



DEFENSE ACQUISITION UNIVERSITY

ACQ 256 Services Acquisition Management Tools

190207

Course Learning/Performance Objectives followed by its enabling learning objectives on separate lines if specified.

1	<p>Analyze the current services acquisition environment.</p> <p>Describe the Department of Defense (DoD) initiatives impacting services acquisition to include: Better Buying Power (BBP), performance-based acquisition (PBA), and Department of Defense Instruction (DoDI) 5000.74.</p> <p>Determine the category of a services acquisition and approval level for different DoD Components and Agencies.</p> <p>Determine when to use contract incentives, when to use either of the two contract types, analyze profit or fee, and develop an incentive arrangement.</p> <p>Describe the seven-step process used for services acquisitions.</p> <p>Identify applicable reference materials available during the Services Acquisition (SA) Process to include: the Service Acquisition Mall (SAM), Defense Acquisition Guidebook (DAG), and the Acquisition Requirements Roadmap Tool (ARRT) Suite.</p>
2	<p>Identify the processes and procedures for establishing an effective services acquisition team.</p> <p>Describe typical functions represented on services acquisition teams.</p> <p>List the characteristics of effective services acquisition team members.</p> <p>List the information contained in a communication plan.</p> <p>List the advantages and disadvantages of varying decision-making techniques to include: unanimous, unilateral, majority, and consensus.</p> <p>Identify problem solving techniques to include: brainstorming, deployment flowchart, force field analysis, nominal group technique, and prioritization matrix.</p>
3	<p>Determine the appropriate assigned service portfolio or portfolio group and decision level within an agency, or Military Department, in the Department of Defense (DoD).</p> <p>Identify DoD guidance that defines services portfolio groups and service portfolios.</p> <p>Identify current initiatives, contracts, and strategies and any needed changes.</p> <p>Identify the types of services and exemptions for services that do not fall under Department of Defense Instruction (DoDI) 5000.74.</p>
4	<p>Use market research to discover how government and civilian agencies acquire similar services.</p> <p>Describe how effective market research can guide planning efforts.</p> <p>Describe the differences between strategic and tactical market research.</p> <p>Locate similar government procurements that provide lessons learned to resolve key acquisition team issues.</p>
5	<p>Describe a Requirements Roadmap.</p> <p>Describe how performance-based acquisition (PBA) shapes how services acquisition programs are structured.</p> <p>State the purpose of a Requirements Roadmap.</p> <p>Illustrate a program using a Work Breakdown Structure (WBS).</p>
6	<p>Describe specific tools within the Acquisition Requirements Roadmap Tool (ARRT) Suite.</p> <p>State the purpose of the Acquisition Requirements Roadmap Tool—Requirements Definition (ARRT-RD).</p> <p>State the purpose of the Acquisition Requirements Roadmap Tool—Evaluation Factors (ARRT-EF).</p> <p>State the purpose of the Acquisition Requirements Roadmap Tool—Performance Assessment (ARRT-PA).</p> <p>State the purpose of the Acquisition Requirements Roadmap Tool—Cost Estimation (ARRT-CE).</p>
7	<p>Construct a Statement of Objectives (SOO) or a Performance Work Statement (PWS), using the Acquisition Requirements Roadmap Tool (ARRT) Suite, after determining which one is appropriate.</p> <p>List the differences between a SOO, SOW, and a PWS, and when each one is appropriate.</p> <p>Create a section for a SOO or a PWS, using the ARRT Suite, after determining which one is appropriate.</p>
8	<p>Develop a Quality Assurance Surveillance Plan (QASP).</p> <p>Describe the purpose of the QASP and when it is used.</p> <p>Define the information needed to create a QASP.</p> <p>Describe the tool used to construct a QASP.</p>
9	<p>Describe the importance of schedules and choose the appropriate scheduling tool for a services acquisition program.</p> <p>Describe how a schedule helps to plan and execute a services acquisition program.</p> <p>Select the appropriate scheduling tool to support a services acquisition program.</p>
10	<p>Describe a program Integrated Master Plan (IMP) and Integrated Master Schedule (IMS) and their relationship to the Acquisition Strategy (AS).</p>



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	Distinguish between an IMP and an IMS.
	Describe how an IMP and an IMS help to manage a services acquisition program.
11	Describe the key concepts of a program schedule and interpret the schedule elements correctly.
	Describe the six-step process to prepare and manage program schedules.
	Identify examples of specific schedule types, and list two program management uses for each.
	Interpret Gantt chart symbols and describe the current schedule status as it relates to the project baseline schedule.
	Identify the types of task relationships and critical path in a simple Precedence Diagram Method (PDM) network schedule.
12	Develop solutions to common scheduling problems.
	Describe the differences between a resource-constrained schedule and a time-constrained schedule.
	Determine at least one potential corrective action for a specific resource-constrained schedule problem.
	Determine at least one potential corrective action for a specific time-constrained schedule problem.
13	Explain the environment for cost estimating and budgeting.
	Identify why the government must have a cost estimate to create and execute a program.
	Recall the DoD budget process: Planning, Programming, Budgeting, and Execution (PPBE) Congressional appropriations, color of money, and year of money.
14	Differentiate the four cost estimating methods and choose the appropriate method for a services acquisition program.
	Describe the four different methods for estimating costs.
	Choose the most appropriate cost estimating method for given situations.
15	Choose specific aspects of the Acquisition Requirements Roadmap Tool—Cost Estimation (ARRT-CE) to generate desired output.
	Illustrate how to access the ARRT-CE.
	Identify inputs and outputs of ARRT-CE.
16	Distinguish the various aspects of the Cost Accounting System.
	Explain the concept of indirect and direct rates, overhead rates, and general and administrative (G&A) rates.
	Describe principles of government cost accounting: allowability, cost reasonableness, and allocability.
	Differentiate forward rates, billing rates, and final rates.
17	Describe key elements of risk management (RM).
	Differentiate between risks, issues, and opportunities.
	Define RM.
	Describe the DoD risk management process.
18	Describe risk management (RM) roles, responsibilities, and methods to control risks.
	Identify the RM roles and responsibilities between the government and contractor.
	Identify tools and methods to control and communicate risks.
	Describe the importance of risk, issue, and opportunity management during program transition.
19	Describe the risk management (RM) factors and techniques.
	Identify the objectives of the risk management planning process.
	Describe identification and analysis techniques in RM.
	Identify the level of risk based on the probability and impact of a risk event.
	Identify potential mitigation options for risk events.
	Identify methods for monitoring risk.
20	Identify the benefits associated with risk management (RM) software and identify when and how to use RM software.
	Identify the benefits of RM software.
	Identify when and how to use RM software.
21	Devise an Acquisition Strategy (AS).
	List the considerations used in determining the following contract characteristics: (1) Contract type, (2) Length of contract, and (3) Whether the contract should be set aside for small business
	Describe contract incentives and how acquisition professionals use contract incentives to optimize contractor performance.
	Assess the different methods for selecting the best proposal.



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22	Prepare acquisition planning documents.
	Describe the process used to create an Acquisition Strategy (AS) and an Acquisition Plan.
	Describe how the Acquisition Requirements Roadmap Tool—Evaluation Factors (ARRT-EF) can generate a draft list of evaluation factors.
	Identify the standard parts of a Request for Proposal (RFP).
23	Develop a Draft Request for Proposal (RFP).
	Describe the decision process used to determine whether it is beneficial to use a draft RFP.
	Identify the factors that are considered when determining whether to use a draft RFP.
	Describe how evaluation factors and the RFP contribute to Source Selection Plan (SSP) creation.
24	Describe a source selection.
	Explain the source selection organization and functions of each team.
25	Choose and use a source selection tool.
	Recognize the range of capabilities of source selection tools available from government and commercial sources.
26	Describe post-award contracting activities.
	Describe the types of updates needed to a Quality Assurance Surveillance Plan (QASP) following contract award.
27	Recognize the purpose, roles, and responsibilities of performance management.
	Identify the roles and responsibilities of performance management.
28	Describe performance management tools and techniques.
	Identify inputs and outputs of the Acquisition Requirements Roadmap Tool—Performance Assessment (ARRT-PA).
	Describe the role of the Quality Assurance Surveillance Plan (QASP) in contractor performance management.
	Describe the role of the Contractor Performance Assessment Reporting System (CPARS) in contractor performance management.
	Describe the relationship between CPARS, the Past Performance Information Retrieval System (PPIRS) database, and the connection to the Federal Awardee Performance and Integrity Information System (FAPIIS) database in contractor performance management.
	Identify the incentives used during the contract execution phase.
29	Describe the relationship between Earned Value Management (EVM), a QASP, and CPARS in performance management.
	Describe the relationship between Earned Value Management (EVM), a QASP, and CPARS in performance management.