MEMORANDUM OF AGREEMENT BETWEEN
THE DIRECTORATE OF TRAINING, UNITED STATES SIGNAL CENTER & FT. GORDON AND THE (CUSTOMER ORGANIZATION)

SUBJECT: Management Plan for (Insert Simulator Name Here)

1. References.
   a. U.S. Army Signal Center & Ft. Gordon Simulation Development SOP.
   b. TRADOC Pam 350-70-2, Training Multimedia Courseware Development Guide, dated 26 JUN 03.
   c. TRADOC Pam 350-70-10, Systems Approach to Training Course and Courseware Validation, dated 29 MAR 04.

2. PURPOSE. This management plan is developed to define roles and responsibilities of personnel that will comprise the Government team responsible for supporting contractor development of the (Insert Simulator Name Here).

3. SCOPE. This plan is between the Directorate of Training (DOT) and the (Insert Customer Organization Here), and applies to all representatives of these organizations that participate in the contracted Simulator courseware effort.

4. Chain of Command. Figure 1 shows the internal SIM Project Chain of Command. All pre-existing chains of command for project members are still in effect.

5. Personnel Requirements. The training department requesting development of the Simulator shall assign a Training Department Point-Of-Contact (POC), a Training Developer (TD) and one Subject Matter Expert (SME) per target audience MOS to the project. These personnel shall be assigned to the project from concept to the final government acceptance that occurs at the end of the Operational Tryout. The Training Department POC will either be the Course Chief for the MOS that will be the primary user (MOS) or the Training Development Branch Chief responsible for the primary user (MOS). Furthermore the training department shall also have to provide 15-20 Soldiers (Insert required MOS and acceptable alternative MOSs here) to support each and every Group Trial that is required. These Soldiers must be able to participate in all 10
working days of the Group Trial (s) and must not be pending any UCMJ action or have any scheduled medical appointments or surgery that will prevent them from doing so.

**Figure 1: Internal SIM Project Chain of Command**

![Internal SIM Project Chain of Command Diagram]

5. **Duties & Responsibilities.**

   **a. SIM Branch Project Leader (Insert Actual Name Here)**

   (1) In conjunction with the Training Department POC, responsible for the overall design, development, validation, and fielding of the *(Insert Simulator Name Here)* IAW the U.S. Army Signal Center & Ft. Gordon Simulation Development SOP.

   (2) In conjunction with the Training Department POC, Training Developer(s) and Subject Matter Expert(s) responsible for writing, reviewing, and providing input on the *(Insert Simulator Name Here)* Statement of Work and/or Delivery Order, as well as any contract modifications. Ensure the development of the *(Insert Simulator Name Here)* does not conflict with the original Statement of Work (SOW) requirements. Immediately inform the DOT chain of command of any changes.

   (3) In conjunction with the Training Department POC, resolve any Government internal disputes between the assigned project Training Developer(s) and Subject Matter Experts(s) during the course of the *(Insert Simulator Name Here)* design, development, validation, and fielding. Keep the chain of command appraised of the situation.

   (4) Responsible for maintaining the administrative records (electronic & paper) of the *(Insert Simulator Name Here)* and providing electronic copies to the project Training Developer(s), Subject Matter Expert(s), Training Department POC (and the designated members of their chain of command), the Contracting Officers Representative (COR), the Contracting Officer (KO), the Simulation Branch Chief, the UIT Division Chief, and the Directorate of Training.
Command Group (Director, Deputy Director and SGM) IAW the U.S. Army Signal Center & Ft. Gordon Simulation Development SOP.

(5) In conjunction with the COR, resolve any contract or other disputes between the Government and the Contractor during the course of the (Insert Simulator Name Here) design, development, validation, and fielding. Keep the chain of command appraised of the situation.

(6) Responsible for drafting, staffing, distributing and updating (As necessary) the (Insert Simulator Name Here) Management Plan Memorandum of Agreement (MOU).

(7) Responsible for drafting, staffing and updating the (Insert Simulator Name Here) Project Milestone Schedule.

(8) Responsible for personally coordinating, attending, and facilitating (leading) [As well as ensuring the project SMEs and TDs attend] all required Interim Progress Reviews (IPR) and Integrated Product Team (IPT) meetings, data collections (as necessary), Consolidated Product (storyboards, simulator releases) Reviews, Group Trials, Training Material Verifications, and the Government Acceptance Tests for the (Insert Simulator Name Here) Simulator.

(9) Responsible for personally reviewing and commenting on [As well as ensuring the project SMEs and TDs review and comment on] all of the (Insert Simulator Name Here) Simulator Monthly Reports, the GFI/GFE Report, meeting minutes, the IMDP/Prototype, storyboards, Interim Simulator Releases, the Final Release, the Final Delivery, and any other Simulator products and/or deliverables.

(10) Responsible for drafting, staffing, distributing, and executing the (Insert Simulator Name Here) Group Trials Plan (s) and Government Acceptance Test Plan (s).

b. Training Department POC (Insert Actual Name Here)

(1) In conjunction with the Simulation Branch Project Leader, will be responsible for the overall design, development, validation, and fielding of the (Insert Simulator Name Here) IAW the U.S. Army Signal Center & Ft. Gordon Simulation Development SOP.

(2) In conjunction with the Simulation Branch Project Leader, Training Developer(s) and Subject Matter Expert(s) responsible for writing, reviewing, and providing input on the (Insert Simulator Name Here) Statement of Work and/or Delivery Order, as well as any contract modifications. Ensure the development of the (Insert Simulator Name Here) does not conflict with the original Statement of Work (SOW) requirements. Immediately inform the training department chain of command of any changes.

(3) In conjunction with the Simulation Branch Project Leader, resolve any Government internal disputes between the assigned project Training Developer(s) and Subject Matter Expert(s) during the course of the (Insert Simulator Name Here) design, development, validation, and fielding. Keep the training department chain of command appraised of the situation.
(4) Responsible for maintaining the internal training department administrative records (electronic & paper) of the (Insert Simulator Name Here) and providing electronic copies to the designated members of the training department chain of command, IAW internal training department SOPs.

(5) Responsible for adhering to and ensuring that the (Insert Simulator Name Here) Training Developer(s) and Subject Matter Expert(s) comply with the (Insert Simulator Name Here) Project Milestone Schedule.

(6) Responsible for ensuring that the (Insert Simulator Name Here) Training Developer(s) and Subject Matter Expert(s) attend all required IPRs and IPTs, data collections, Consolidated Product Reviews (storyboards, simulator releases), Group Trials(s), and the Government Acceptance Test. Personally responsible for attending the Post Award, IMDP/Prototype, System Requirements Review and System Design Review Meetings.

(7) Responsible for ensuring that the project Training Developer(s) and Subject Matter Expert(s) review and provide comments on all the (Insert Simulator Name Here) Monthly Reports, the GFI/GFE Report, meeting minutes, the IMDP/Prototype, storyboards, Interim Simulator Releases, the Final Release, the Final Delivery, the Group Trials Plan, the Group Trials Report, the Government Acceptance Test Plan, the Simulator Fielding Plan, and any other Simulator products and/or deliverables. Personally responsible for commenting on the GFE/GFI Report, the Post Award, the IMDP/Prototype, the System Requirements Review and the System Design Review Meeting Minutes.

(8) Responsible for back briefing the training department chain of command on what information they (Training Department POC, Training Developers and Subject Matter Experts) are providing as input into the (Insert Simulator Name Here), as well as keeping them up to date on the (Insert Simulator Name Here) Developmental Milestones and their commitments and requirements to the project.

c. Training Developer (Insert Actual Name Here)

(1) In conjunction with the Simulation Branch Project Leader, Training Department POC, and Subject Matter Expert(s), responsible for writing, reviewing, and providing input on the (Simulator Project Title) Statement of Work and/or Delivery Order, as well as any contract modifications. Ensure the development of the (Insert Simulator Name Here) does not conflict with the original Statement of Work (SOW) requirements. Immediately inform the training department chain of command of any changes.

(2) Responsible for ensuring that all the (Insert Simulator Name Here) lessons are functional, instructionally sound, in accordance with design documents, user friendly, and consistent.

(3) Responsible for adhering to the (Insert Simulator Name Here) Project Milestone Schedule.
(4) Responsible for personally attending all required IPRs and IPTs, data collections (as necessary), Consolidated Product (storyboards, simulator releases) Reviews, Group Trials(s), and the Government Acceptance Test.

(5) Responsible for personally reviewing and commenting on all the (Insert Simulator Name Here) Monthly Reports, the GFI/GFE Report, meeting minutes, the IMDP/Prototype, storyboards, Interim Simulator Releases, the Final Release, the Final Delivery, and any other Simulator products and/or deliverables.

(6) Responsible for serving as the Group Trial(s) Site Leader and drafting the (Insert Simulator Name Here) Group Trials Report.

(7) Responsible for back briefing the Training Department POC on what information they are providing as input into the (Insert Simulator Name Here), as well as keeping them up to date on the (Insert Simulator Name Here) Developmental Milestones and their commitments and requirements to the project.

d. Subject Matter Expert (Insert Actual Name Here)

(1) In conjunction with the Simulation Branch Project Leader, Training Department POC, and Training Developer(s), responsible for writing, reviewing, and providing input on the (Insert Simulator Name Here) Statement of Work and/or Delivery Order, as well as any contract modifications. Ensure the development of the (Insert Simulator Name Here) does not conflict with the original Statement of Work (SOW) requirements. Immediately inform the training department chain of command of any changes.

(2) Responsible for ensuring that all the Simulator lessons are functional, technically accurate, current, and complete.

(3) Responsible for adhering to the (Insert Simulator Name Here) Project Milestone Schedule.

(4) Responsible for personally attending all required IPRs and IPTs, data collections (as necessary), Consolidated Product Reviews (storyboards, simulator releases), Group Trials(s), and the Government Acceptance Test (s).

(5) Responsible for personally reviewing and commenting on all the (Insert Simulator Name Here) Monthly Reports, the GFI/GFE Report, meeting minutes, the IMDP/Prototype, storyboards, Interim Simulator Releases, the Final Release, the Final Delivery, and any other Simulator products and/or deliverables.

(6) Responsible for back briefing the Training Department POC on what information they are providing as input into the (Insert Simulator Name Here) as well as keeping them up to date on the (Insert Simulator Name Here) Developmental Milestones and their commitments and requirements to the project.

6. Effective Date. The effective date of this agreement is (Insert Date Here).
7. **Point of Contact (POC).** POC for this action is (*Insert Simulator Project Leader Contact Information Here*).

<table>
<thead>
<tr>
<th>MICHAEL A. CORDES</th>
<th>(Insert Commandant Name Here)</th>
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<tbody>
<tr>
<td>COL, SC</td>
<td>(Insert Their Title Here)</td>
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<tr>
<td>Director, Directorate of Training</td>
<td>(Insert the Organization Name Here)</td>
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<td><em>(Insert Date Signed Here)</em></td>
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