents, etc.) should be posted to the site.

- Basis of Estimate and WBS dictionary
 - o Should speak to the BoEs – this is usually a good place to start
- Bottom up cost estimate
 - o Labor needs – FTEs and cost – and M&S
 - o Burden rates, overheads, inflation
 - o Linkage to technical features of the system only where needed to elucidate cost
- Overall contingency estimation
- Risk & risk based contingency
- Schedule and float
- Management scheme and implementation
- How procurements will be handled – vendor selection, execution, expedition, tracking, etc.
- Tracking of expenditures
- Contingency estimation and schedule assumptions
- Configuration control
- Descoping options

Note that lengthy technical discussions of what is being designed/built are not needed or requested here – this will be examined in detail by the Technical Committee in late January. Technical features should be briefly described only insofar as they relate to the estimation of the cost, schedule, risk and contingency or other features of the project plan.