

## APPENDIX C – TEMPLATE FOR CBA STUDY PLAN

-----Cover Page-----

<Name of Project>

### Capabilities-Based Assessment (CBA) Study Plan

<Lead MAJCOM>

<Date>

#### Distribution Statement

Refer to these sources for more information:

1. Department of Defense Directive (DODD) 5230.24, “Distribution Statements on Technical Documents”
2. Air Force Pamphlet (AFP) 80-30, “Marking Documents with Export-Control and Distribution-Limitation Statements” (to be reissued as Air Force Instruction (AFI) 61-204)

Ask the Scientific & Technical Information (STINFO) Officer for help in choosing which of the available statements best fits the AoA

REMEMBER -- CBA information may be PROPRIETARY, SOURCE SELECTION SENSITIVE, OR CLASSIFIED, therefore mark as appropriate

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#### 1. Introduction and Background

- Provide relevant information associated with the area of interest that will be assessed in the study (e.g., key activities, concepts, events, decisions, processes, systems, issues, and organizations).
- Describe how the study was initiated, who initiated the study, and why the study is being conducted now.

- Discuss significant findings and results from related studies germane to the CBA.
- If study guidance was published by the sponsor, special group, or other organization, discuss the main points and significance to the study.

## **2. Overarching Problem Statement**

- Define the top-level or overarching problem and explain why it is important. If sub-problem statements were defined, they should be included as well.
- Describe how the study team identified the overarching problem and sub-problems, if applicable, and what sources of information were used.

## **3. Study Purpose**

- Describe what the study team will accomplish in the study.
- Describe what decisions may be informed by the final report (generally, these are the development of one or more Initial Capability Documents (ICDs), Air Force Form 1067 Modification Proposals, or DOTmLPP-P Change Requests (DCRs)).

## **4. Study Scope and Schedule**

- Describe the focus of the study and what is and is not in the study. Identify factors that are driving the scope of the study (e.g., information needs of the decision-makers, previous analyses, resource or time constraints, etc.).
- Identify and explain any limitations to the depth and breadth of analysis and impacts on the study (e.g., what study questions will not be answered, what will not be evaluated, what analyses will not be conducted).
- Define the timeframe of interest in the study (this includes the estimated time when solutions will be delivered to close or mitigate the capability gaps).
- Indicate when the study plan is expected to be approved and the organization/office of the decision maker who will be the approval authority.
- Indicate when the study will begin and end and when the final report is expected to be approved.

## **5. Study Team Members and Stakeholders**

- Identify the organization/office of the official sponsor and decision maker of the CBA as well as the organization/office of the study director, team members, and stakeholders.
- Identify the chairperson and group member organizations of any special groups. Describe the roles and responsibilities of the chairperson and group members.

## **6. Ground Rules, Constraints, and Assumptions (GRC&As)**

- Identify the initial set of GRC&As for the study (including the source and rationale).
- Describe how the study team will identify, check for consistency, and document new GRC&As during the course of the study.
- Describe how the stakeholders and the decision maker will review and approve new GRC&As and changes to existing GRC&As.