

KSA's ability to manage concurrent, geographically dispersed projects will be demonstrated by deploying our developed systems to control work and accomplish cost efficient, innovative situations for multiple, concurrent projects, with demanding schedules, while working at numerous locations spread over large geographic regions, with coordination of multiple subcontractors.

KSA's structured management organization, systems, and processes are used to identify and address performance, cost, contractual, and technical issues early while they are still manageable. The table below identifies our Project Management Life Cycle process that is utilized to ensure continued successful performance on this contract. Our strategy for lowering performance risk uses the principles of prevention, detection, notification, and response.

In addition, our proven management processes allow us to control the work and ensure repeatability by allowing us to mold, manage, maintain and preserve the stability and technical expertise of our workforce, which includes our effective monitoring and maximizing quality to ensure our responsiveness and cooperation with our customers.

## **Project Management Life Cycle**

## **ACTIVITIES**

### **Definition Phase**

### **Define, Evaluate, Estimate, Propose**

Request for Proposal  
Project Management Plan  
Project Budget  
WBS Development  
Project Schedule  
Subcontractor Quotes  
Value Engineering

### **Initiation Phase**

### **Plan-In Detail, Update, Align, Staff, Start**

Execute Task Order  
Internal Project Cost Account Set-Up/Alignment  
Update budget, WBS and Schedule  
Update Project Management Plan  
Customer Alignment

### **Implementation Phase**

### **Monitor, Review, Report, Adjust, Communicate, Manage Expectations**

Track/Analyze  
Adjust/Update  
Meetings, Decisions, Communications  
Subcontract Management  
Project Reporting, MSR

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- Corrective Action Plans
- Project Reviews
- Risk Mitigation
- Change Control
- Update Budget, Schedule and WBS

## **Closeout Phase**

- Analyze/Learn**
- Final Deliverables
- Closeout Meetings
- Customer Satisfaction/Feedback
- Closeout Documentation
- Project Files, Record retention
- De-obligate Unused Funds

When issues are identified, we take quick action to ensure that adverse affects are minimized or eliminated before they impact performance, cost, schedule, contractual, or technical performance. We fully assess the issue and identify the source or root cause. If corrective action is necessary, we immediately notify the Contracting Officer and the Contracting Officers Technical Representative. KSA identifies and evaluates alternatives that have the least impact on the project, confer with our client and the affected parties to get consensus on the appropriate course of action, and take this action as expeditiously as possible. Once we have verified the effectiveness of the solution, we share lessons learned with other project teams.

KSA maintains open lines of communication internally and externally using web sites, video conferencing, and electronic mail. Internally, these tools allow project team to exchange and update technical, cost, and schedule information in real time, increasing productivity. Externally, these tools facilitate essential communication with our clients and stakeholders. We place an emphasis on real-time information as we have long recognized that communication is the single most important factor in a project's success.

Our communication structure ensures rapid and effective issue resolution. KSA holds three overarching philosophies in issue identification and resolution. We firmly believe that maintaining routine, close and open communication at all levels of the program management structure is the key to the success of this Project. Our philosophy is based on the premise that issue resolution starts at the lowest level possible. This allows us to leverage the creative power of the full depth of the organization. Finally, we believe that partnering relationships focus on what is right, not who is right, which creates an open atmosphere to facilitate proactive issue resolution.

Management of team resources requires a different approach than managing in-house resources. All work undertaken on this contract will have a dedicated project manager (PM), who will be responsible in managing both in-house resources as well as team resources. Team subcontractors will be required to submit resource-loaded schedules for all project tasks, and update the schedules and estimate-to-complete monthly. Our PMs will closely monitor progress, sufficiency of project resources, and sufficiency of funding. Each subcontractor team member will have a corporate sponsor whose function will be to ensure adequacy of resources for this project is maintained.

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KSA's PMO will also be responsible to closely monitor the quality and the safety of this project organization. The program QA/QC Manager will ensure that each subcontractor team member has copies of all applicable contract, quality and required performance documents, and will conduct periodic reviews and audits of all subcontractor team members.