For instructions on using this template, please see Notes to Author/Template Instructions on page 25. Notes on accessibility: This template has been tested and is best accessible with JAWS 11.0 or higher. For questions about using this template and To request changes to the template, please contact [CMS IT Governance](mailto:IT_Governance@cms.hhs.gov) ([IT\_Governance@cms.hhs.gov](mailto:IT_Governance@cms.hhs.gov)).

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|  | Centers for Medicare & Medicaid Services |

<Project Name / Acronym>

Subcontractor Management Plan

Version X.X

MM/DD/YYYY

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

**Contract 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.)

Table 1: Management Processes

| Process | Level of Implementation | Tools & Techniques |
| --- | --- | --- |
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## 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.

Table 2: Roles & Responsibilities

| Key Personnel | Responsibilities | Expected Cost / L.O.E. |
| --- | --- | --- |
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## 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.

1. Record of Changes

*Instructions: Provide information on how the development and distribution of the Subcontractor Management Plan will be controlled and tracked. Use the table below to provide the version number, the date of the version, the author/owner of the version, and a brief description of the reason for creating the revised version.*

Table : Record of Changes

| Version  Number | Date | Author/Owner | Description of Change |
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1. 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.

Table : Acronyms

| Acronym | Literal Translation |
| --- | --- |
| **CMS** | Centers for Medicare & Medicaid Services |
| **PMP** | Project Management Plan |
| **SDMP** | System Development Management Plan |
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1. 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.

Table : Glossary

| Term | Definition |
| --- | --- |
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1. 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.).

Table : Referenced Documents

| Document Name | Document Location and/or URL | Issuance Date |
| --- | --- | --- |
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1. Approvals

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 Planwill be coordinated with, and approved by, the undersigned, or their designated representatives.

*Instructions: List the individuals whose signatures are desired. Examples of such individuals are Business Owner, Project Manager (if identified), and any appropriate stakeholders. Add additional lines for signature as necessary.*

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| Title: |  |  |  |
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| Role: |  |  |  |

1. Notes to the Author / Template Instructions

This document is a template for creating a Subcontractor Management Plan for a given investment or project. The final document should be delivered in an electronically searchable format. The Subcontractor Management Plan should stand on its own with all elements explained and acronyms spelled out for reader/reviewers, including reviewers outside CMS who may not be familiar with CMS projects and investments.

This template includes instructions, boilerplate text, and fields. The developer should note that:

* *Each section provides instructions or describes the intent, assumptions, and context for content included in that section. Instructional text appears in blue italicized font throughout this template.*
* *Instructional text in each section should be replaced with information specific to the particular investment.*
* *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. *Table captions and descriptions are to be placed centered, above the table.*
2. *Modify any boilerplate text, as appropriate, to your specific investment.*
3. *Do not delete any headings. If the heading is not applicable to the investment, enter “Not Applicable” under the heading.*
4. *All documents must be compliant with Section 508 requirements.*
5. *Figure captions and descriptions are to be placed centered, below the figure. All figures must have an associated tag providing appropriate alternative text for Section 508 compliance.*
6. *Delete this “Notes to the Author / Template Instructions” page and all instructions to the author before finalizing the initial draft of the document.*
7. Template Revision History

The following table records information regarding changes made to the template over time. To provide information about the controlling and tracking of this artifact, please refer to the Record of Changes section of this document.

Table : Template Revision History

| Version  Number | Date | Author/Owner | Description of Change |
| --- | --- | --- | --- |
| 1.0 | 07/29/2020 | Alex Smith  CMS/OIT/ICPG/DIIMP | Baseline document |
|  |  |  |  |
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1. Additional Appendices

Instructions: Utilize additional appendices to facilitate ease of use and maintenance of the document.