# AD02 Add a Non-Deliverable Requirement

(includes material for AD03)

# I. Purpose:

This procedure explains how to enter information for a non-deliverable requirement.

# II. Who Can Do This:

Only persons with administrator permissions can execute this procedure.

# III. Important Pre-requisites

The user is assumed to know:

- How to enter Cases (See How-to #DC04)
- How to "start associated workflow" from within a Case (See How-to# DC04)
- The naming conventions for requirements (See How-to #DC01). *Consistency amongst all the formats and nomenclature in field parameters is paramount for search integrity.* 
  - If unsure before hitting "complete", look at similar examples in the existing RMS (Production) data.
  - Always verify any new entries by searching afterward.
- The basic flowdown of associations amongst requirements and documents, and how to set up associations.

# V. Procedure Details:

1. Open Case, proceed to Case/Analysis Planning step.

2. Within Analysis/Planning, select Start Associated Workflow

1	How-to examples - Analyses & Planning (Edit Mode) 🗙	x	
	💽 Complete Task 🔚 Save 💐 Make Avail	ilable 😡 Move to Waiting 📢 Reassign Ta κ 🐻 Start Associated Workflow 📳 Show Job Deta	ils
	Case Process		
	Property Values		
	▲ Case Information		
:	Case Open Date: 2	2014-11-27	
	E	Building How-to examples	
	Brief Description*:		

# 3. Start Job

ks	Browser	Modelling	Reporting	Deliverables				C 🐉 I
	K Jobs	🔗 Job V	Vizard 🗙					
	🜔 Start Job	X Cancel						
	Select procession	ess type						
	Job Name*:			Add requirement	nt demo			
_	Job Descriptior	1:						<b>U</b>
	Job Priority*:			Medium		•		
	Jobs*:			<ul> <li>Action / RO</li> <li>Document \</li> <li>Requirement</li> </ul>	Workflow			

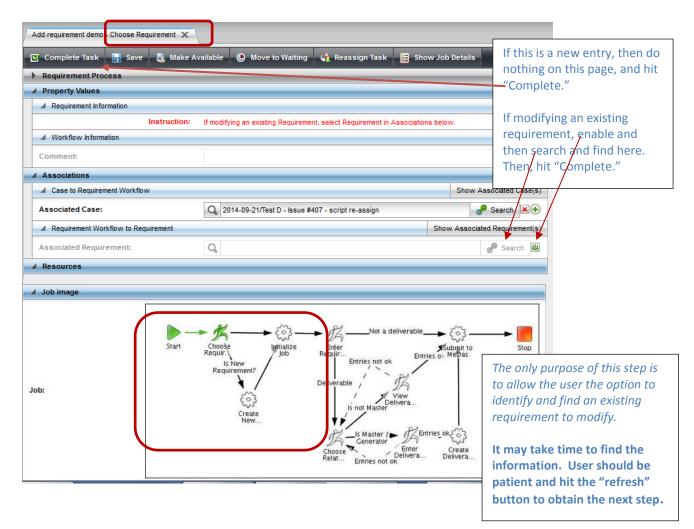
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4. Starting Requirements Job (Workflow) yields first step, "Choose Requirement". For this example, we will start a new requirement. The user is expected to know already from the Case/Doc How-to (#DC04) that to modify a requirement, the user searches and finds the existing requirement to pull from the existing data from the database.

To move to the next step (for new or with the identified existing requirement searched/found and entered under "associated"), select "Complete Task".



5. If the next step "Enter Requirement Details", does not appear right away, hit "Refresh" until it appears in the Workflow task list.



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Tasks

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Add a new non-deliverable requirement - Enter Requ	irement Details (Edit Mode) 🗙	This Task is either blank (if			
💽 Complete Task 📑 Save 🏮 Make Av	railable 🚯 Move to Waiting 🧔 Reassign Task 🔠 Sl	creating a new Req) or pre-			
Requirement Process		Req to be modified.			
Property Values					
A Requirement Information		a. Make the desired changes. Be			
Contract Part*:	Contract Section 👻	sure that * are non-blank. b. Enable applicable fields.			
Contract Section*:	1				
Contract Subsection (eg. H.13 or I.021)*:	ntract Subsection (eg. H.13 or I.021)*:				
Source Requirement Type*:	Federal Acquisition Regulation (FAR)	Note leading zero			
SRD Citation*:	FAR 52.253-1	Note citation			
SRD Title*:	Computer Genrated Forms (Jan 1991)	here is NOT			
SRD Section/Paragraph Citation:		ه the Clause #			
SRD Section Title:		۵			
Brief Summary of Requirement:		Prefer hyperlinks to attachments here.			
Link to SRD and/or other info (hyperlink):	Q URL: Name:				
Link to SRD and/or other info (attachment):		Default is start of C31 (June 1, 2005). If req is per a Contract Modification,			
Contract Effective Date:	Jun 🔻 1 👻 2005 👻 🎫 🏔	<ul> <li>enter date of the Mod</li> </ul>			
Change Activity:	pending				
Status:	<ul> <li>⊚ active</li> <li>&gt; pending </li> <li>&gt; retired</li> </ul>	Enable and fill in if possible!			
Primary Owner:	۵	This is a required field. If left blank,			
Function (Primary)*:	¥	an error message will pop up at "complete"			
Additional Owner:	۵	complete			
Additional Owner Function:	- 0	Usually requirements are			
RMC Representative (Case)*:	Wisherop, Michael Paul	Hierarchy Level = 0			
Hierarchy Level*:	0	×			
Policy Area:	- B				
Does this contain embedded req?*:	<ul><li>embedded</li><li>no</li></ul>				
Instruction:	If embedded, cite embedded (association)	Main = Parent			
Is this a main req or a component of main?*:	component     main     CONITINUED NEXT PAGE	Component = Child			
1	CONTINUED NEXT PAGE				

6. Select workflow task, open detailed window for "Enter Requirements Details".

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	CONTINU	ED FROM PREVIO	OUS PAGE		by a Contract Mod, er r comments can be ad	
Is this a deliverable?:		No		too.	r comments can be au	ueu,
Is this a deliverable ?:				[Enable by hittin	ig green button]	
	Instruction:	If yes, complete delivera	ble information	See examples of	wording in existing d	lata
Is there a pending Contract modification?:		◉ No		450 character lir		inta.
Notification date of pending	etatue	Nov 👻 23 💌 2	014 👻 🖬 😃	450 character in	nit.	
Notification date of pending a	status.					
Mod Info & Other Comments	::				۵	
					ssociations here, by er	-
	Reminder:	Review and add/remove	supporting requirement		ciate. Can add more tl	han 1 of any
▲ Workflow Information				type of associatio		
Comment:				- Supporting Req (		
Associations					iment (child to this red	a)
Case to Requirement Workflo	w			- Document (Pare		7/
Associated Case:		2014-09-21/Test D - Issu	e #707 - script re-assig		ssociated MUST EXIST	in the
Requirement Workflow to Rec	quirement			database first!!!		
Associated Requirement:		////0				
Requirement Workflow to Emile	bedded Requirem	ent		Show	w Embedded Requirement(s)	
Embedded Requirement:		Q,			P Search	
A Requirement Workflow to Rec	quirement (Suppo	rting Requirement)		Show	v Supporting Requirement(s)	
Supporting Requirement:		Q.		· · · · · · · · · · · · · · · · · · ·	💣 Search 💩	
Requirement Workflow to Su	poorting Documer	-		Sh	ow Supporting Document(s)	
Supporting Document:		Q			P Search	
Requirement Workflow to Act	tion/POD	9			Show Action/ROD(s)	
Action/ROD:	ionin (OD	Q			Search	
4. Desumette Desuiserentille	-1.8 (C					
Document to Requirement Wo	rktiow (Supportin				Show Document(s)	
Document:		Q,			Search	
A Resources						
▲ Job image					, in the second s	
Job:	Start	Choose Initi Requir Is New Requirement? Create New	Deliverable Choose Relat	Itries not ok View Delivera. Is Master Is Master Generator Entries ok Entries not ok	دِيَ reate ilvera	
BNL Doc # 04.04.001.40	93-AD02		So, hitting "Co	s NOT a deliverable mplete" will upload flow will close and b	d the data in MeDas,	je 4

7. When sure that all information is correct and complete, select "Complete Task." The workflow will close and be completed. Note: "Save" merely saves – it does not update the database and close the workflow.

8. Refresh and check the associated Case to verify that the Requirement Workflow is indeed complete.

Test D - Issue #407 - script re-assign - Ana	rses & Planning (Edit Mode) 🗙								
💽 Complete Task 📑 Save 🤱	Aake Available 🕒 Move to Waiting 🤹 Reassign Task 🔀 Start Associated Workflow 🗮 Sh								
▲ Associations									
Case to Document Workflow	Show Associated Document Job(s)								
Case to Requirement Workflow	Show Associated Requirement Job(s)								
Associated Requirement Job:	/Parent requirement with embedded//Parent Req with embedded//D/Complete								
Associated Requirement Job:	/requirement ABCDE//Parent requirement with embedded requirement//0/Complete								
Associated Requirement Job:	1.009B/FAR 52.208-8/(b)(2)/Required Sources for Helium and Helium Data Usage (April 2002)/Requirements /0/Complete								
Associated Requirement Job:	1.009B/FAR 52.208-8//Required Sources for Helium and Helium Usage Data (April 2002)//0/Complete								
Associated Requirement Job:	1.028/FAR 52.222-37 /(b)/Employment Records on Veterans (Sept 2010)//0/Complete								
Associated Requirement Job:	10 999.9//generate some deliverables//0/Complete This Case won't close								
Associated Requirement Job:	////O/Active this Job still Active!!								
Associated Requirement Job:	LINS JOD SUIT ACLIVE !!								

9. Verify that the entered requirement data format is consistent with existing data using various search filters. (Example below: Search Requirements/active/main/"I.%")

abel 🔻	Contract Part	Contract !	Contract Subsectio	Source Requi e	SRD Citation	Star Title	SRD Section/Parag Mod	Info & Other C	Li
150/FAR 52.225-8//Duty Free Entry (Oct 2010)//0	Contract Section	1	L150	Federal Acquisi	FAR 52.225-8	uty Free Entry (O	adde	ed per Mod 841	ht
.149/FAR 52.215-21 //Requirements for Certified Cost or Pricing Data and	Contract Section	I	L149	Federal Acquisi	FAR 52.215-21	Fequirements for C	adde	ed per Mod 841	ht
148/FAR 52.223-18 //Encouraging Contractor Policies to Ban Text Messa	Contract Section	1	I.148	Federal Acquisi	FAR 52.223-18	Encouraging Contra	adde	ed per Mod 841	ht
147/FAR 52.204-10//Reporting Executive Compensation and First Tier Su	Contract Section	I.	L147	Federal Acquisi	FAR 52.204-10	eporting Executiv	adde	ed per Mod 841	ht
146/FAR 52.233-4//Applicable Law for Breach of Contract Claim (Oct 20	Contract Section	I	L146	Federal Acquisi	FAR 52.233-4	pplicable Law for	adde	ed per Mod 841	ht
145/FAR 52.223-19//Compliance with Environmental Management syster	Contract Section	I	L145	Federal Acquisi	FAR 52.223-19	ompliance with Er	adde	ed per Mod 841	ht
144/FAR 52.215-19 //Notification of Ownership changes (Oct 1997)//0	Contract Continue	1	L144	Federal Acquisi	FAR 52.215-19	l otification of Owr	adde	ed per Mod 841	ht
.143/FAR 52.210-1//Market Research (Apr 2011)//0	Contract Section		L143	Federal Acquisi	FAR 52.210-1	l arket Research (/	adde	ed per Mod 841	ht
.142/FAR 52.209-9 //Updates of Publicly Available Information Regarding	Contract Section		L142	Federal Acquisi	FAR 52.209-9	pdates of Publicly	adde	ed per Mod 841	ht
.141/FAR 52.204-9//Personal Identity Verification of Contractor Personne	Contract Clause - FAR		i.141	Federal Acquisi	FAR 52.204-9	Fersonal Identity Ve			ht
.140/DEAR 970.5223-7//Sustainable Acquisition Program (Oct, 2010)//0	Contract Section		L140	DOE Acquisiti n	DEAR 970.5223-7	sustainable Acquis			
.139/DEAR 1970.5223-6//Exec Order 13423, Strengthening Federal Envi	Contract Clause - DEAF		L139	DOE Acquisiti n	DEAR 1970.5223-6	Exec Order 13423,			
138/DEAR 952.223-78//Sustainable Acquisition Program (Oct 2010)//0	Contract Section		L138	DOE Acquisiti n	DEAR 952.223-78	ustainable Acquis			ht
136/FAR 52.204-11//AMERICAN RECOVERY AND REINVESTMENT ACT	Contract Clause - FAR		I.136	Federal Acquisi	FAR 52.204-11	MERICAN RECOV			ht
.134/DEAR 970.5217-1//Work for Others Program (Non-DOE Funded Wo	Contract Section		L134	DOE Acquisiti n	DEAR 970.5217-1	Vork for Others Pr	O 48	81.1C is embed	ht
.127/FAR 52.222-54//Employment Eligibility Verification (Jan 2009)//0	Contract Clause - FAR		L127	Federal Acquisi	FAR 52.222-54	Employment Eligibili			ht
126/DEAR 952.250-70//Nuclear Hazards Indemnity Agreement (Modified	Contract Clause - DEAF		I.126	DOE Acquisiti n	DEAR 952.250-70	l uclear Hazards In	Mod	841, 7/3/2013,	ht
125/DEAR 952.235-71//Research Misconduct//	Contract Section		L125	DOE Acquisiti n	DEAR 952.235-71	esearch Miscond			ht
.125/10 CFR 733//Allegations of Research Misconduct//	Contract Section		L125	Code of Fede a	10 CFR 733	llegations of Rese			
.124/DEAR 952.20477//Computer Security (AUG 2006), as modified by C	Contract Clause - DEAF		L124	DOE Acquisiti	DEAR 952.20477	omputer Security			ht

Mix use of Clause & Section. Should fix, one way or the other. (Suggeset "Section")

## **Revision History**

Revision	Date	Who	Description
0	11-23-2014	L.J. Young	Initial

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