

LABOR PLAN

PURPOSE

A baseline plan to allocate direct labor to each reporting element required by the contractual agreement.

INSTRUCTIONS

- Item 1.** Enter the title as it appears in the official document establishing the contractual agreement.
- Item 2.** Enter the identification number as it appears in the official contractual agreement, including any modification number.
- Item 3.** Enter the name and address of the participant, organization, or agency, as they appear in the contractual agreement.
- Item 4.** Enter date of plan.
- Item 5.** Enter the official start date of the original contractual agreement.*
- Item 6.** Enter the official completion date as of the latest official modification to the contractual agreement.
- Item 7.** Enter the element codes relating to the line items, tasks, products, or work breakdown structure elements reported in Item 8.
- Item 8.** Enter the reporting elements that are specified in the contractual agreement (work statement tasks, work breakdown structure elements, organization units, labor categories, etc.).
- Item 9.** Enter the cumulative planned labor for all prior fiscal years for each reporting category in Item 8. This information must be the same as that reported on the "Labor Management Report" (Item 10d) at the end of the preceding fiscal year.
- Item 10.** Enter cumulative actual labor for all prior fiscal years for each reporting category in Item 8. This information must be the same as that reported on the "Labor Management Report" (Item 10c) at the end of the preceding fiscal year.
- Item 11.** In the blocks heading each column, identify the reporting periods (months, quarters, etc.) specified in the contractual agreement. If months, enter in the extreme left block the first letter of the month for the first contract month, with successive months of the current fiscal year as required. If reporting periods are quarters, use 1st, 2nd, 3rd, and 4th and distribute evenly over the spaces available. Enter planned labor allocations for each period and total to the right of each reporting category listed in Item 8.
- Item 12.** Enter fiscal year for each future fiscal year of the contractual agreement. Enter planned labor allocations by future fiscal years for each reporting element listed in Item 8.
- Item 13.** For each reporting element listed in Item 8, enter planned labor allocations for fiscal years remaining to complete the program and not included in Items 11 or 12.
- Item 14.** Enter the total planned contract labor for each reporting element listed in Item 8 (sum of Items 9, 11, 12 and 13).
- Item 15.** Enter the total labor for each column in Items 9, 10, 11, 12, 13, and 14. Enter only on the final page of a multipage "Labor Plan."
- Item 16.** Enter the unit of measure for labor amounts shown above. (For example, labor hours, hundreds of labor hours, thousands of labor hours, labor months).
- Item 17.** Signature of responsible contractor, agency, or organization project manager and date signed, verifying the validity of the information furnished based upon the participant's knowledge of the contract.

* These items need only be entered on the first page of multipage reports.