*For instructions on using this template, please see Notes to Author/Template Instructions on page 12.*

*Notes on accessibility: This template has been tested and is best accessible with JAWS 11.0 or higher.*

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| Identity mark of the Centers for Medicare & Medicaid Services | Centers for Medicare & Medicaid Services  CMS eXpedited Life Cycle (XLC) |

<Project Name / Acronym>

Subcontractor Management Plan

Version 2.0

MM/DD/YYYY

**Document Number:** <document’s configuration item control number>

**Contact Number:** <current contract number of company maintaining document>

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# Introduction

Instructions: Summarize the purpose of the document, the scope of activities that resulted in its development, the intended audience for the document, and expected evolution of the document. Also describe any security or privacy considerations associated with use of this document.

# Overview

Instructions: Provide a high-level overview of the project. Focus on the process and deliverable aspects of the project, including contract type, major milestones, and stakeholders. Briefly describe the purpose and context for the system or situation, and summarize the history of its development.

# Assumptions/Constraints/Risks

## Assumptions

Instructions: Describe any assumptions or dependencies that may have a significant impact on the implementation of this Subcontractor Management Plan.

## Constraints

Instructions: Describe any limitations or constraints that may have a significant impact on the implementation of this Subcontractor Management Plan.

## Risks

Instructions: Describe any risks associated with the implementation or non-implementation of this Subcontractor Management Plan and proposed mitigation strategies.

# Subcontractor Management Approach

Instructions: Describe the approach or strategy for subcontractor management. Include details such as selecting subcontractors, identifying services that the subcontractors will provide (e.g., supplier, staff augmentation, integrated team, etc.), establishing and maintaining agreements with the subcontractors, executing the agreements, and monitoring subcontractor performance.

## Methods & Tools

Instructions: Describe the method, processes, tools and techniques that will be used for subcontractor management, and how they will integrate with other project processes (e.g., contract management, staffing management, communication management, decision analysis and resolution, cost management, quality management, project monitoring and control, risk management, etc.). As appropriate, refer to the Project Management Plan (PMP) and/or any applicable subordinate plans that may exist (e.g., Staffing Management Plan, Communication Management Plan, Quality Management Plan, etc.)

| Process | Level of Implementation | Tools & Techniques |
| --- | --- | --- |
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Table 1: Management Processes

## Roles & Responsibilities

Instructions: Identify key personnel responsible for subcontractor management. Describe their responsibilities and expected cost or level of effort (LOE) related to subcontractor management.

| Key Personnel | Responsibilities | Expected Cost / L.O.E. |
| --- | --- | --- |
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Table 2: Roles & Responsibilities

## Measuring & Reporting Performance

Instructions: Describe the approach for measuring and reporting subcontractor performance. Include the objective evidence that will be used (e.g., actual delivery dates versus agreed-upon delivery dates).

## Non-Conformance

Instructions: Describe the approach for managing subcontractor non-conformance to established agreements.

Appendix

Instructions: Utilize appendices to facilitate ease of use and maintenance of the Subcontractor Management Plan. Each appendix should be referenced in the main body of the document where that information would normally have been provided.

Acronyms

Instructions: Provide a list of acronyms and associated literal translations used within the document. List the acronyms in alphabetical order using a tabular format as depicted below.

| Acronym | Literal Translation |
| --- | --- |
| **CMS** | Centers for Medicare & Medicaid Services |
| **PMP** | Project Management Plan |
| **SDMP** | System Development Management Plan |
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Table 3: Acronyms

Glossary

Instructions: Provide clear and concise definitions for terms used in this document that may be unfamiliar to readers of the document. Terms are to be listed in alphabetical order.

| Term | Definition |
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Table 4: Glossary

Referenced Documents

Instructions: Summarize the relationship of this document to other relevant documents. Provide identifying information for all documents used to arrive at and/or referenced within this document (e.g., related and/or companion documents, prerequisite documents, relevant technical documentation, etc.).

| Document Name | Document Number and/or URL | Issuance Date |
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Table 5: Referenced Documents

Record of Changes

Instructions: Use the table below to record information regarding changes made to the document over time.

| Version  Number | Date | Author/Owner | Description of Change |
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Table 6: Record of Changes

Approvals

Instructions: Obtain signature approval of the final document from the delivering organization’s Approving Authority, the primary CMS recipient (i.e., generally the Government Task Leader (GTL), and the Business Owner. Additional signature lines may be added as needed.

The undersigned acknowledge that they have reviewed the Subcontractor Management Plan and agree with the information presented within this document. Changes to this Subcontractor Management Plan will be coordinated with, and approved by, the undersigned, or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | Submitting Organization’s Approving Authority |  |  |
|  |  |  |  |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | CMS’ Approving Authority |  |  |
|  |  |  |  |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | CMS Business Owner |  |  |
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Notes to the Author / Template Instructions

This document is a template for creating a Subcontractor Management Plan primarily for use by a given new development, system redesign, or major enhancement project. This template includes instructions, boilerplate text, and fields that should be replaced with the values specific to the particular project.

* *Each section provides instructions or describes the intent, assumptions, and context for content included in that section.*
* *Instructional text in each section should be replaced with information specific to the particular project.*
* *Some text and tables are provided as boilerplate examples of wording and formats that may be used or modified as appropriate.*

*When using this template, follow these steps:*

1. *Modify any boilerplate text, as appropriate, to your specific project.*
2. *To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. The primary styles used in this document are:*
   * *Heading 1 (Arial Narrow, 18 pt, Bold)*
   * *Heading 2 (Arial Narrow, 16 pt, Bold)*
   * *Boilerplate and body text is Normal (Arial, 11 pt)*
3. *Do not delete any Headings. If the Heading is not applicable to the project, indicate “Not Applicable” under the Heading.*
4. *Figure captions and descriptions are to be placed centered, above the figure. All figures must have an associated tag providing appropriate alternative text for Section 508 compliance.*
5. *Table captions and descriptions are to be placed centered, below the table.*
6. *All documents must be compliant with Section 508 requirements.*
7. *Delete this “Notes to the Author / Template Instructions” page and all instructions to the author before finalizing the initial draft of the document.*