

# **PMTO 13-004**

## **Statement of Work**

Title: DOE-RL Groundwater Sampling SIA

Revision Number: 0

Date: 08-12-2013

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### **1.0 INTRODUCTION / BACKGROUND**

The Contractor shall provide subject matter experts to provide facilitation and project management support for an Operating Excellence (OE) Structured Improvement Activity (SIA) for the Department of Energy Richland Operations Office (DOE-RL) Assistant Manager for River and Plateau (AMRP) organization. An SIA is a process improvement activity utilizing Lockheed Martin's (LM) Lean Six Sigma methodology.

The subject matter experts must have training and background experience in project management and operating excellence.

### **2.0 DESCRIPTION OF WORK**

The project manager and facilitator/s will work with the AMRP SIA team to improve the groundwater sampling process utilizing lean six sigma tools and methodology. Activity includes planning, pre-work, SIA, and closeout activities.

#### **2.1 Task 1 – Facilitation Support**

The Contractor (MSA) will be supporting the SIA with (1) LM/MSA Black Belts to facilitate the activity and for pre-work, planning, and post-activity actions. A Green Belt Candidate facilitator will be provided by the AMRP organization.

Deliverables

- Support pre-work in preparation for SIA including charter development and high-level process mapping
- Facilitation support for 3-5 day SIA
- Support development and documentation for as-is and to-be process mapping, and path forward action plan

#### **2.2 Task 2 – Project Management Support**

The Contractor (MSA) will be supporting the SIA with (1) LM Project Manager to support planning, implementation, and closeout of activity.

Deliverables

- Management of SIA budget and resources
- Coordination of logistics for 3-5 day SIA
- Provide activity status, progress, and reporting
- Oversight of path forward action plan and cost savings/avoidance initiatives

### **3.0 TRAINING AND QUALIFICATIONS**

The Contractor shall ensure that the assigned personnel have the appropriate education, training, experience and skills to accurately perform the requested support defined above. Facilitators must be trained in LM's lean six sigma methodology. Project Manager should be a Certified Project Management Professional.

### **4.0 JUSTIFICATION**

MSC has conducted previous SIA on the groundwater sampling program and is familiar with the subject matter.

### **5.0 SCHEDULE**

August 30, 2013 – September 30, 2013