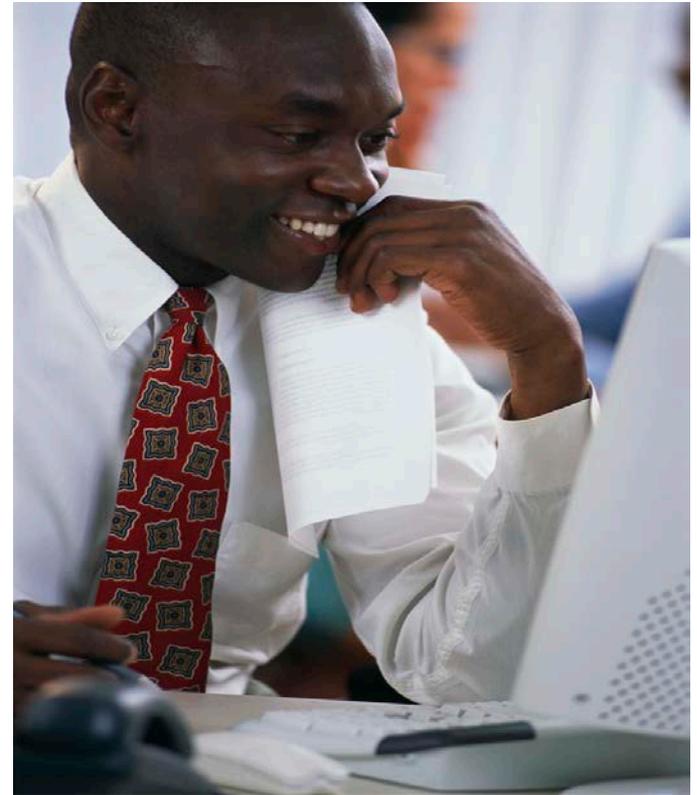


# Automated Requirements Roadmap Tool (ARRT) Demonstration

**A Better Buying Power job aid**

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February 22-23, 2012

# Facilitators

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Contract Management

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–Professor Phyllis Roberts,  
Professor of Contract  
Management

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# Objective

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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.

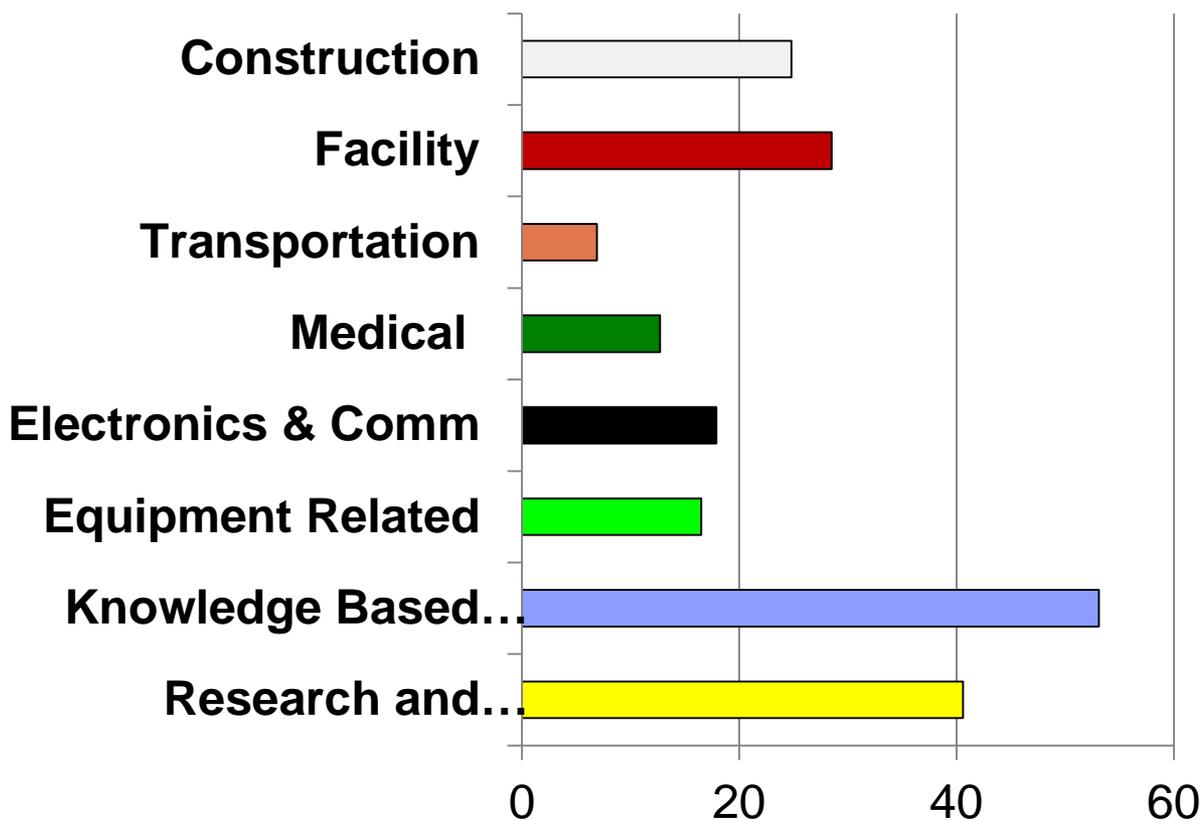
# Why Performance-Based?

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- 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

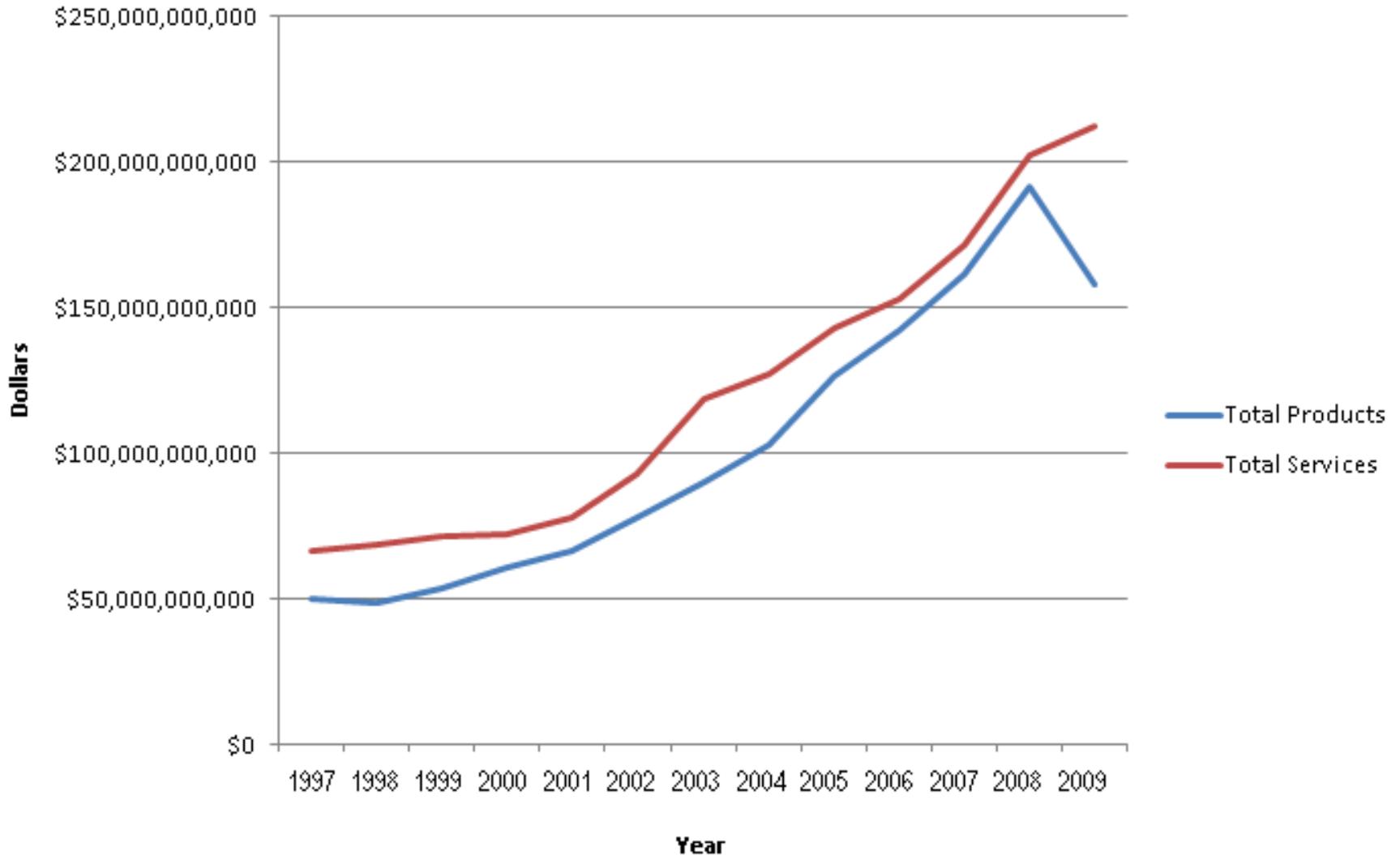


Equipment Contracts:  
\$166 Billion 45%

Service Contracts  
\$ 201 Billion 55%



# Trends in DOD Contract Spending



## House Armed Services Committee Report excerpts:

"...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?

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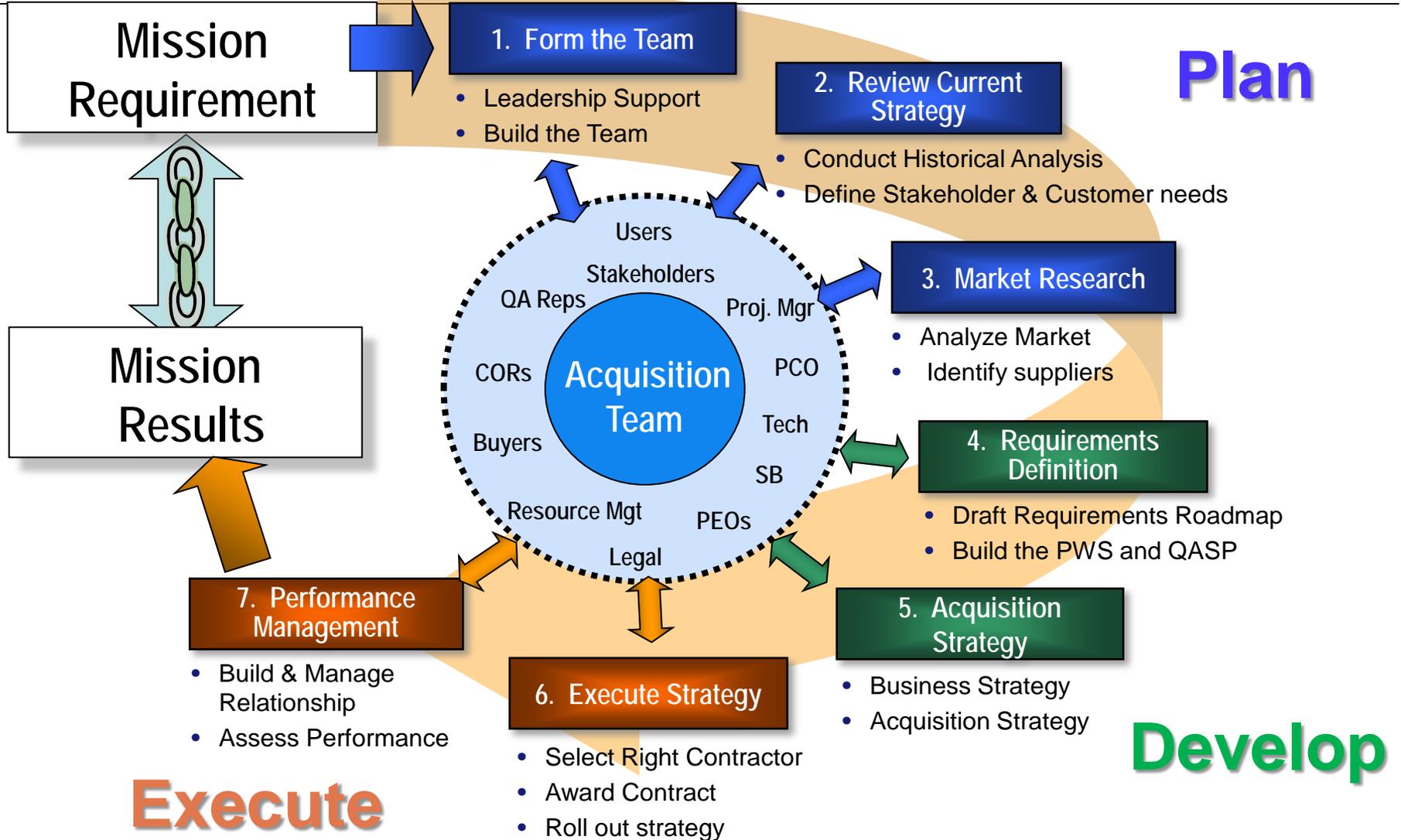
- ARRT is a functional electronic tool that provides a structured approach for defining requirements, performance standards, and how these results will be inspected. ARRT uses a methodology for creating performance based service contracts.
- ARRT can be accessed at DAU's Service Acquisition Mall (SAM) <http://sam.dau.mil> 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



# ARRT Preliminary Work

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- 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

Service Acquisition Mall - Microsoft Internet Explorer provided by Defense Acquisition University

http://sam.dau.mil/

File Edit View Favorites Tools Help Links Customize Links

Home Feeds (1) Print Page Tools

## DAU Service Acquisition Mall (SAM)

MALL MAP | MALL NEWS | KIOSKS | Site Search [Go]

Click Here To Print This Page

### 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. Select a Wing by simply clicking on the appropriate space.



**Facility Related Services**  
Contains information about services related to the design, purchase, maintenance, and repair of facilities.

**Equipment Related Services**

**Medical Services**

**Construction Services**

**Transportation Services**

**Electronics & Communications Services**

**Research & Development Services**

**First Time Visitor?**

**What is in SAM?**

**AUTOMATED REQUIREMENTS ROADMAP TOOL**

**SAM Overview**

While visiting SAM, you will gain a working level understanding of the Seven Steps to Acquisition Services. SAM's structured content helps you develop the fundamentals of your contract, including Performance Work Statement (PWS).

http://sam.dau.mil/Content.aspx?currentContentID=facility\_related\_services

Trusted sites 100%

Start | 3 Intern... | Inbox - Mi... | 2 Microso... | ARRT | Search Desktop | 1:44 PM



## DAU Service Acquisition Mall (SAM)

MALL MAP

MALL NEWS

KIOSKS

Site Search

Go

### Automated Requirements Roadmap Tool (ARRT)



**A**UTOMATED  
**R**EQUIREMENTS  
**R**OADMAP  
**T**OOL

Welcome to ARRT, SAM's Automated Requirements Roadmap Tool. ARRT is a job 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 process.

ARRT's embedded methodology produces better requirements. ARRT's 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 producing 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.

Select Download ARRT Tool

Help Guide

Videos

### ARRT TOPICS

- Overview
- Downloadables
  - ARRT Tool
  - Result Categories
- ARRT Help Guide
  - Getting Started
  - Name and Vision
  - High Level Objectives
  - Tasks
  - Standards
  - Inspection
  - Deliverables
  - Work Products
  - Tool Configuration
  - Import/Merge Project Data
  - Comments and Notes
- Glossary
- Work Flow
- FAQ

### ARRT VIDEOS

Click a video thumbnail below to learn more about an ARRT Topic.



## ARRT Downloadables

Welcome to the ARRT Downloadables page. From here you can download the tool, as well as download any additional add-ins you may need.

### ARRT Tool Download

Before downloading ARRT, you must first become a member of the DAU ACC ARRT Community of Practice (COP). To join the COP, **click here**.

To download the latest version of ARRT, follow the directions below:

1. Go to the **ARRT Download page** on the DAU ACC website and follow the download instructions.
2. For additional help on this process, view the "ARRT Download Tips" document in the **Convergence Store**.

### Access Runtime Download

ARRT is a Microsoft Access Runtime program. If you already have Microsoft Access 2007 installed on your computer, all you need to do is download ARRT and begin work. Otherwise, follow the directions below to download the Access Runtime 2007.

To download the latest version of Microsoft Access Runtime 2007, follow the directions below:

Select Download

**BECOME A MEMBER**  
BENEFITS OF ACC MEMBERSHIP

**Sign In**

Login with your CAC  
Insert your CAC now, and click this button.

Login with your CAC

Login with your Password  
User Name: skstokes  
Password: ●●●●●●●●

Forgot your password?

Login

Benefits of ACC Membership

**Browse**

ACC Home Up one level

ARRT

**Tags**

arrt

[View All](#)



Conduct a Search Other Actions

Search

Profiles All Communities

Login

Join ARRT COP

Welcome

In order for us to provide you with future updates t you can download the tool.

1. Join the ARRT Community of Practice (COP)

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



*Automated Requirements Roadmap Tool*



## Browse

ACC Home Up one level

ARRT

- Electronic & Communications Services
- Equipment Related Services
- Facility Related Services
- Knowledge Based Services
- Medical Services
- Transportation Services
- Work Product Training

## Tags

ARRT Download

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Other Actions

Search

Content & Member Profiles

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Q & A

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## 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 \(COP\)](#)
2. [ARRT Overview](#)
3. [Download ARRT](#)
4. [Running ARRT](#)

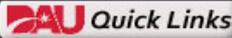


### 3. Download Instructions:

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.

Profile My Activity  Sylvia Stokes My Options Help Sign Out

ACC Practice Center >  Special Interest Areas >  ACE for Services >  ARRT > ARRT Download (Version...

 Favorite  Ask A Question  Blog  Add...  Subscribe  Email  Edit

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ACC Home Up one level

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## Tags

acc acquisition administrative  
arrt charter commercial  
communication contracts download  
education engineering  
knowledge logistics mall  
management market plan  
portfolio process professional  
program project pws qasp  
riadol roadmap sam "sample  
pws" services support tool  
training

[View All](#)

## ARRT Download (Version 1.5)

 Tools & Forms

This tool helps you develop the working documents for your contract.

For information on how to use ARRT, please visit <http://sam.dau.mil/arrt>.

To DOWNLOAD the tool, click on the zipped "File" below and follow these directions:

1. Save the file to the desired location on your computer.
2. 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

Please be sure to first download the ARRT to your personal computer. As a reminder, you may import all of the database information (standards, acceptable quality levels, etc.) from prior versions of the tool.

**File**  
[ARRT\\_1\\_5\\_326\\_Release.zip](#)

### Benefit/Value

This tool helps you develop the working documents for your contract.

### POPULAR TAGS

[arrt "sample pws"](#)

### CONTRIBUTOR

10 Helpful Votes  
[Vote](#)

### File Download

Do you want to open or save this file?

Name: ARRT\_1\_5\_326\_Release.zip  
Type: Compressed (zipped) Folder  
From: acc.dau.mil

Always ask before opening this type of file

While files from the Internet can be used to enhance your experience, they can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

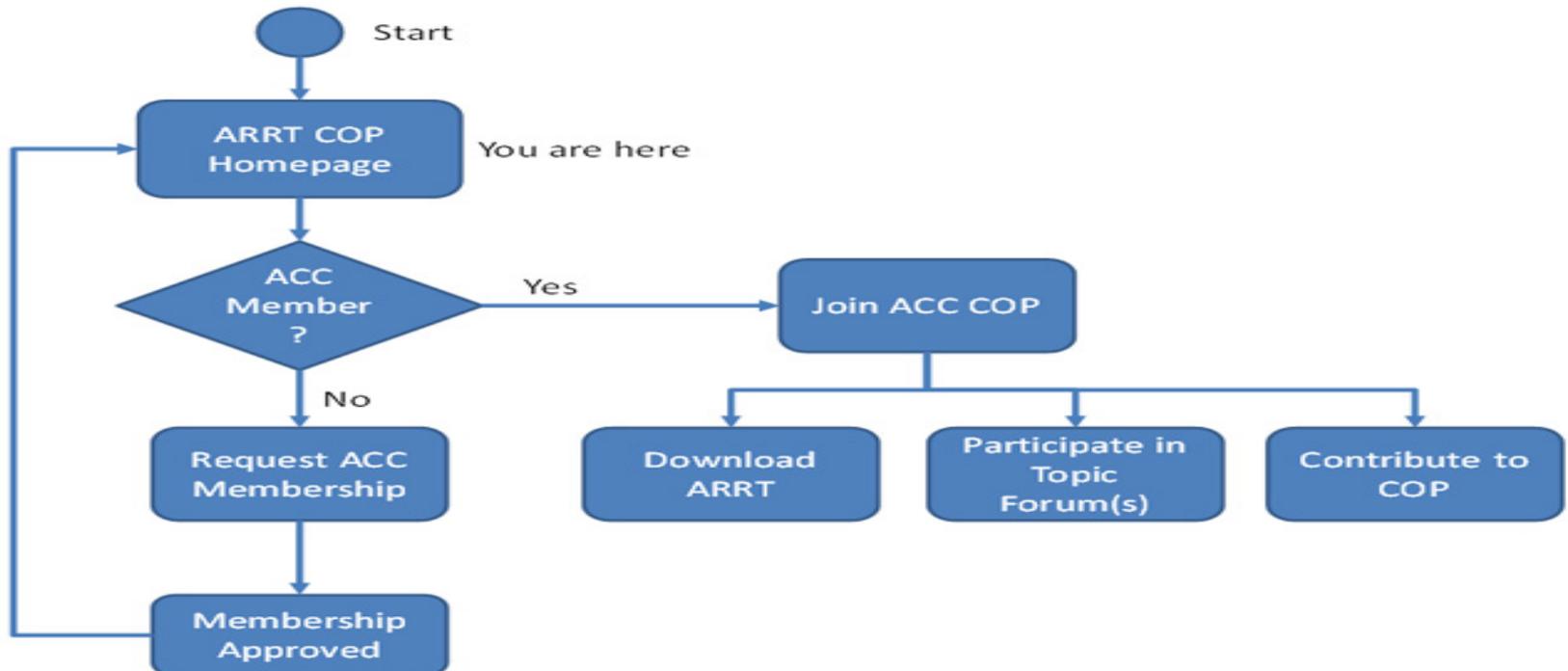
**Select File**

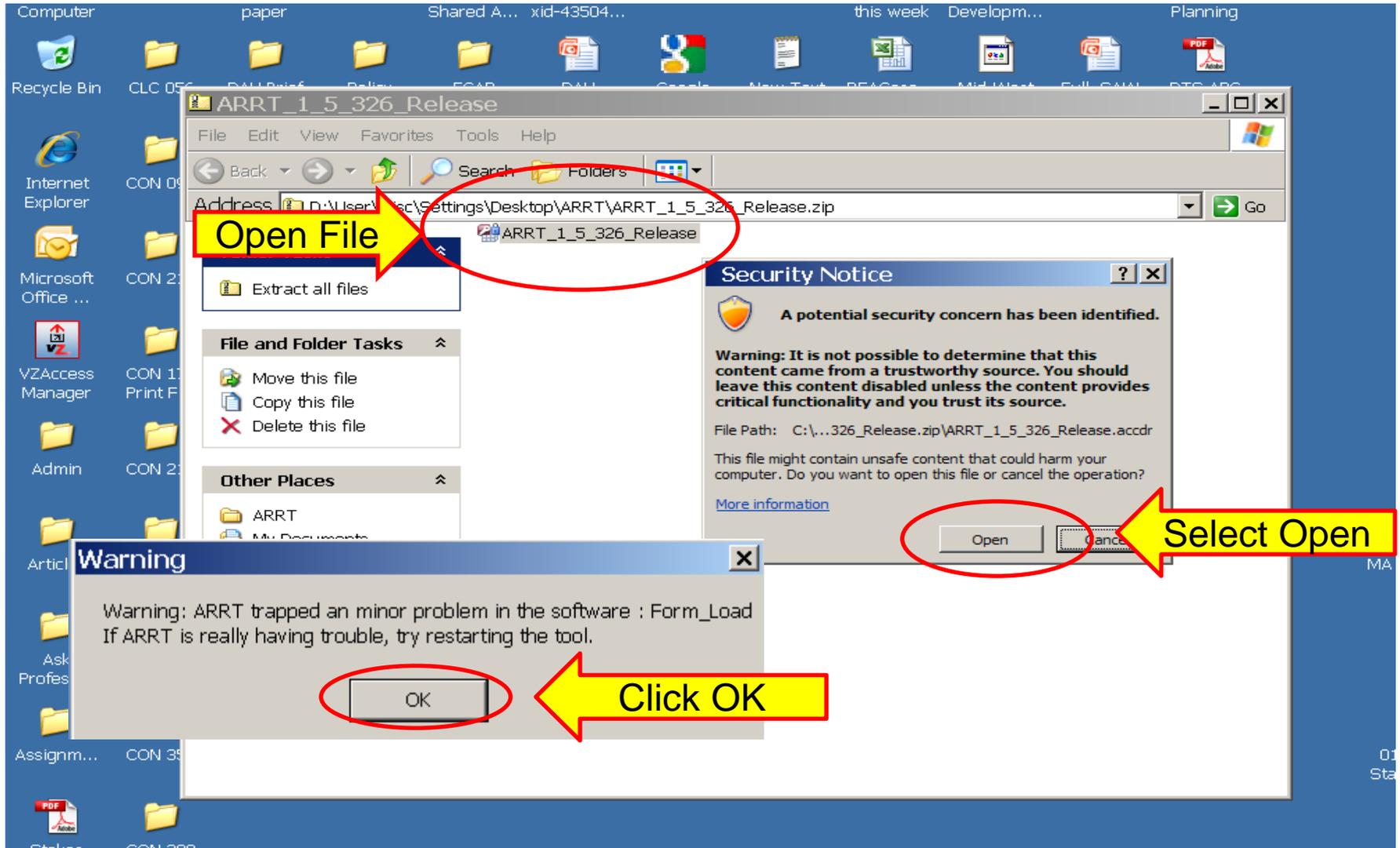
**Save to Desktop**

#### 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 starting with ARRT, visit the [SAM website](#).

#### Getting involved:





The screenshot shows a Windows XP desktop environment. A file explorer window titled "ARRT\_1\_5\_326\_Release" is open, displaying the file "ARRT\_1\_5\_326\_Release" in the address bar. A yellow arrow labeled "Open File" points to the file name. A context menu is open over the file, with "Extract all files" highlighted. A "Security Notice" dialog box is displayed, warning that the content is not from a trustworthy source. A yellow arrow labeled "Select Open" points to the "Open" button in the dialog. A "Warning" dialog box is also present, stating "Warning: ARRT trapped an minor problem in the software : Form\_Load. If ARRT is really having trouble, try restarting the tool." A yellow arrow labeled "Click OK" points to the "OK" button in this dialog.

Computer paper Shared A... xid-43504... this week Developm... Planning

Recycle Bin CLC 056 D:\Prinf Policy FCAR DAN Google New Text PEACess Mid West Full SAM DTC ABC

Internet Explorer CON 09

Microsoft Office ... CON 21

VZAccess Manager CON 11 Print F

Admin CON 21

Article

Ask Profes

Assignm... CON 35

Stokes CON 288

ARRT\_1\_5\_326\_Release

File Edit View Favorites Tools Help

Back Forward Search Folders

Address D:\User\ac\Settings\Desktop\ARRT\ARRT\_1\_5\_326\_Release.zip Go

ARRT\_1\_5\_326\_Release

Extract all files

File and Folder Tasks

- Move this file
- Copy this file
- Delete this file

Other Places

- ARRT
- My Documents

Security Notice

A potential security concern has been identified.

Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.

File Path: C:\...326\_Release.zip\ARRT\_1\_5\_326\_Release.accdr

This file might contain unsafe content that could harm your computer. Do you want to open this file or cancel the operation?

[More information](#)

Open Cancel

Warning

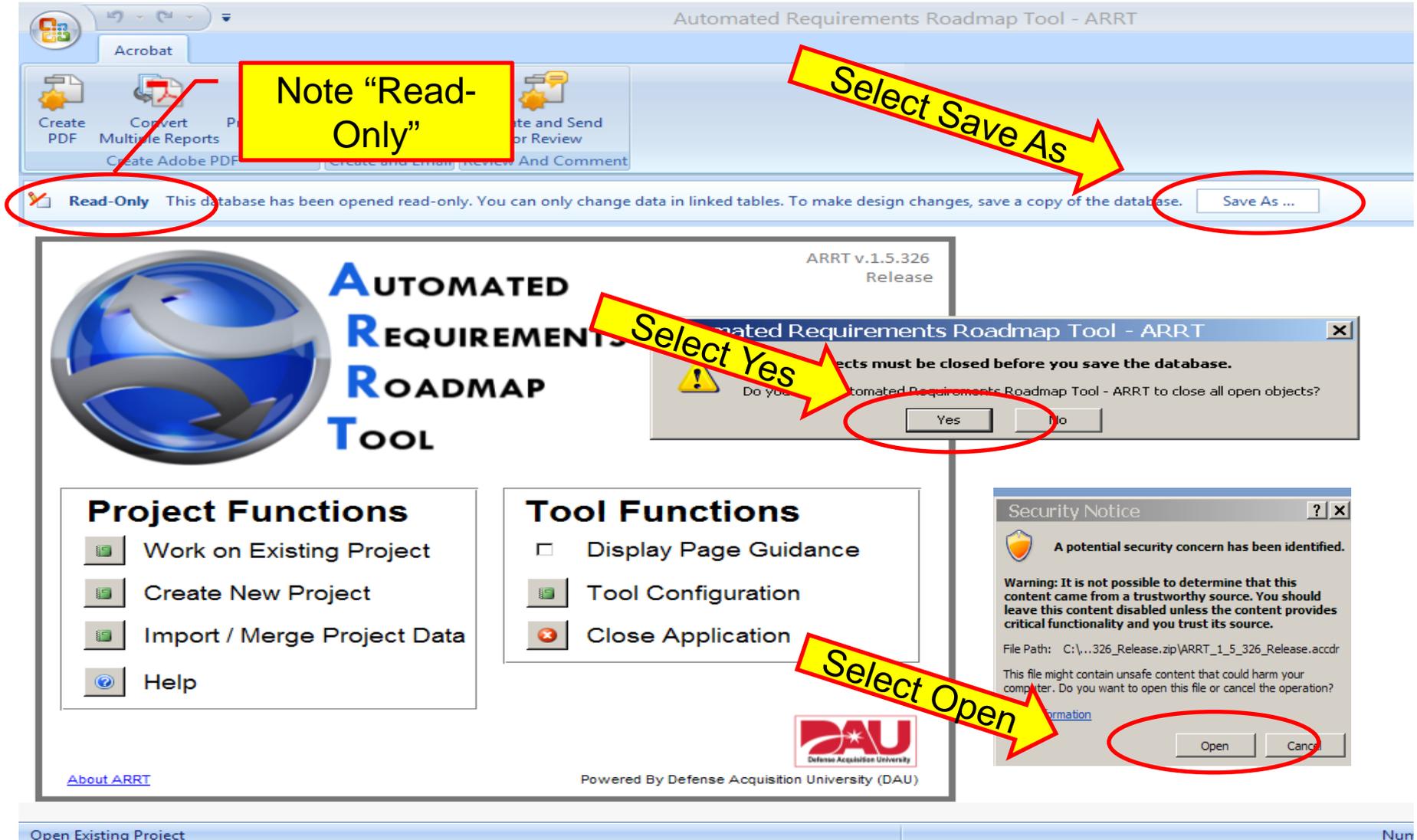
Warning: ARRT trapped an minor problem in the software : Form\_Load  
If ARRT is really having trouble, try restarting the tool.

OK

Open File

Select Open

Click OK



The screenshot shows the ARRT application interface with several key elements and annotations:

- Top Bar:** "Automated Requirements Roadmap Tool - ARRT" title bar.
- Toolbar:** Includes "Acrobat" and various PDF-related icons. A yellow box with a red arrow points to the "Read-Only" status icon, with the text "Note 'Read-Only'" inside.
- Status Bar:** A message states: "This database has been opened read-only. You can only change data in linked tables. To make design changes, save a copy of the database." A "Save As ..." button is circled in red. A yellow arrow points to this button with the text "Select Save As".
- Main Content Area:**
  - ARRT v.1.5.326 Release** header.
  - Project Functions:** Includes "Work on Existing Project", "Create New Project", "Import / Merge Project Data", and "Help".
  - Tool Functions:** Includes "Display Page Guidance", "Tool Configuration", and "Close Application".
  - Security Notice:** A dialog box with a warning icon and text: "A potential security concern has been identified. Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source." The file path is "C:\...326\_Release.zip\ARRT\_1\_5\_326\_Release.accdr". The "Open" button is circled in red, with a yellow arrow pointing to it and the text "Select Open".
  - Confirmation Dialog:** A dialog box with a warning icon and text: "Objects must be closed before you save the database. Do you want to save the Automated Requirements Roadmap Tool - ARRT to close all open objects?" The "Yes" button is circled in red, with a yellow arrow pointing to it and the text "Select Yes".
- Footer:** "About ARRT" link, "Powered By Defense Acquisition University (DAU)", and "Open Existing Project" / "Nun" status bar.

## ARRT Demonstration

- Open file the ARRT tool on your desktop.
- Follow facilitator's instruction

# 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.

