

Office Work Instruction (OWI)

HQOWI7120-S007A
05/10/1999

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]
Mission and Payload Development Division (Code SD)

Subject: Program/Project Assessment

DOCUMENT HISTORY LOG

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		02/01/1999	This is the initial "baseline" version of the OWI.
Revision	A	05/10/1999	This revision incorporates modifications responsive to NCRs #293, #296, #298, #300, #302, #311, #312, #315, #317, and #321 from the NASA HQ ISO-9001 Pre-Assessment audit.

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1. PURPOSE The purpose of this Office Work Instruction (OWI) is to define the process by which the Office of Space Science (OSS) assesses performance of programs and projects under development.

2. SCOPE AND APPLICABILITY

2.1 This OWI addresses the duties performed within OSS for programs and projects under development to assess whether they are progressing satisfactorily against the Level 1 requirements, cost plan, and development schedule. Independent reviews are conducted following the guidance established for Program Evaluation as defined in Section 2.4 of NPG 7120.5.

3. DEFINITIONS

3.1 External Independent Readiness Review (EIRR). An independent review to validate the program's performance against the program-level requirements and objectives set forth in the Program Plan.

3.2 Governing Program Management Council (GPMC). Forums composed of NASA Headquarters, NASA Center, and/or NASA Federally Funded Research and Development Center (FFRDC) Senior Management that assess program and project planning and implementation and provide oversight and direction.

3.3 Non-Advocate Review (NAR). A review that provides an independent verification of a candidate program's or project's plans, life-cycle cost status, and readiness to proceed to the next phase of the program's or project's life cycle. The review team comprises management, technical, and budget personnel who will not participate in the implementation of the proposed program or project.

3.4 Program. An activity within an Enterprise having defined goals, objectives, requirements, and funding and consisting of one or more projects. It reports to the NASA PMC, unless delegated to a GPMC.

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- 3.5 Program Commitment Agreement (PCA). The contract between the NASA Administrator and the OSS Associate Administrator (AA) for the implementation of a program in terms of cost, schedule, and content.
- 3.6 Program Executive. In accordance with delegation authority from the OSS AA, responsible for: providing program policy, strategy, and standards that support OSS goals and standards; determining program objectives, goals, and requirements; approving principal program documents; allocating funds to ensure successful implementation of the program; and assessing program performance.
- 3.7 Program Management Council (PMC). The Senior Management group, chaired by the NASA Deputy Administrator, responsible for reviewing and recommending approval of proposed programs and overseeing their implementation according to NASA commitments, priorities, and policies.
- 3.8 Program Plan. The document that establishes the overall baseline for implementation, including the Level 1 requirements as well as the agreements among the Program Executive, the Program Scientist, the Enterprise Associate Administrator, the Lead Center Director, the implementing organization, and the Program Manager.

4. REFERENCES

- 4.1 ANSI/ISO/ASQC Q9001-1994
American National Standard, Quality Systems --
Model for Quality Assurance in Design,
Development, Production, Installation, and
Servicing
- 4.2 HCP1280-2 Corrective and Preventive Action
- 4.3 HCP1280-3 Internal Quality Audits

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4.4	HCP1400-1	Document and Data Control
4.5	HCP3410-4	Employee Training
4.6	HQPC1150.1	NASA Headquarters Quality Council Policy Charter
4.7	HQSM1200-1	NASA Headquarters Quality System Manual
4.8	NHB 1101.3	NASA Organization Handbook
4.9	NPD 1000.1	NASA Strategic Plan
4.10	NPD 8730.3	NASA Quality Management System Policy (ISO 9000)
4.11	NPG 1000.2	NASA Strategic Management Handbook
4.12	NPG 1441.1	NASA Records Retention Schedules (NRRS)
4.13	NPG 7120.5	NASA Program and Project Management Processes and Requirements
4.14		Applicable Program Commitment Agreement
4.15		Applicable Program Plan (including any relevant Appendices)

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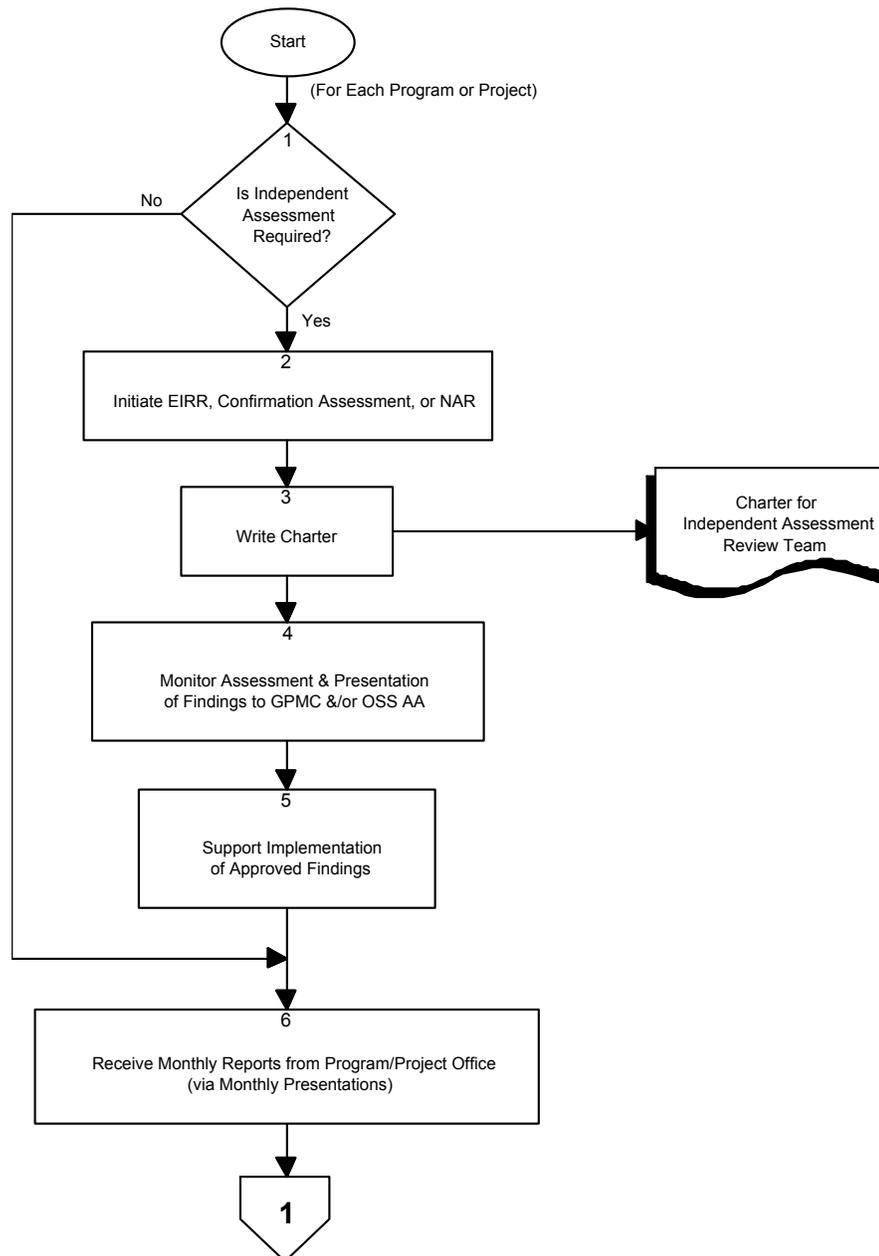
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5. FLOWCHART

[NOTE: "Quality record" output products are identified via shadowing of the standard ANSI document symbol.]



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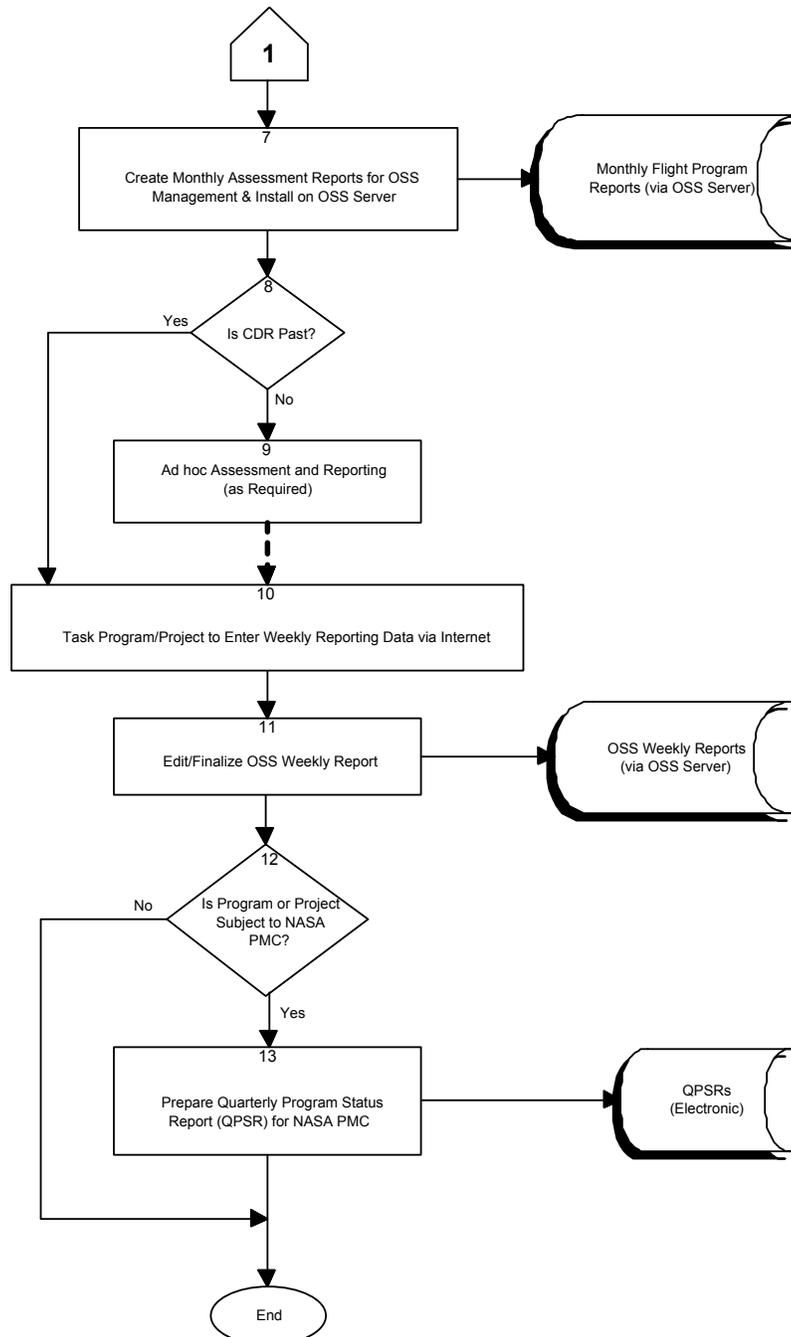
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6. PROCEDURE

[NOTE: The following sequence of process steps is numbered in accordance with the number assigned to each corresponding function block in the flowchart in Section 5.]

<u>STEP #</u>	<u>AGENTS</u>	<u>DESCRIPTION</u>
1	Program Executive	For each program or project, determine if an independent performance assessment is required. If no, proceed with Step #6.
2	Program Executive	Initiate the appropriate independent performance assessment per guidance in Section 2.4 of NPG 7120.5.
3	Program Executive	Establish an approved charter for the review team's assessment activity.
4	Program Executive	Monitor the assessment performed by the review team and the presentation of its findings to the GPMC and/or the OSS Associate Administrator.
5	Program Executive	Support the program or project in implementation of any approved findings from the independent assessment.
6	Program Executive	Receive monthly status and progress reports from program or project offices.
7	Program Executive	Create monthly assessment reports for presentation to OSS management and install these reports on the OSS server.
8	Program Executive	Determine if the Critical Design Review (CDR) milestone has been passed. If yes, proceed to Step #10.
9	Program Executive	Perform ad hoc assessment and reporting as required by OSS management for programs or projects that will have high development costs, have unusually high public or NASA visibility, or have other unique features. If some of these features are applicable to the program or project, implement

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one or more of Step #10 through Step #13, as necessary. If these features do not apply, end the process.

- 10 Program Executive Task the program or project office to submit weekly status reporting data via the OSS Internet-based reporting system.
- 11 Division Director, Program Executive Edit and finalize the OSS Weekly Report as a compilation of the individual status reports and install on the OSS server for OSS management access.
- 12 Division Director Determine if the program or project is subject to review by the NASA PMC. If "yes", proceed to Step #13. If "no", end the process.
- 13 Division Director, Code SP Program Analyst, Program Executive Working with the Program Executive and the Program Analyst in Code SP, prepare the Quarterly Program Status Report (QPSR) for electronic presentation to the NASA PMC.

[The above process is repeated until program/project assessment is no longer required by OSS management.]

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7. QUALITY RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA: ELECTRONIC OR HARDCOPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/ DISPOSITION
Charter(s) for independent assessment(s), where such assessments are required	Code SD Division Secretary	Code SD Division files	Hardcopy	Schedule 7, Item 6	* Permanent * Retire to FRC 2 years after completion, cancellation, termination, or suspension of the program. Transfer to NARA 10 years after subject event or when 25 years old whichever is sooner.
Monthly Flight Program Reports	OSS Program Analyst for Information Technology	OSS server & archive http://ossim.hq.nasa.gov/home2.cfm	Electronic	Schedule 7, Item 6	* Permanent * Retire to FRC 2 years after completion, cancellation, termination, or suspension of the program. Transfer to NARA 10 years after subject event or when 25 years old whichever is sooner.
OSS Weekly Reports	OSS Program Analyst for Information Technology	OSS server & archive http://ossim.hq.nasa.gov/home2.cfm	Electronic	Schedule 7, Item 6	* Permanent * Retire to FRC 2 years after completion, cancellation, termination, or suspension of the program. Transfer to NARA 10 years after subject event or when 25 years old whichever is sooner.
Quarterly Program Status Reports (QPSRs)	Code SD Division Secretary	Code SP Division files	Electronic	Schedule 7, Item 6	* Permanent * Retire to FRC 2 years after completion, cancellation, termination, or suspension of the program. Transfer to NARA 10 years after subject event or when 25 years old whichever is sooner.

[NOTE #1: These "quality record" output products are identified in Section 5 ("Flowchart") of this OWI via shadowing of the standard ANSI document symbol.]

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[NOTE #2: In accordance with NPG 1441.1 NASA Records Retention Schedules, "... installations' office of primary responsibility will maintain one official record copy ...; reference copies may be maintained for related work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]