



Goddard Procedures and Guidelines

DIRECTIVE NO. GPG 1060.2
EFFECTIVE DATE: December 16, 1998
EXPIRATION DATE: December 16, 2003

APPROVED BY Signature: Original Signed by
NAME: A. V. Diaz
TITLE: Director

Responsible Office: 100/Office of the Director

Title: Management Review and Reporting for Programs and Projects

Preface

P1. PURPOSE

This procedure defines the process whereby GSFC management reviews Goddard programs, projects, and other products for which GSFC is responsible.

P2. APPLICABILITY

This procedure applies to all GSFC products and processes covered by the scope of the GSFC Quality Management System.

P3. AUTHORITY

NPD 8730.3, NASA Quality Management System Policy (ISO 9000)

P4. REFERENCES

- a. NPG 7120.5, NASA Program and Project Management Processes
- b. GPG 1060.1, Management Responsibility
- c. GPG 1710.1, Corrective and Preventive Action
- d. GPG 1440.7, Control of Quality Records
- e. Memorandum, dated April 29, 1996, GSFC Review and Reporting Requirements, V. Weyers

P5. CANCELLATION

None

Procedure

1. DEFINITIONS

- a. Executive Council (EC) - The GSFC Executive Council is chaired by the Center Director and includes the Deputy Director, Associate Director, Directors of, and the Office Chiefs within Code 100.
- b. Program Management Council (PMC) - The PMC is Chaired by the Deputy Director and includes the Associate Director, the Directors of, the Senior Program Integration Managers for Space and Earth Sciences, and the Enterprise Associate Administrators for Space and Earth Sciences (see Attachment 1).
- c. Technology Management Council (TMC) - The Technology Management Council is chaired by the Director of Systems Technology and Advanced Concepts and is responsible for reviewing and providing strategic guidance to the technology programs and projects for which the Center has responsibility (see Attachment 1).
- d. Technology Federation – The Technology Federation is chaired by the Center’s Chief Technologist and is responsible for identifying future technology opportunities responsive to science needs and providing direction for an integrated technology program for the Center. The Center’s Chief Technologist is chairman of the Technology Federation and the membership is outlined in Attachment 2.
- e. Program, Project, and Product Baselines - For each program, project, or product, a baseline is established. This baseline includes the Formulation Authorization Document, Program Commitment Agreement, Program Plan, and Project Plan (see NPG 7120.5A) and the approved implementation schedule, the cost and obligation budget plans, science objectives, and technical performance requirements.

2. IMPLEMENTATION

The relationships between the various reviews and reports are shown in Figures 1 Program Review and Control Process and Figure 2 Gateway and Special Review Process.

2.1 An Executive Secretary will be appointed for each of the EC, the PMC, the TMC, and the Technology Federation by the respective chair. The Executive Secretary shall be responsible for maintaining the records of meetings in accordance with GPG 1440.7, including copies of presentations and a list of action items. The Executive Secretary shall maintain an action item log that records the action item, responsible person or organization, relevant dates, and disposition.

2.2 Monthly Status Reviews (MSR) – The Associate Director will schedule and conduct monthly status reviews to assure the integration of Enterprise activities across the life cycle of Programs and Projects.

2.3 Technology Management Council (TMC) - The Director of STAAC will schedule quarterly meetings of the Technology Management Council to review the Center's technology programs and projects. The reviews will include addressing open issues and related options, variances to baseline costs and schedules, and technical metrics. The TMC will provide guidance regarding open issues and variances to baselines.

2.4 Technology Federation – The Chief Technologist will schedule quarterly meetings of the Technology Federation to review the Level II activities and the Technology Federation initiatives relative to the GSFC technology “product lines”. In addition, Chief Technologist will schedule a laboratory tour twice each month for the Technology Federation with an objective of visiting each laboratory in Codes 600, 900, 500, and the Advanced Engineering Environment Laboratory once per year.

2.5 Monthly Status Summary (MSS) – The Office of the Center Director will schedule Monthly Status Summaries for the Executive Council with monthly status summaries from the following areas; Earth Systems Science Program, Space Science Program, Level II Technology Activities, New Business Activities, and Technology Development. The Associated Director will provide the Earth Systems and Space Science Program briefings, the Director of STAAC will provide the Level II Technologies Activities and New Business Activities briefings, and the Chief Technologist, Code 500, will provide the Technology Development briefing. The briefings will highlight significant items of progress, accomplishments, issues, and trends in their respective areas. This will include addressing open issues and options for solutions and variances to baseline costs, schedules, and technical metrics will be presented.

2.6 Monthly Status Review (MSR) – The Office of the Center Director will schedule Monthly Status Reviews Program and Project activities on a monthly basis for the Program Management Council (PMC). The Program and Project Managers will provide a briefing that highlights significant items of progress, accomplishments, issues, and trends. This will include addressing open issues and options for solutions and variances to baseline costs, schedules, and technical metrics will be presented. An electronic copy of the presentations will be forwarded to the office of the Enterprise Associate Administrator if the office is not present at the MSR.

2.7 Gateway Reviews – The Office of the Director will charter the PMC to conduct gateway reviews as delegated to the Center by the Enterprise Associate Administrator. Examples of such reviews are Mission Confirmation Reviews and Mission Readiness Reviews.

2.8 Special Reviews – The Office of the Center Director will charter the PMC to conduct special reviews whenever a requirement for such a review is identified by Goddard or Agency management. The records of these reviews will include the charter.

2.9 Weekly Reporting to HQ – The Director will provide the NASA Administrator with a weekly summary of key items of Center status and issues. Records of the reports will be maintained by the Office of the Director.

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

2.10 Quarterly Report to the NASA Program Management Council – The Associate Director will provide the Enterprise Associate Administrator a quarterly program status review for presentation to the NASA PMC. The records of the review will be maintained by the Office of the Director.

3. RECORDS

- a. Copies of presentations and action item lists (Executive Secretary)
- b. Action Item Log (Executive Secretary)
- c. Disposition of Action Item (Executive Secretary)
- d. Weekly reports to HQ (Office of the Director)
- e. Quarterly Reports to the NASA PMC (Office of the Director)

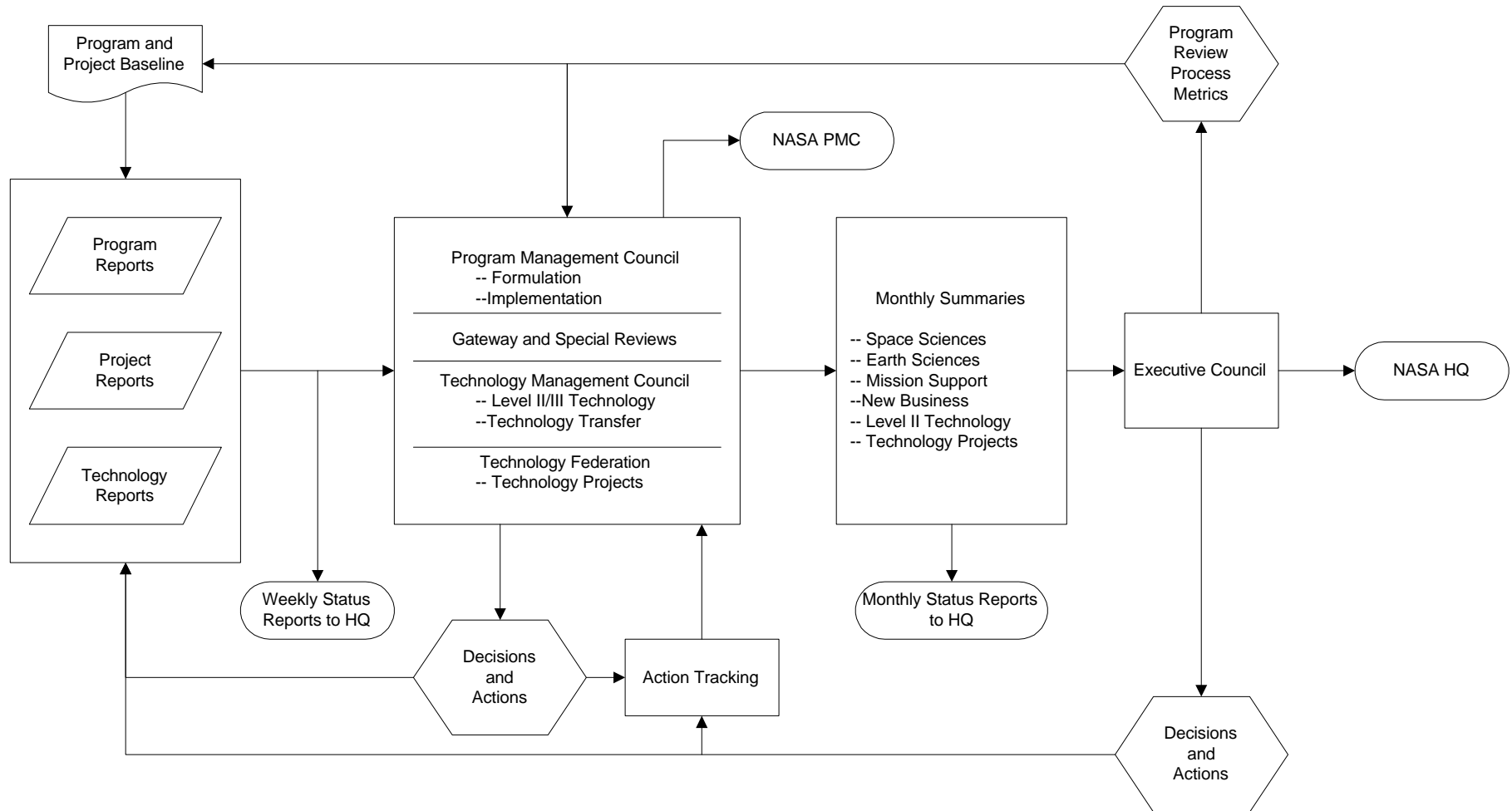


Figure 1. Program Review and Control Process

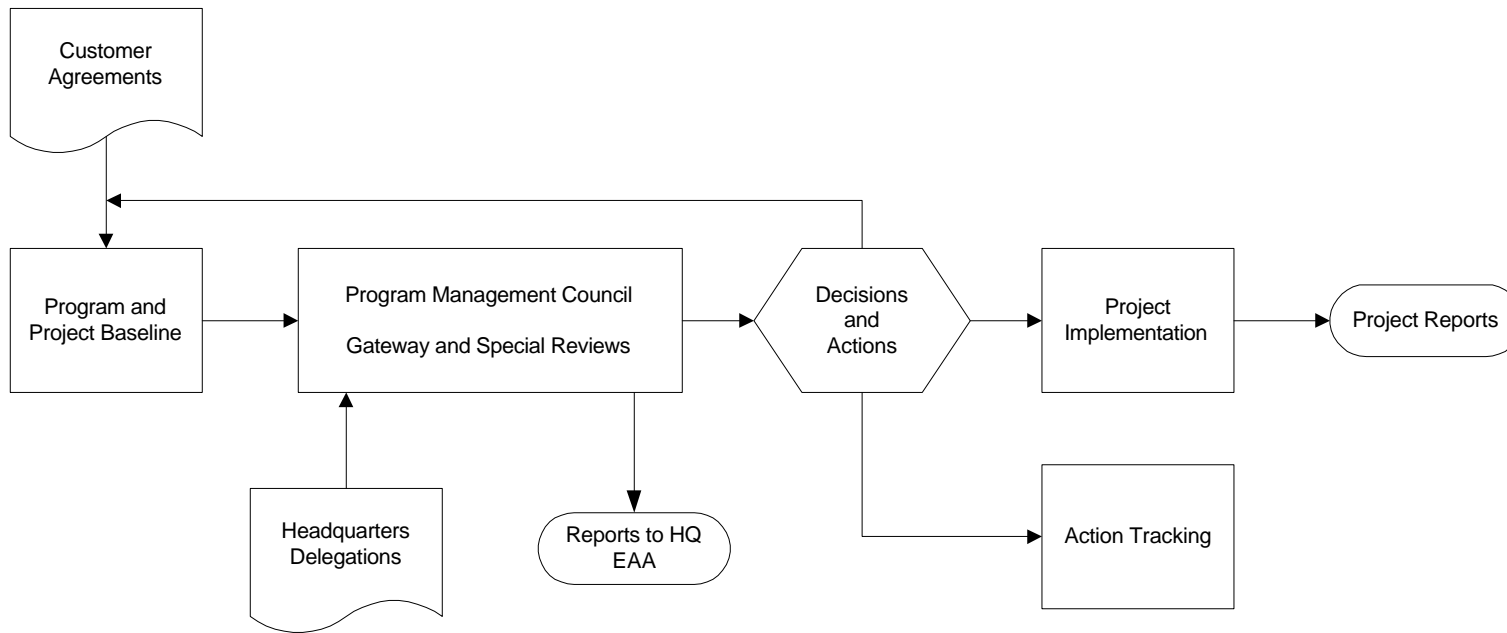


Figure 2. Gateway and Special Review Process

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Attachment 1. The following table summarizes the Chairpersons and membership of each council.

	Executive Council	Program Management Council	Technology Management Council
Center Director	O		
Deputy Director	*	O	
Associate Director	*	*	
Director, Office of Human Resources	*		
Chief, Equal Opportunity Program Office	*		
Chief, Public Affairs Office	*		
Chief Counsel	*		
Chief Financial Officer	*	*	
Director, University Affairs Office	*		
Director, Management Operations	*	4	
Director, Flight Assurance	*	*	*
Director, Flight Projects	*	*	*
Director, Advanced Engineering and Technology	*	*	*
Director, Space Sciences	*	1	*
Director, Systems Technology and Advanced Concepts	*	*	0
Director, Suborbital Projects and Operations	*	*	*
Director, Earth Sciences	*	2	*
Ex Officio Members:			
Executive Secretary		*	
Senior PIM for Space Science		*	
Senior PIM for Earth Science		*	
Chief financial Officer			*
GSFC Chief Technologist			*
Enterprise AA or designee		*	*
SOMO Representative		3	
Other Center Representatives		5	*

O - Chair

* - Member

Notes: 1 - for Space Science programs

2 - for Earth Science programs

3 - for SOMO sponsored projects

4 - Center Procurement Officer

5 - for Technology projects

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Attachment 2. Technology Federation Members.

Organization	Goddard Technology Federation
Associate Director	*
Flight Projects Directorate	*
Applied Engineering and Technology Directorate	
- Chief Technologist	O
- Mechanical Systems Center, Assistant for Technology	*
- Instrument Technology Center, Assistant for Technology	*
- Electrical Systems Center, Assistant for Technology	*
- G,N & C Center, Assistant for Technology	*
- Information Systems, Assistant for Technology	*
Space Science Directorate	*
Suborbital Projects & Operations Directorate	*
Earth Science Directorate	*
Technology Commercialization Office	*
Ex Officio Members	
- Enterprise Representatives	*
- Other Center Representatives	*

O - Chair

* - Member

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Revision	Date	Description of Changes
Basic	12/16/98	