Automated Requirements Roadmap Tool (ARRT) Demonstration

A Better Buying Power job aid

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Objective

This demonstration is designed to show you the ARRT tool and walk you through the steps to writing an acceptable performance work statement (PWS) and Quality Assurance Surveillance Plan (QASP) for a performance based service acquisition.
Why Performance-Based?

- DOD Budget – constraints
- Service contracting – significant in DoD
- Per FAR 37.102(a) Performance-Based Acquisition is the preferred method for acquiring services
- Better Buying Power initiative – expected lower costs
Services are **BIG** business

DOD Service Categories Spend in Dollars

- **Construction**
- **Facility**
- **Transportation**
- **Medical**
- **Electronics & Comm**
- **Equipment Related**
- **Knowledge Based...**
- **Research and...**

<table>
<thead>
<tr>
<th>Category</th>
<th>Dollars</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Contracts</td>
<td>$166 Billion</td>
<td>45%</td>
</tr>
<tr>
<td>Service Contracts</td>
<td>$201 Billion</td>
<td>55%</td>
</tr>
</tbody>
</table>

Source: FPDSNG
Trends in DOD Contract Spending
“…challenges with the requirements process are a major factor in poor acquisition outcomes. Most concerning was the fact that the requirements process for the acquisition of services is almost entirely ad hoc.”

“…In many cases the user community … not accustomed to thinking for themselves, or operating, as requirements generators. … not staffed or trained to perform these responsibilities, and for this reason, requirements for services contracts are often poorly written.”

“…the Panel remains concerned that professional-level training courses for services program managers continue to be lacking.”
What is ARRT?

- ARRT is a functional electronic tool that provides a structured approach for defining requirements, performance standards, and how these results will be inspected. ARRT uses a methodology for creating performance based service contracts.

- ARRT can be accessed at DAU’s Service Acquisition Mall (SAM) [http://sam.dau.mil](http://sam.dau.mil) or the Acquisition Community Connection (ACC) free of charge.
What is ARRT?

• Completing the ARRT process results in drafts of your Performance Work Statement (PWS), Quality Assurance Surveillance Plan (QASP) and Performance Requirement Summary (PRS).
Service Acquisition Process

1. Form the Team
   - Leadership Support
   - Build the Team

2. Review Current Strategy
   - Conduct Historical Analysis
   - Define Stakeholder & Customer needs

3. Market Research
   - Analyze Market
   - Identify suppliers

4. Requirements Definition
   - Draft Requirements Roadmap
   - Build the PWS and QASP

5. Acquisition Strategy
   - Business Strategy
   - Acquisition Strategy

6. Execute Strategy
   - Select Right Contractor
   - Award Contract
   - Roll out strategy

7. Performance Management
   - Build & Manage Relationship
   - Assess Performance

Mission Requirement

Mission Results

Plan

Execution

Develop
ARRT Preliminary Work

• The process captured in ARRT helps automate the data collection, management, and products from Step Four of the Seven Step Service Acquisition Process.

• To effectively begin using ARRT to write your requirement, you should complete Steps 1-3 (planning phase) capturing the following:
  – Project (requirement) vision and mission
  – Market Analysis
  – Stakeholder Needs Assessment
  – Expected results and products
Welcome to SAM,

DAU’s Service Acquisition Mall. SAM is intended to help you get your job done by providing usable tools and templates to create your performance-based service acquisition requirements. The Mall consists of “Wings” and “Stores” that contain information related to categories of service.

Move your mouse over the elements of the Mall Map to discover what is available in each Wing by simply clicking on the appropriate space.

Select ARRT
Welcome to ARRT, SAM’s Automated Requirements Roadmap Tool. ARRT is a joint assistance tool used to write performance-based requirements following the Requirements Roadmap process. Using ARRT, you can create Performance Work Statements (PWS), Quality Assurance Surveillance Plans (QASP), and Performance Requirement Summaries (PRS). ARRT is developed in Microsoft Office applications and generates Microsoft Word documents for use in your acquisition.

ARRT’s embedded methodology produces better requirements. A step-by-step approach guides the user through questions, using the answers to create documents. This user guidance throughout the tool makes it easy to use and produce usable products.

In addition, SAM is an added resource for help on ARRT. You are encouraged to watch the introductory and training videos prior to starting work in ARRT. To watch these videos, click on the thumbnail icons in the right-side margin of this webpage or go to the Video Kiosk. If you need additional assistance while working in ARRT, please refer to the Help Guide.

For information on how to download the latest version of ARRT, go to the downloadables page.
Before downloading ARRT, you must first become a member of the DAU ACC ARRT Community of Practice (COP). To join the COP, click here.
In order for us to provide you with future updates to the ARRT tool, you must first join the ARRT Community of Practice before you can download the tool.

1. Join the ARRT Community of Practice (COP)
2. ARRT Overview
3. Download ARRT
4. Running ARRT
Welcome

In order for us to provide you with future updates to the ARRT tool, you must first join the ARRT Community of Practice before you can download the tool.

1. Join the ARRT Community of Practice (COP)
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3. Download Instructions:
ARRT needs to be saved to a working location on your computer. To do this:

- Click the "Download now" link below.
- Internet Explorer users:
  - Click the "Save" button.
  - Navigate to the location on your computer where you want to save the file and click "Save".
- Firefox users:
  - Select the "Save file" option and click the "OK" button.
  - In your Firefox browser, select "Downloads" in the "Tools" menu on the toolbar.
  - Right click on the ARRT file and select "Open Containing Folder".
  - Right click on the ARRT file and select "Cut".
  - Navigate to the location on your computer where you want to save the file.
  - Right click in the folder and select "Paste".
- Extract ARRT from the zipped folder using one of two methods:
  - Right click on the zip file and select "Extract All"
  - Open the zip file and copy and paste / drag and drop the Tool in the desired location.

**Download now:** Click here to download the latest version of ARRT.
http://sam.dau.mil/

Select File

Save to Desktop
4. Running ARRT

- Launch ARRT by double-clicking on the file name in Windows Explorer.
- PLEASE NOTE: After launching ARRT, you will get a Security Notice. This is a general security protection that is built into Microsoft Access applications. Click the "Open" button to enter the tool.
- Some users may get an additional message box titled "Action Failed" after launching ARRT.
  - To work through this, click the "Stop all Macros" button.
  - MS Office 2007 users:
    - Click the "Options" button in the Security Warning bar at the top.
    - Select "Enable this content" and then click the "Ok" button.
  - MS Office 2010 users:
    - Click the "Enable Content" button in the Security Warning bar at the top.
- For more information on getting started with ARRT, visit the [SAM website](http://sam.dau.mil/).

Getting involved:
http://sam.dau.mil/

Open File

Select Open

Click OK
Note “Read-Only”

Select Save As

Select Yes

Select Open
ARRT Demonstration

– Open file the ARRT tool on your desktop.
– Follow facilitator’s instruction

http://sam.dau.mil/
DAU Training Opportunities

• Service Acquisition Workshop (SAW) – 4 days (fee for service)

• ACQ 265 Mission-Focused Services Acquisition 5 days (Can be applied to 80 hours of continuous learning)
Summary

During this demo, we:
• reviewed a SOW
• extracted pertinent information
• used the ARRT tool to write a PWS, QASP, PRS and other related documents for a performance based service acquisition.