



## Objectives Sheet

### ACQ 256 - Services Acquisition Management Tools Course

#### Course Learning/Performance Objectives followed by enabling learning objectives

<b>ACQ 256.U01.01</b>	<b>Analyze the current services acquisition environment.</b>
ACQ 256.U01.01.01	Describe the Department of Defense (DoD) initiatives impacting services acquisition to include: Category Management, performance-based acquisition (PBA), and Department of Defense Instruction (DoDI) 5000.74.
ACQ 256.U01.01.02	Determine the category of a services acquisition and approval level for different DoD Components and Agencies.
ACQ 256.U01.01.03	Determine when to use contract incentives, when to use either of the two contract types, analyze profit or fee, and develop an incentive arrangement.
ACQ 256.U01.01.04	Describe the seven-step process used for services acquisitions.
ACQ 256.U01.01.05	Identify applicable reference materials available during the Services Acquisition (SA) Process to include: the Service Acquisition Mall (SAM), Defense Acquisition Guidebook (DAG), and the Acquisition Requirements Roadmap Tool (ARRT) Suite.
<b>ACQ 256.U01.02</b>	<b>Identify the processes and procedures for establishing an effective services acquisition team.</b>
ACQ 256.U01.02.01	Describe typical functions represented on services acquisition teams.
ACQ 256.U01.02.02	List the characteristics of effective services acquisition team members.
ACQ 256.U01.02.03	List the information contained in a communication plan.
ACQ 256.U01.02.04	List the advantages and disadvantages of varying decision-making techniques to include: unanimous, unilateral, majority, and consensus.
ACQ 256.U01.02.05	Identify problem solving techniques to include: brainstorming, deployment flowchart, force field analysis, nominal group technique, and prioritization matrix.
<b>ACQ 256.U01.03</b>	<b>Determine the appropriate assigned service portfolio or portfolio group and decision level within an agency, or Military Department, in the Department of Defense (DoD).</b>
ACQ 256.U01.03.01	Identify DoD guidance that defines services portfolio groups and service portfolios.
ACQ 256.U01.03.02	Identify current initiatives, contracts, and strategies and any needed changes.
ACQ 256.U01.03.03	Identify the types of services and exemptions for services that do not fall under Department of Defense Instruction (DoDI) 5000.74.
<b>ACQ 256.U01.04</b>	<b>Use market research to discover how government and civilian agencies acquire similar services.</b>
ACQ 256.U01.04.01	Describe how effective market research can guide planning efforts.
ACQ 256.U01.04.02	Describe the differences between strategic and tactical market research.
ACQ 256.U01.04.03	Locate similar government procurements that provide lessons learned to resolve key acquisition team issues.
<b>ACQ 256.U02.01</b>	<b>Describe a Requirements Roadmap.</b>
ACQ 256.U02.01.01	Describe how performance-based acquisition (PBA) shapes how services acquisition programs are structured.
ACQ 256.U02.01.02	State the purpose of a Requirements Roadmap.
ACQ 256.U02.01.03	Illustrate a program using a Work Breakdown Structure (WBS).
<b>ACQ 256.U02.02</b>	<b>Describe specific tools within the Acquisition Requirements Roadmap Tool (ARRT) Suite.</b>
ACQ 256.U02.02.01	State the purpose of the Acquisition Requirements Roadmap Tool—Requirements Definition (ARRT-RD).
ACQ 256.U02.02.02	State the purpose of the Acquisition Requirements Roadmap Tool—Evaluation Factors (ARRT-EF).
ACQ 256.U02.02.03	State the purpose of the Acquisition Requirements Roadmap Tool—Performance Assessment (ARRT-PA).
ACQ 256.U02.02.04	State the purpose of the Acquisition Requirements Roadmap Tool—Cost Estimation (ARRT-CE).
<b>ACQ 256.U02.03</b>	<b>Construct a Statement of Objectives (SOO) or a Performance Work Statement (PWS), using the Acquisition Requirements Roadmap Tool (ARRT) Suite, after determining which one is appropriate.</b>
ACQ 256.U02.03.01	List the differences between a SOO, SOW, and a PWS, and when each one is appropriate.
ACQ 256.U02.03.02	Create a section for a SOO or a PWS, using the ARRT Suite, after determining which one is appropriate.
<b>ACQ 256.U02.04</b>	<b>Develop a Quality Assurance Surveillance Plan (QASP).</b>
ACQ 256.U02.04.01	Describe the purpose of the QASP and when it is used.
ACQ 256.U02.04.02	Define the information needed to create a QASP.
ACQ 256.U02.04.03	Describe the tool used to construct a QASP.
<b>ACQ 256.U03.01</b>	<b>Describe the importance of schedules and choose the appropriate scheduling tool for a services acquisition program.</b>
ACQ 256.U03.01.01	Describe how a schedule helps to plan and execute a services acquisition program.
ACQ 256.U03.01.02	Select the appropriate scheduling tool to support a services acquisition program.
<b>ACQ 256.U03.02</b>	<b>Describe a program Integrated Master Plan (IMP) and Integrated Master Schedule (IMS) and their relationship to the Acquisition Strategy (AS).</b>



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ACQ 256.U03.02.01	Distinguish between an IMP and an IMS.
ACQ 256.U03.02.02	Describe how an IMP and an IMS help to manage a services acquisition program.
<b>ACQ 256.U03.03</b>	<b>Describe the key concepts of a program schedule and interpret the schedule elements correctly.</b>
ACQ 256.U03.03.01	Describe the six-step process to prepare and manage program schedules.
ACQ 256.U03.03.02	Identify examples of specific schedule types, and list two program management uses for each.
ACQ 256.U03.03.03	Interpret Gantt chart symbols and describe the current schedule status as it relates to the project baseline schedule.
ACQ 256.U03.03.04	Identify the types of task relationships and critical path in a simple Precedence Diagram Method (PDM) network schedule.
<b>ACQ 256.U03.04</b>	<b>Develop solutions to common scheduling problems.</b>
ACQ 256.U03.04.01	Describe the differences between a resource-constrained schedule and a time-constrained schedule.
ACQ 256.U03.04.02	Determine at least one potential corrective action for a specific resource-constrained schedule problem.
ACQ 256.U03.04.03	Determine at least one potential corrective action for a specific time-constrained schedule problem.
<b>ACQ 256.U05.01</b>	<b>Describe key elements of risk management (RM).</b>
ACQ 256.U05.01.01	Differentiate between risks, issues, and opportunities.
ACQ 256.U05.01.02	Define RM.
ACQ 256.U05.01.03	Describe the DoD risk management process.
<b>ACQ 256.U05.02</b>	<b>Describe risk management (RM) roles, responsibilities, and methods to control risks.</b>
ACQ 256.U05.02.01	Identify the RM roles and responsibilities between the government and contractor.
ACQ 256.U05.02.02	Identify tools and methods to control and communicate risks.
ACQ 256.U05.02.03	Describe the importance of risk, issue, and opportunity management during program transition.
<b>ACQ 256.U05.03</b>	<b>Describe the risk management (RM) factors and techniques.</b>
ACQ 256.U05.03.01	Identify the objectives of the risk management planning process.
ACQ 256.U05.03.02	Describe identification and analysis techniques in RM.
ACQ 256.U05.03.03	Identify the level of risk based on the probability and impact of a risk event.
ACQ 256.U05.03.04	Identify potential mitigation options for risk events.
ACQ 256.U05.03.05	Identify methods for monitoring risk.
<b>ACQ 256.U05.04</b>	<b>Identify the benefits associated with risk management (RM) software and identify when and how to use RM software.</b>
ACQ 256.U05.04.01	Identify the benefits of RM software.
ACQ 256.U05.04.02	Identify when and how to use RM software.
<b>ACQ 256.U06.01</b>	<b>Devise an Acquisition Strategy (AS).</b>
ACQ 256.U06.01.01	List the considerations used in determining the following contract characteristics: (1) Contract type, (2) Length of contract, and (3) Whether the contract should be set aside for small business
ACQ 256.U06.01.02	Describe contract incentives and how acquisition professionals use contract incentives to optimize contractor performance.
ACQ 256.U06.01.03	Assess the different methods for selecting the best proposal.
<b>ACQ 256.U06.02</b>	<b>Prepare acquisition planning documents.</b>
ACQ 256.U06.02.01	Describe the process used to create an Acquisition Strategy (AS) and an Acquisition Plan.
ACQ 256.U06.02.02	Describe how the Acquisition Requirements Roadmap Tool—Evaluation Factors (ARRT-EF) can generate a draft list of evaluation factors.
ACQ 256.U06.02.03	Identify the standard parts of a Request for Proposal (RFP).
ACQ 256.U06.02.04	Describe how evaluation factors and the RFP contribute to Source Selection Plan (SSP) creation.
<b>ACQ 256.U06.03</b>	<b>Develop a Draft Request for Proposal (RFP).</b>
ACQ 256.U06.03.01	Describe the decision process used to determine whether it is beneficial to use a draft RFP.
ACQ 256.U06.03.02	Identify the factors that are considered when determining whether to use a draft RFP.
<b>ACQ 256.U07.01</b>	<b>Describe a source selection.</b>
ACQ 256.U07.01.01	Explain the source selection organization and functions of each team.
ACQ 256.U07.01.02	Document the results of a source selection.
<b>ACQ 256.U07.02</b>	<b>Choose and use a source selection tool.</b>



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ACQ 256.U07.02.01	Recognize the range of capabilities of source selection tools available from government and commercial sources.
ACQ 256.U07.02.02	Select the tool best suited to the source selection effort.
<b>ACQ 256.U07.03</b>	<b>Describe post-award contracting activities.</b>
ACQ 256.U07.03.01	Describe the types of updates needed to a Quality Assurance Surveillance Plan (QASP) following contract award.
ACQ 256.U07.03.02	Identify key points of debriefings to unsuccessful offerors.
<b>ACQ 256.U08.01</b>	<b>Recognize the purpose, roles, and responsibilities of performance management.</b>
ACQ 256.U08.01.01	Identify the roles and responsibilities of performance management.
ACQ 256.U08.01.02	Describe the purpose of a contract kick-off meeting in performance management.
<b>ACQ 256.U08.02</b>	<b>Describe performance management tools and techniques.</b>
ACQ 256.U08.02.01	Identify inputs and outputs of the Acquisition Requirements Roadmap Tool—Performance Assessment (ARRT-PA).
ACQ 256.U08.02.02	Describe the role of the Quality Assurance Surveillance Plan (QASP) in contractor performance management.
ACQ 256.U08.02.03	Describe the role of the Contractor Performance Assessment Reporting System (CPARS) in contractor performance management.
ACQ 256.U08.02.04	Describe the relationship between CPARS, Past Performance Information, and the connection to the Federal Awardee Performance and Integrity Information System (FAPIS) database in contractor performance management.
ACQ 256.U08.02.05	Identify the incentives used during the contract execution phase.
ACQ 256.U08.02.06	Describe the relationship between Earned Value Management (EVM), a QASP, and CPARS in performance management.