

DE01 Definitions for Deliverable Owners.

A. Purpose:

This document provides definitions important for Deliverable Owners

B. Who this document is for:

Persons with RMS permissions to close deliverable instances in RMS.

C. Definitions

Completion of deliverables is tallied in the RMS by way of a workflow (wf). Persons responsible for Contract 31 Deliverables will have open items listed in their Inboxes. They will be notified 60 days and 30 days prior to the due date. They will be notified 30 days after the due date, if the wf is not closed.

Term	Definition
As-required deliverable	This is a deliverable that is submitted only if triggered by the circumstances as defined by the specific requirement.
Deliverable	<p>A deliverable is any measurable, tangible, verifiable outcome, product, result, or item that must be submitted to and/or approved by DOE or other customers to satisfy a requirement under the terms of an agreement, contract or implementing mechanism. These include but are not limited to reports, plans, inventories, inspections, assessments, documents, procedures, programs, data, etc. An assessment is the process by which an organization, team, or individual evaluates its performance, compliance, and effectiveness compared to established expectations, such as goals, requirements, procedures, instructions, or other applicable documents.</p> <p>The RMS has the capability to track deliverables to customers other than BSO/DOE, though the Contract 31 deliverables dominate. DOE/BSO defines the due date and sets expectations for the content of Contract 31 deliverables.</p>
Due date	This is the last day that the deliverable must be submitted by the owner. For those that are submitted to BSO, it is understood that BSO counterpart may likely take longer to review and tally the item in the BSO database.
Lab POC (Point-of-Contact)	The Lab or UCOP person assigned responsibility for a particular Contract 31 deliverable. This person must make sure the deliverable is submitted directly to the BSO counterpart on time. This person must notify RMC Representative and/or the RM Program Manager if his/her role changes.
LBNL/BSO ID number	This is a number that has been assigned to the parent deliverable requirement. This number plus the due date uniquely define a scheduled deliverable.
RMC	Requirements Management Committee. See roster at http://www.lbl.gov/DIR/OIA/OCA/reqs-mgmt-prog-members.html
RMC Representative	A member of the RMC.
RMS	Requirements Management System database
Scheduled deliverable	This has a fixed frequency (for example, annual) and a fixed due date (for example, September 15). The date and frequency for Contract 31 items are set by BSO/DOE.

IMPORTANT:

- The Lab POCs are responsible for submitting their deliverables **DIRECTLY** to their respective BSO counterparts, and are expected to tally completion in the RMS database only after submission to BSO.
- The Lab POCs are required to mark any and all correspondence with the citation information as mandated by Contract 31, Section D.2, “Marking”.
- The RMS does **NOT** send the deliverables.
- The tally by BSO is the one that counts.
- The RMS enables the Lab to manage itself.

D. Other Related Procedures:

- DE01 – Orientation: Deliverables Screen Layout, workflow buttons
- DE03 – Selecting a Deliverable Instance with Scheduled Due Date
- DE04 – Selecting an As Required Deliverable Instance
- DE05 – Closing a Submitted Deliverable in RMS
- V03A – Searching the RMS
- V01 – Definitions to Help Use and Search the RMS

G. Revision History

Revision	Date	Who	Description
0	12-3-2012	L.J.Young	Initial
0.1	12-7-2014	L.J.Young	Formalize, format