



TECHNICAL REPORT

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Data Management In-House Training Course

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DATA MANAGEMENT IN-HOUSE TRAINING COURSE

CMB6-8

AUGUST 1989

ELECTRONIC INDUSTRIES ASSOCIATION
ENGINEERING DEPARTMENT



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DATA MANAGEMENT IN-HOUSE TRAINING COURSE

FOREWORD

This EIA Publication is presented by the Electronic Industries Association G-33 Data and Configuration Management Committee. As part of the committee's educational program, this publication was developed as a guide and tool for "DATA MANAGEMENT IN-HOUSE TRAINING COURSE". Based upon current DoD data requirements documents and past experience of the committee members, it is intended as a guide to assist the trainee in understanding Data Requirements and Data Management. It has been prepared to provide materials for teaching the Data Management Course outlined in EIA Bulletin CMB6-2.

Any suggested changes or additional material should be sent to:

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Appreciation is extended to Messrs. Richard R. Hoppe of Hughes Aircraft Co. and John R. Johnston of Westinghouse Electric Corp. as Co-Chairman of the Data Management In-House Training Committee, and the G-33 Data Management Sub-Committee chaired by Mr. Dale Willi of Unisys Corp. Also appreciated is the help of the many members of the G-33 Data and Configuration Management Committee who furnished text material and participated in the review of successive drafts.



DATA RIGHTS



IT SHOULD BE NOTED THAT THIS DATA MANAGEMENT IN-HOUSE TRAINING COURSE DOES NOT DEAL IN-DEPTH WITH DATA RIGHTS. BECAUSE OF THE FLUIDITY OF THE DATA PROTECTION REQUIREMENTS OF BOTH INDUSTRY AND THE U.S. GOVERNMENT IT WAS DETERMINED TO INCLUDE DATA RIGHTS ISSUES AS CHANGEABLE SUPPLEMENTS TO THIS DOCUMENT. REVISED SUPPLEMENTS CAN BE ISSUED TO REFLECT MAJOR GOVERNMENTAL CHANGES IN RIGHTS LAWS, INTERPRETATIONS, AND MARKINGS.

DATA MANAGEMENT IN-HOUSE TRAINING COURSE

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INTRODUCTION



NOTICE!

THE INFORMATION CONTAINED IN THIS DATA MANAGEMENT IN-HOUSE TRAINING COURSE IS INTENDED ONLY AS A GUIDE TO ASSIST THE TRAINEE IN UNDERSTANDING THE WORLD OF DATA MANAGEMENT.



1. WHAT IS DATA?
2. HOW IMPORTANT IS DATA?
3. GOVERNMENT ACQUISITION OF DATA
4. CONTRACTOR DATA MANAGEMENT
 - A. WHAT IS DATA MANAGEMENT?
 - B. PROPOSALS AND PRICING DATA
 - C. MANAGING CONTRACT DATA
 - D. WHAT ARE THE PROBLEMS?
5. SUBCONTRACT DATA
6. SUMMARY

INTRODUCTION





1. WHAT IS DATA?

1. WHAT IS DATA



DATA

FACTUAL INFORMATION (AS MEASUREMENTS OR STATISTICS) USED AS A BASIS FOR REASONING, DISCUSSION, OR CALCULATION

MERRIAM-WEBSTER DICTIONARY

DATA = ANY INFORMATION IN ANY MEDIA

- ADMINISTRATIVE/MANAGEMENT
- ENGINEERING AND CONFIGURATION
- FINANCIAL
- HUMAN FACTORS
- LOGISTICS SUPPORT
- TECHNICAL PUBLICATIONS
- PROCUREMENT/PRODUCTION
- RELATED DESIGN REQ.
- SYSTEM/SUBSYSTEM ANALYSIS
- TEST
- PROVISIONING

1. WHAT IS DATA?



(1) TECHNICAL DATA MEANS RECORDED INFORMATION, REGARDLESS OF FORM OR CHARACTERISTIC, OF A SCIENTIFIC OR TECHNICAL NATURE. IT MAY, FOR EXAMPLE, DOCUMENT RESEARCH, EXPERIMENTAL, DEVELOPMENTAL OR ENGINEERING WORK; OR BE USABLE OR USED TO DEFINE A DESIGN OR PROCESS OR PROCEDURE, TO PRODUCE, SUPPORT, MAINTAIN, OR OPERATE MATERIEL. THE DATA MAY BE GRAPHIC OR PICTORIAL DELINEATIONS IN MEDIA SUCH AS DRAWINGS OR PHOTOGRAPHS; TEXT IN SPECIFICATIONS OR RELATED PERFORMANCE OR DESIGN TYPE DOCUMENTS; OR COMPUTER PRINTOUTS.

DFAR 7-104.9

(SEE FAR 52.227-7013 FOR NEW AND DIFFERENT DEFINITIONS)

1. WHAT IS DATA



TYPICAL DATA

- ADMINISTRATIVE REPORTS

FINANCIAL, SCHEDULE, PERFORMANCE, PRODUCTION, REDLINE

- TECHNICAL REPORTS

TRADE STUDIES, SYSTEM ANALYSES, SYSTEM DESIGN/ENGINEERING,
HARDWARE TEST, "ILITY STUDIES"

- TECHNICAL INFORMATION

ENGINEERING DRAWINGS, CHARTS, PHOTOS, FILMS, TAPES, LISTS,
SPECIFICATIONS

- MANUALS

OPERATOR, TRAINING, MAINTENANCE, REPAIR, TECHNICAL ORDERS

- PROVISIONING DATA

SPARES, PARTS LISTS, HI-VALUE, SOFT CONSUMABLE ITEMS

1. WHAT IS DATA?



WHO GENERATES DATA?

- PRIME (Design, Development and Production)
- SUBCONTRACTORS (Works to Prime's Requirements)
- VENDORS (Design/Produce "Off-the-Shelf" Items)
- OTHER (Issues Previously Developed Data)

PROBLEMS

- PROPRIETARY DATA • RESPONSIBILITY
- OTHER RIGHTS TO DATA • QUALITY
- FORMAT



2. HOW IMPORTANT IS DATA?



2. HOW IMPORTANT IS DATA?



**"DECISIONS
ARE THE BASIS
OF MANAGEMENT
AND
DATA IS THE BASIS
FOR ALL DECISIONS"**

-- GEN B.R. SCHREIVER (USAF)RET'D

2. HOW IMPORTANT IS DATA?



DATA IS DYNAMIC! IT FORCES OTHER THINGS TO HAPPEN

- COMPLEX AND DIFFICULT TO UNDERSTAND
- COSTLY IF NOT UNDERSTOOD
- WORTHLESS IF NOT CONTROLLED
- A BURDEN TO THE DESIGN ENGINEER
- A CURSE TO THE PROJECT MANAGER
- HELP TO INSURE CONTRACTUAL COMPLIANCE
- COULD JEOPARDIZE PROGRESS PAYMENTS
- STREAMLINE AND STANDARDIZE REQUIREMENTS
- REDUCE COST OF SUBCONTRACTS

2. HOW IMPORTANT IS DATA?



VALID AND TIMELY DATA IS NEEDED BY THE CUSTOMER AND MANAGEMENT FOR:

- PROJECT VISIBILITY

SCHEDULE, COST, PROGRESS, PROBLEM IDENTIFICATION

- DECISIONS

FEASIBILITY, RELIABILITY, PRODUCIBILITY, DESIGN
DEVELOPMENT AND CHANGE, PARTS AND SOURCE SELECTION

- OPERATION

TRAINING, OPERATING

- SUPPORT

MAINTENANCE, REPAIR

- PROCUREMENT

COMPETITIVE REPROCUREMENT, REPLACEMENT

2. HOW IMPORTANT IS DATA?



CONTRACT DATA REQUIREMENTS - A SECOND PRODUCT LINE

- FEDERAL GOVERNMENT SPENDS MORE THAN \$8 BILLION A YEAR FOR PAPERWORK
- UP TO 40% OF A PROGRAM'S EXPENDITURES CAN BE SPENT ON DATA
- STUDIES HAVE CONCLUDED THAT 50% OF DATA PRODUCED MAY BE UNNECESSARY
- DURING DIFFERENT PHASES DATA MAY BE THE ONLY CONTRACT DELIVERABLE

2. HOW IMPORTANT IS DATA?



MAGNITUDE OF DATA PROBLEM IS EXEMPLIFIED BY THE V LONG PROGRAM

- LARGEST SINGLE DATA EFFORT IN XYZ'S HISTORY
- OVER 5,000,000 PAGES OF DATA PRINTED
- THIS REPRESENTS A STACK OF PAPER 1/2 MILE HIGH AND WEIGHING 25 TONS
- DURING PEAK EFFORT
 - 12 ON-SITE TYPISTS
 - 20 TECHNICAL EDITORS/COORDINATORS
 - 8 OUTSIDE PUBLICATIONS VENDORS
- " WHEN THE WEIGHT OF THE DOCUMENTATION EQUALS THE WEIGHT OF THE AIRPLANE, THE AIRPLANE WILL FLY"

ANONYMOUS

2. HOW IMPORTANT IS DATA?



TYPICAL DATA COSTS FROM 1 CONTRACT

TITLE	NO. OF SUBMITTALS	NO. OF PAGES PER SUBMITTAL	TOTAL COST	COST PER PAGE
CONFIGURATION STATUS ACCOUNTING REPORT	26	4	\$ 69,120	\$ 665
FLIGHT TEST ACTIVITY REPORT	16	80	243,600	190
FLIGHT TEST ANOMALY REPORT	3	15	56,368	1,253
TECHNICAL MANUAL COST REPORT	1	20	44,000	2,200
APOLLO APPLICATIONS TEST PLAN	1	150	94,700	631
SUBSYSTEM GROUND TEST REPORT	2	100	64,960	325
SUPPORT EQUIPMENT REQUIREMENT PLAN	1	35	19,831	567
MANPOWER PLANNING 12 MONTH REPORT	2	5	7,200	720
NUCLEAR RAD EFFECTS REPORT	1	75	1,550	21
STUDY PLAN AND REPORT	1	80	65,912	733
QUALIFICATION TEST REPORT	2	540	122,514	114
ELEC INTERFERENCE TEST PLAN	1	21	8,700	143
PROPULSION PROPERTIES CONTROL DATA REPORT	1	6	9,900	165



2. HOW IMPORTANT IS DATA?



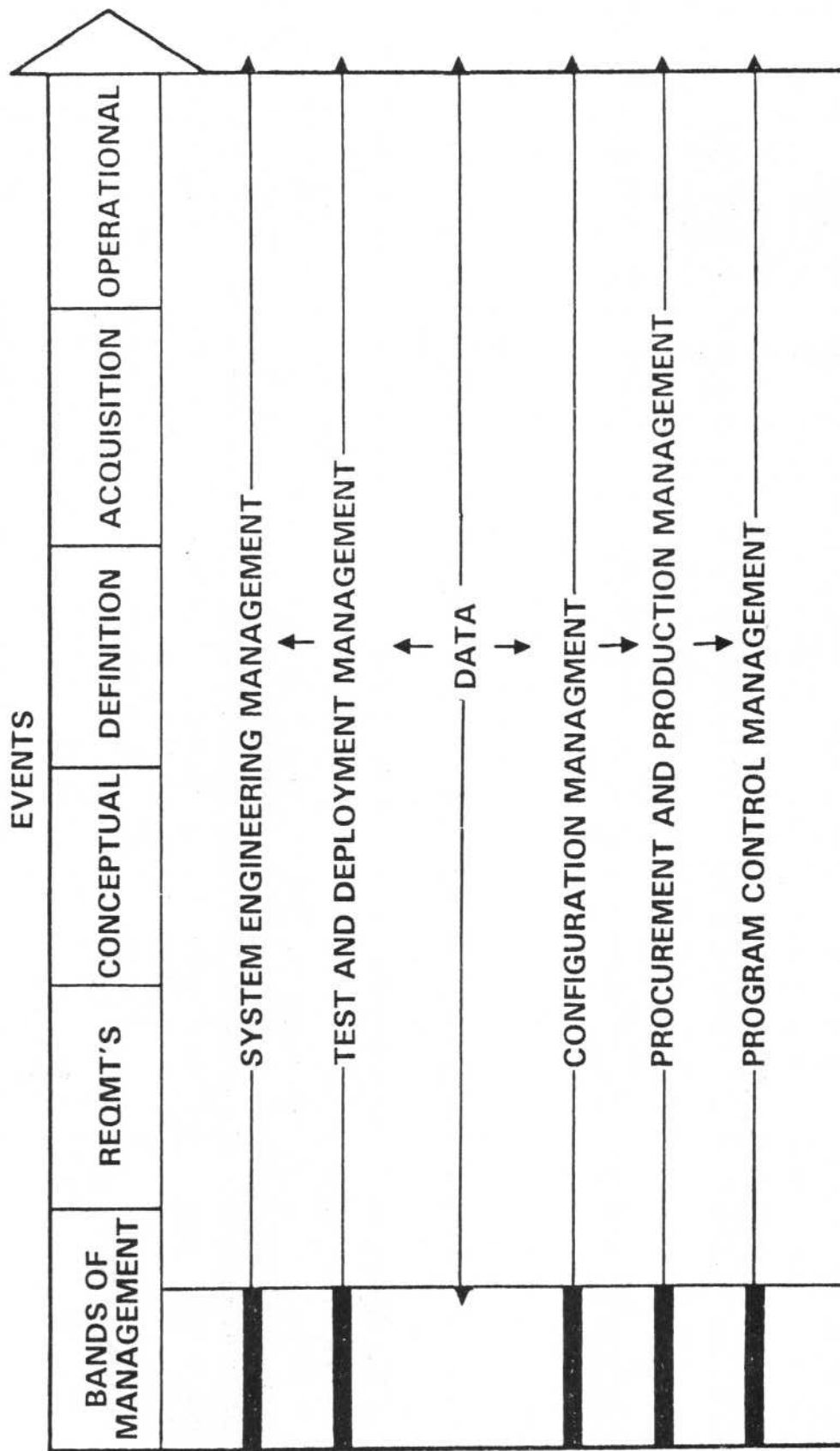
TYPICAL DATA COSTS FROM 1 CONTRACT

TITLE	PRICE GROUP	NO. OF SUBMITTALS	NO. OF PAGES PER SUBMITTAL	TOTAL COST	COST PER PAGE
FAILURE SUMMARY REPORT	II	39	24	\$ 46,100	\$ 49
MANUFACTURING RUN-IN STATUS REPORT	II	62	5	42,700	138
ACCEPTANCE REQUIREMENTS DOCUMENTS	II	84	20	170,600	102
QUALITY ASSURANCE STATUS REPORT	II	72	18	126,500	98
ACCEPTANCE TEST PROCEDURES	III	142	43	6,200	1
EQUIPMENT SPECIFICATION	I	1	117	83,600	714
RELIABILITY PREDICTION	II	5	336	70,900	42

2. HOW IMPORTANT IS DATA?



DATA SPANS THE FULL LIFE-CYCLE OF A SYSTEM



2. HOW IMPORTANT IS DATA?



SYSTEM LIFE CYCLE EVENTS AND THEIR ASSOCIATED DATA

REQUIREMENTS	CONCEPTUAL	DEFINITION	ACQUISITION	OPERATIONAL
SYSTEM REQUIREMENTS STUDIES	STUDY RESULTS	TEST PLANS	TEST PROCEDURES	MAINTENANCE REQUIREMENTS
FEASIBILITY STUDIES	TECHNICAL REPORTS	TEST PROCEDURES	TEST REPORTS	DESIGN CHANGE NOTICES
TECHNICAL REPORTS	MANAGEMENT REPORTS	TEST REPORTS	ACCEPTANCE REQUIREMENTS	TECHNICAL DIRECTIVES
DRAWINGS - EXPERIMENTAL	COST INFORMATION	DEMONSTRATION REPORTS	SPECIFICATIONS	TECHNICAL ORDERS
SYSTEM BLOCK DESIGN	LEVEL 1 DRAWINGS	SPECIFICATIONS	TECHNICAL REPORTS	RETROFIT INSTRUCTIONS
	MEETING MINUTES	TECHNICAL REPORTS	LEVEL 3 DRAWINGS	LOGISTICS ANALYSES
	PHASE PLANNING	COST INFORMATION	COST INFORMATION	SPARES STATUS
	FILMS	MANAGEMENT REPORTS	MANAGEMENT REPORTS	
	VIDEO TAPES	LEVEL 2 DRAWINGS	RELIABILITY REPORTS	
		LOGISTICS PLANNING REPORTS	CONFIG MANAGEMENT REPORTS	
		RELIABILITY PREDICTIONS	QUALITY REPORTS	
			END ITEM REPORTS	
			PROVISIONING DATA	
			TECHNICAL MANUALS	
			MAINTENANCE PLANS	
			ECP's	

3. GOVERNMENT ACQUISITION OF DATA





GOVERNMENT ACQUISITION OF DATA



DATA ARE DATA ARE DATA

ARMY:

AR 700-51 ARMY DATA MANAGEMENT PROGRAM (2/28/73)

NAVY:

NAVMAT INST 4000.15 DATA MANAGEMENT PROGRAM
(REV A CHANGE 1 2/2/71) (NOW SECNAV INST 4000.XX DRAFT,
TRANSFERRED TO NAVSUP)

AIR FORCE:

AFR 310-1 MANAGEMENT OF CONTRACTOR DATA (MAR 1983)

MARINES:

MCO P4000.21A

DSA:

DSAR 4185.16

NSA:

NSAR 80-6

3. GOVERNMENT ACQUISITION OF DATA.



DATA ARE ACQUIRED

- TO MAINTAIN VISIBILITY
- TO CONTROL THE PROGRAM
- TO MAKE DECISIONS
- TO DEFINE THE DESIGN

3. GOVERNMENT ACQUISITION OF DATA.



WHAT IS A DESIGN DISCLOSURE

A COMPLETE AND ACCURATE DEFINITION OF A PRODUCT
IN SPECIFIC AND MEASURABLE ENGINEERING TERMS

- ONLY TRUE PRODUCT OF RESEARCH AND DEVELOPMENT
- REQUIRED FOR ALL COMPETITIVE REPROCUREMENTS
- USED FOR CONFIGURATION CONTROL DURING PRODUCTION

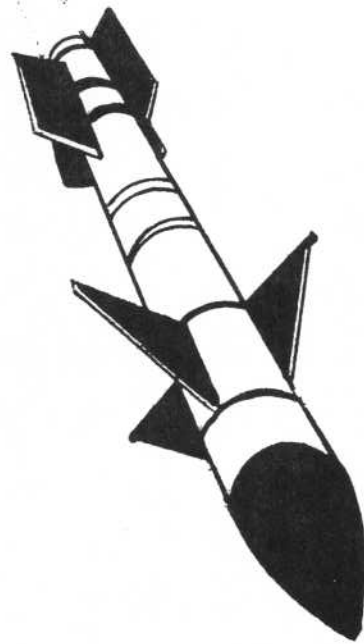


3. GOVERNMENT ACQUISITION OF DATA



• COMMON FUNCTIONS OF DATA ALL CONTRACTS

- USED TO DESIGN/BUILD
HARDWARE
- PROVIDES BASIS FOR ALL
DECISIONS
- PRINCIPAL INTERFACE
BETWEEN CONTRACTOR
AND GOVERNMENT
- USED TO OPERATE/SUPPORT
HARDWARE
- PROVIDES LASTING
FOUNDATION UPON WHICH
SCIENCE & TECHNOLOGY
PROGRESSES



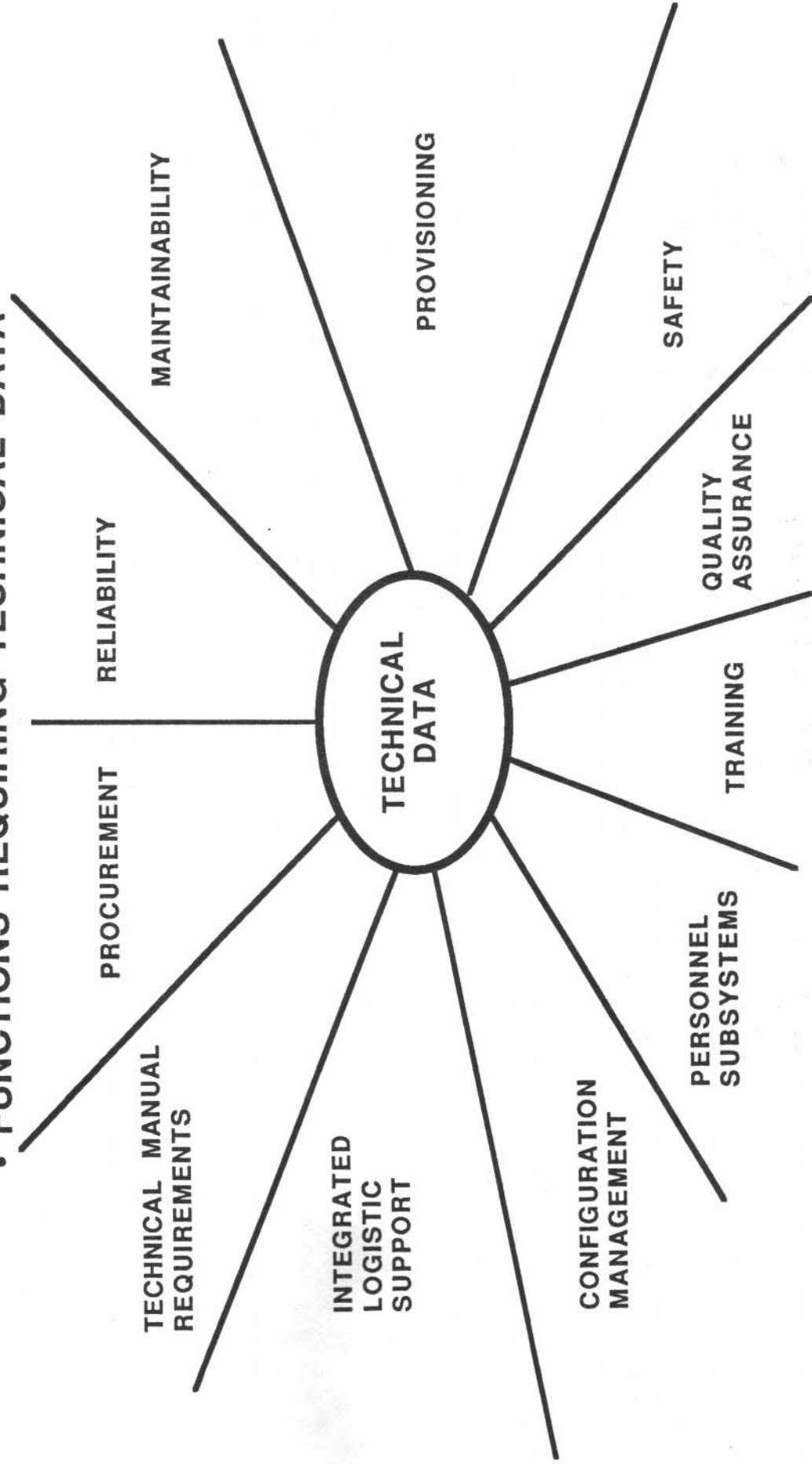
HARDWARE

DATA

3. GOVERNMENT ACQUISITION OF DATA.



• FUNCTIONS REQUIRING TECHNICAL DATA





3. GOVERNMENT ACQUISITION OF DATA.



WHY DATA MANAGEMENT

PHYSICAL

MATERIAL
FINISH
COMPOSITION
HEAT TREAT
LOAD FACTOR

PROVIDES
STANDARDS
AND
FORMATS

?

MECHANICAL

PERFORMANCE RATINGS
DIMENSIONS
TOLERANCES
INPUT & OUTPUT
CONNECTIONS
CALIBRATIONS

ELECTRICAL

PERFORMANCE
INPUT & OUTPUT
CONNECTIONS
TOLERANCES
SCHEMATICS
DIAGRAMS
RATINGS

CONTROLS
RECEIPT
OF
INFORMATION

DIMENSIONAL

ENVELOPE SIZE
LENGTH
HEIGHT
WIDTH
THICKNESS
ATTACH POINTS
ID (INSIDE DIAMETER)
OD (OUTSIDE DIAMETER)

3. GOVERNMENT ACQUISITION OF DATA.



GOVERNMENT MUST BE ABLE TO
RECEIVE AND STORE DATA

ANY INFORMATION

ANY MEDIA



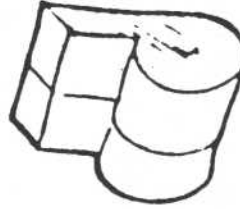
ENGINEERING
DRAWINGS



SPECIFICATIONS
PLANS
REPORTS



TECHNICAL
MANUALS



SOFTWARE
FIRMWARE



COMPUTER
MEMORY
GRAPHICALLY
GENERATED/
STORED



NUMERICALLY
CONTROLLED
PRODUCTION TAPES
(CAD/CAM)

3. GOVERNMENT ACQUISITION OF DATA



DOD HAS RECOGNIZED THE DATA PROBLEM AND INITIATED POSITIVE ACTION TO MAINTAIN CONTROL

PUBLISHED DOD INSTRUCTION 5010.12 DATED 4/27/65
TITLED " DATA ELEMENTS AND DATA CODES
STANDARDIZATION PROCEDURE" WHICH---

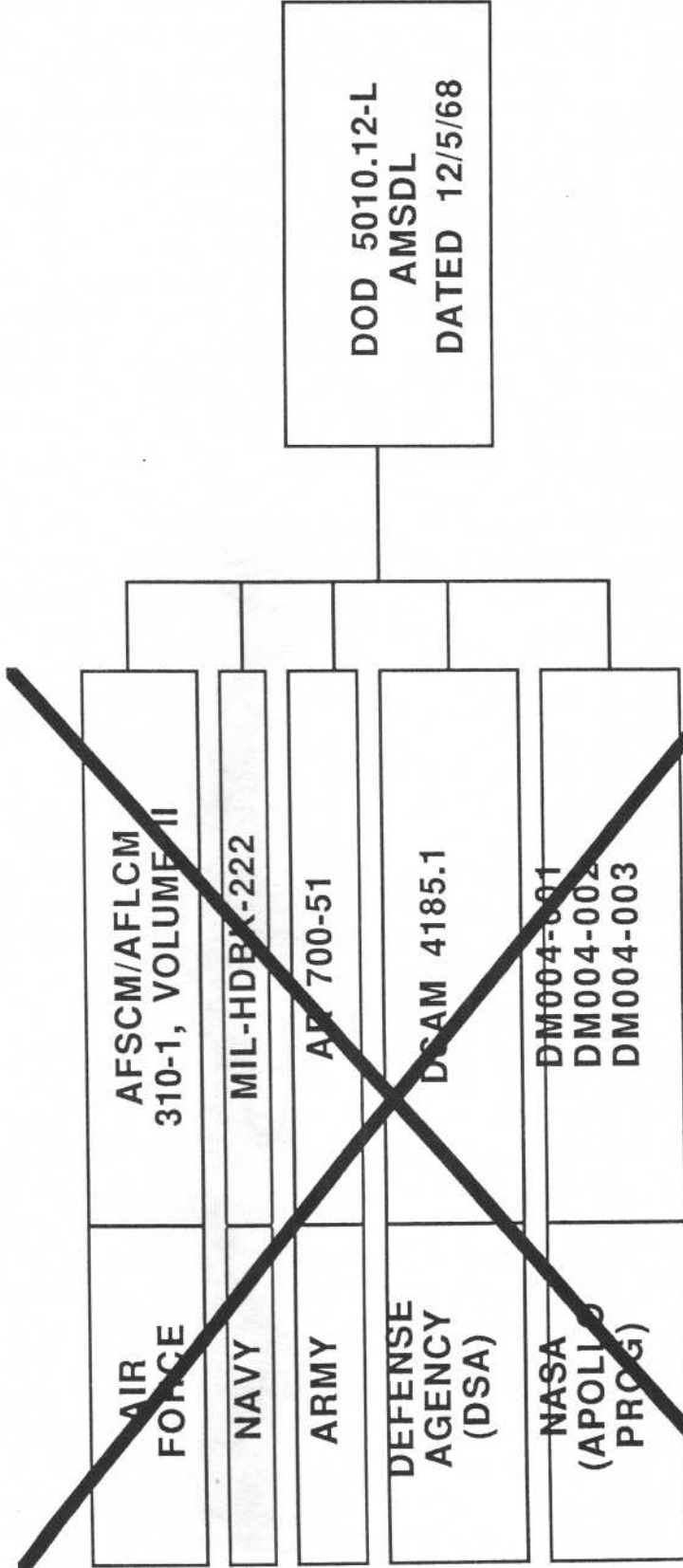
- REQUIRES STANDARD PROCEDURES AND FORMS
- IMPOSES FORMAL DATA MANAGEMENT DISCIPLINES
- ESTABLISHES CENTRALIZED CONTROL OF DATA

RECENTLY INITIATED COMPUTER-AIDED AQUISITION
AND LOGISTICS SYSTEM

GOVERNMENT ACQUISITION OF DATA



DOD HAS CENTRALIZED CONTROL OF DATA BY
ESTABLISHING A SINGLE AUTHORIZED LIST IN
DOD 5010.12-L ACQUISITION MANAGEMENT
SYSTEMS AND DATA REQUIREMENTS CONTROL LIST (AMSDL)



3. GOVERNMENT ACQUISITION OF DATA.



OUR NEXT TOPIC IS:



DATA IN THE REQUEST FOR PROPOSAL

DATA FORMS, DEFERRED DATA



GOVERNMENT ACQUISITION OF DATA.



ANATOMY OF AN RFP

- CONTRACT
 - RIGHTS IN DATA
 - DEFERRED DATA
 - DEFERRED ORDERING
 - DEFERRED DELIVERY
 - WARRANTIES

- STATEMENT OF WORK
 - TASKING DOCUMENT
 - DOESN'T NORMALLY SPECIFY DATA
 - REFERENCES DID'S IN (PARENTHESIS))

- CDRL
 - BINDING
 - PRICED

- DID
 - PURPOSE
 - CONTENT
 - FORMAT

CATALYST IS YOU!

3. GOVERNMENT ACQUISITION OF DATA.



PURPOSE AND TYPICAL SECTION LETTERS OF THE RFP

- CONVEY TO CONTRACTORS UNDERSTANDING OF
- WORK TO BE PERFORMED
- EQUIPMENT/SERVICES TO BE SUPPLIED
- CONDITIONS IMPOSED
- EVALUATE CAPABILITY TO PERFORM
- DETERMINE APPROPRIATE COST
- PROPOSAL PREPARATION INSTRUCTIONS

• TYPICAL SECTION LETTERS

- A. SOLICITATION/CONTRACT FORM
- D. PACKAGING AND MARKING
- H. SPECIAL CONTRACT REQUIREMENTS
- J. LIST OF ATTACHMENTS

NOTE: SEE FIRST PAGE OF CONTRACT FOR CHECKED SECTION LETTERS



GOVERNMENT ACQUISITION OF DATA



EFFICIENCY THROUGH STANDARDIZED PROCEDURES AND FORMS

- DD 1423, CONTRACT DATA REQUIREMENTS LIST
- DD 1664, DATA ITEM DESCRIPTION