# PROCUREMENT

## DATA REQUIREMENT DESCRIPTION

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<tr>
<th>TITLE</th>
<th>NUMBER</th>
<th>DATE</th>
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<td>Contract Work Breakdown Structure (CWBS)</td>
<td>SDRL139</td>
<td>5/01/09</td>
<td>NEW</td>
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### SUBMITTAL SCHEDULE
- Initial submittal – see below,
- updates – see below

### APPROVAL TYPE
- X Product Lead QE
- Approval: ______
- Review: ______ X

### REFERENCE DOCUMENTS
- OSC TM-8910E
- ANSI/EIA-748
- DI-MGMT-81334B

## DESCRIPTION/PURPOSE

Supplier shall provide a CWBS per the requirements below.

## SCOPE/PREPARATION INSTRUCTIONS

**CONTENT –**
The contract work breakdown structure (CWBS) is the complete WBS for a specific contract. It is developed by the contractor in accordance with the contract statement of work (SOW). It includes the PWBS elements for the products which are to be furnished by the contractor. The contractor extends these elements and defines the lower-level products. The contract reporting requirements will indicate the CWBS levels or elements for which contract status is to be reported to Orbital Sciences Corporation. A CWBS provides a consistent and visible framework that facilitates uniform planning, assignment of responsibilities, and status reporting.

The purpose of a work breakdown structure (WBS) is to divide the program/project into manageable pieces of work to facilitate planning and control of cost, schedule and technical content. A WBS is written early in program/project development. It identifies the total work to be performed and divides the work into manageable elements, with increasing levels of detail. A WBS is developed by first identifying the system or project end item to be structured, and then successively subdividing it into increasingly detailed and manageable subsidiary work products or elements. Most of these elements are the direct result of work (e.g., assemblies, subassemblies, and components), while others are simply the aggregation of selected products into logical sets (e.g., buildings and utilities) for management control purposes. In either case, the subsidiary work product has its own set of goals and objectives which must be met in order for the project objectives to be met. Detailed tasks which must be performed to satisfy the subsidiary work product goals and objectives are then identified and defined for each work product or element on which work will be performed.

MIL-HDBK-881, current edition, serves as the basis for developing the CWBS. Routine reporting shall be at CWBS level 3 for contractors. Extensions of the CWBS can be tailored to the specific program but will be consistent with MIL-HDBK-881, current edition. More detailed reporting of the CWBS shall be required only for those lower-level elements that address high-risk, high-value, or high-technical-interest areas of a program.
Identifying these additional elements is a critical early assignment for the Cost Working Integrated Product Team (CWIPT) for inclusion in the CWBS.

For those contracts with Cost and Software Data Reporting (CSDR) requirements, the CWBS must agree with the contract CSDR Plan approved by the OSD Cost Analysis Improvement Group (CAIG) Chair.

The reporting contractor shall prepare and submit the contract CWBS within 60 days of the contractually required post award CSDR conference or, in the absence of a conference, within 60 days of contract award or contract modification. The reporting contractor shall maintain and update the Dictionary throughout the life of the contract. For contracts with CSDR requirements, the CWBS Dictionary shall not be submitted more frequently than CSDR submissions.

Format and content detail of the all Formats can be found in DI-MGMT-81334C, page 2. Examples of a CWBS are on the subsequent pages.

Any waivers may be granted contractually by Orbital, if the circumstances dictate. In all cases, some form of a CWBS will be developed and maintained.

**CWBS Examples**
The chart below is the actual CWBS for the Hubble Space Telescope Support Systems Module Prime Contract.

PDRD Owner: [Signature]
Date: 6/1/09

Supply Chain: [Signature]
Date: 5/24/09

Supplier Quality Assurance: [Signature]
Date: 6/01/09

Mission Assurance: [Signature]
Date: 6/02/09

Orbital Proprietary