

# RESOURCE MANAGEMENT CHECKLIST

## GENERAL PROJECT REQUIREMENTS STATEMENT

THIS STATEMENT IDENTIFIES ALL RESOURCES REQUIRED IN THE PLANNING STAGE FOR ALL NEW PROJECTS TO INCLUDE: CONSTRUCTION, TESTING, CRADA, LICENSES, AGREEMENTS AND LEASES. ENSURING THE ACCURACY OF THE DATA REQUESTED WILL SERVE TO REDUCE DELAYS BY PROVIDING TIMELY RESOURCE IMPACT ASSESSMENTS ASSURING PROMPT AND COMPLETE FUNDING, AND ALLOWING FOR AMPLE TIME FOR ADJUSTMENTS TO PREVENT SHORTFALLS.

**PROJECT NAME/TITLE:** \_\_\_\_\_

**PROJECT RESPONSIBLE ORGANIZATION:** \_\_\_\_\_

**POC FOR PROJECT:** \_\_\_\_\_ **EXT** \_\_\_\_\_  
**PRINT NAME**

**PREPARED BY:** \_\_\_\_\_ **EXT** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**PRINT NAME**

**APPROVED BY:** \_\_\_\_\_ **EXT** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**SIGNATURE**

**RECEIVED IN RMD BY:** \_\_\_\_\_ **EXT** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**PRINT NAME & INITIAL**

<b>CONTROL NO.:</b> _____ <b>AMENDMENT NO. &amp; DATES:</b> DATE _____ SUFFIX _____
DATE _____ SUFFIX _____ DATE _____ SUFFIX _____ DATE _____ SUFFIX _____ DATE _____
DATE _____ SUFFIX _____ DATE _____ SUFFIX _____ DATE _____ SUFFIX _____ DATE _____

### **A) INDEPENDENT GOVERNMENT COST ESTIMATE JUSTIFICATION:**

**1. PROJECT DESCRIPTION:** DESCRIBE PROJECT AND PROVIDE STATEMENT OF WORK [SOW] CLEARLY DEFINING PROJECT OBJECTIVE:

**2. LABOR HOUR RATIONALE:** AS AN EXAMPLE, PROVIDE AN ENGINEERING ESTIMATE OF HOURS BASED ON THE SOW OR TASKS SPECIFIED IN THE PROJECT DESCRIPTION:

**3. MATERIAL BREAKDOWN: PROVIDE A COST BREAKOUT BY:**

PURCHASED PARTS  
SUBCONTRACTORS

RAW MATERIALS

DO NOT LIMIT RESPONSES TO FORM – RETAIN FORMAT, BUT USE ADDITIONAL SHEETS TO INSURE COMPLETE RESPONSE  
RESOURCE MANAGEMENT DIRECTORATE

**4. TRAVEL PLANNED:** NUMBER OF TRIPS PLANNED; COST PER TRIP:

**5. OTHER:** AS AN EXAMPLE, NUMBER OF CONSULTANT PERSONNEL MULTIPLIED BY COST PER EMPLOYEE:

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USE FOR COST BASIS LABOR RATES, G&A %, PROFIT MARGIN %. SOURCE EXAMPLE: ARDEC AVERAGE CONTRACTOR RATES, OR ACTUAL CONTRACTOR RATES.

**B) GENERAL PROJECT COST ATTRIBUTES:**

YES

NO

1. DOES THE PROJECT ESTIMATE CAPTURE ALL OF THE COSTS IN THE PROJECT DESCRIPTION OR THE SOW, OR IN THAT PART OF THE SOW THAT WHICH APPLIES TO YOUR PROJECT?

\_\_\_\_\_

\_\_\_\_\_

2. ARE THERE ANY ADDITIONAL SPECIAL COSTS TO CONSIDER SUCH AS ENVIRONMENTAL, TRANSPORTATION, SET-UP, ETC.?

\_\_\_\_\_

\_\_\_\_\_

3. ARE THE LABOR HOURS CONSISTENT WITH SIMILAR PROJECTS OR THE SAME PROJECT PREVIOUSLY MANAGED?

\_\_\_\_\_

\_\_\_\_\_

4. WAS IT NECESSARY TO APPLY INFLATION RATES IN THE ESTIMATE?

\_\_\_\_\_

\_\_\_\_\_

5. IF INFLATION ADJUSTMENT WAS APPLIED, WERE TACOM-ARDEC INFLATION RATES USED?

\_\_\_\_\_

\_\_\_\_\_

6. IF YOUR COST ESTIMATE INVOLVES PRODUCTION, WAS A LEARNING CURVE USED?

\_\_\_\_\_

\_\_\_\_\_

7. IF LEARNING CURVE USED, WERE ALL THE PARAMETERS

PROVIDED SUCH AS THE LEARNING CURVE %, FIRST UNIT COST, LOT QUANTITIES, ETC.?

\_\_\_\_\_

\_\_\_\_\_

8. DID YOU MAKE USE OF ANY STATISTICAL ANALYSIS OR

SPECIAL COST METHODOLOGY IN YOUR ESTIMATE? \_\_\_\_\_

**NOTE:** IF SPECIAL COST METHODOLOGY WAS USED, PLEASE ATTACH SEPARATE SHEET REFERENCING THIS SECTION AND PROVIDING A DETAILED EXPLANATION.  
RESOURCE MANAGEMENT DIRECTORATE

**C) PROJECT FUNDING ATTRIBUTES:**

**YES**

**NO**

1. IS THE PROJECT DIRECT MISSION [WEAPONS & WEAPONS SYSTEMS]?

\_\_\_\_\_

2. IS THE PROJECT INDIRECT MISSION IN SUPPORT OF WEAPONS & WEAPONS SYSTEMS?

\_\_\_\_\_

\_\_\_\_\_

3. IS THE PROJECT OTHER THAN DIRECT/INDIRECT AS DESCRIBED ABOVE? [EG. QUALITY OF LIFE, COMMUNITY WELFARE, ACOE,]

\_\_\_\_\_

4. WILL FUNDING BE OBLIGATED WITHIN THE FISCAL YEAR OF THE PROJECT START-UP?

\_\_\_\_\_

\_\_\_\_\_

5. WILL FUNDING BE A COMBINATION OF APPROPRIATIONS?

\_\_\_\_\_

\_\_\_\_\_

6. WILL FUNDING BE RDTE?

\_\_\_\_\_

\_\_\_\_\_

7. WILL FUNDING BE APA?

\_\_\_\_\_

\_\_\_\_\_

8. WILL FUNDING BE OMA?

\_\_\_\_\_

\_\_\_\_\_

9. WILL FUNDING BE AFH?

\_\_\_\_\_

\_\_\_\_\_

10. WILL FUNDING BE MCA?

\_\_\_\_\_

11. IS THIS AN UNFUNDED PROJECT?

\_\_\_\_\_

\_\_\_\_\_

12. IF UNFUNDED, WILL FUNDING BE DERIVED VIA REIMBURSABLE WORK?

\_\_\_\_\_

\_\_\_\_\_

13. IF THE PROJECT IS A BUILDING OR STRUCTURE, HAS PROJECT BEEN REVIEWED IN TERMS OF ISR?

\_\_\_\_\_

\_\_\_\_\_

14. WILL ANY PORTION OF THE REQUIRED FUNDING BE FROM A SOURCE OTHER THAN THE AFOREMENTIONED APPROPRIATIONS?

\_\_\_\_\_

\_\_\_\_\_

15. WILL THE PROJECT ACCOMPLISHED SOLELY IN-HOUSE?

\_\_\_\_\_

\_\_\_\_\_

16. WILL THE PROJECT BE ACCOMPLISHED SOLEY BY CONTRACTOR?

\_\_\_\_\_

\_\_\_\_\_

17. WILL PROJECT BE ACCOMPLISHED BY BOTH IN-HOUSE AND CONTRACTOR PERSONNEL?

\_\_\_\_\_

\_\_\_\_\_

18. IS ADDITIONAL IN-HOUSE MANPOWER [MP] REQUIRED?

\_\_\_\_\_

\_\_\_\_\_

19. HAS RMD BEEN NOTIFIED IF ADDITIONAL MP IS REQUIRED?

\_\_\_\_\_

\_\_\_\_\_

20. HAS RMD BEEN NOTIFIED IF ADDITIONAL FUNDING IS REQUIRED?

\_\_\_\_\_

\_\_\_\_\_

RESOURCE MANAGEMENT DIRECTORATE

YES NO

21. IS THIS PROJECT SUPPLEMENTAL TO ANY OTHER, OR A PORTION OF ANOTHER?

\_\_\_\_

\_\_\_\_

**D) PROJECT ACCOUNTABILITY:**

1. ARE SPECIAL APPROVALS REQUIRED? [EG.: ENVIRONMENTAL, COMMAND GROUP, MSC, CONGRESS]

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\_\_\_\_

2. IF SO, HAVE THE NECESSARY INFORMATION PAPERS, BRIEFING CHARTS AND OTHER SUCH INFORMATION REQUIREMENTS BEEN SATISFIED?

\_\_\_\_

\_\_\_\_

3. HAS AN EXECUTION AND IN-PROCESS REVIEW BEEN SCHEDULED?

\_\_\_\_

\_\_\_\_

4. HAS PROJECT BEEN SUBJECTED TO PRIORITIZATION REVIEW BY THE APPROPRIATE HIGHER AUTHORITY?

\_\_\_\_

\_\_\_\_

5. HAS THE PROJECT BEEN EVALUATED RELATIVE TO SIMILAR PROJECTS ACROSS ARDEC TO TAKE ADVANTAGE OF LESSONS LEARNED?

\_\_\_\_

\_\_\_\_

6. WILL PROJECT BE SUBJECT EXTERNAL REPORTING REQUIREMENTS? [EG.: SCORECARD, BUDGET SUPPORT (136), NATIONAL SCIENCE FOUNDATION REPORT, ETC.]

\_\_\_\_

\_\_\_\_

7. HAVE QUALITY CONTROL SAFEGUARDS BEEN CONSIDERED IN ORDER TO AVOID COST OVERRUNS ANF BELOW STANDARD EFFORTS?

\_\_\_\_

\_\_\_\_

8. IS A PROJECT TRACKING/RECORD-KEEPING METHODOLOGY IN PLACE?

\_\_\_\_

\_\_\_\_

9. HAS A PERSON[S] BEEN DESIGNATED AS RESPONSIBLE FOR PROJECT RECORD-KEEPING AND TRACKING?

\_\_\_\_

\_\_\_\_

**E. ADDITIONAL INFORMATION AS NEEDED**

**PREPARED BY**

\_\_\_\_\_

SIGNATURE