



NASA Headquarters  
Washington, DC 20546

Page 1 of 10  
HQOWI1000 - M001  
REVISION D  
March 15, 2004

# Space Flight Enterprise (SFE) Strategy Process

**CHECK THE MASTER LIST at  
<http://hqiso9000.hq.nasa.gov/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

NASA Headquarters		
pace Flight Strategy Process	HQOWI1000-M001	Revision: D
	Date: March 15, 2004	Page 2 of 10

## HEDS STRATEGY PLAN PROCESS

Approved and signed by

**William F. Readdy**  
Associate Administrator  
Space Flight Enterprise

NASA Headquarters				
pace Process	Flight	Strategy	HQOWI1000-M001	Revision: D
			Date: March 15, 2004	Page 3 of 10

### DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12-10-1998	
Revision	A	05-03-2001	Global changes made to Sections 1-7 to reflect partnership between Code U & M forming a single process for HEDS' Strategic Planning Process.
Revision	B	02-07-2001	The HEDS enterprise was composed of codes M and U. Currently, is only M. As a result of organizational changes, this OWI is processed within code M and the organization responsible is MP. The MP management has reviewed this process and re-validated it within the current context. Modifications were made to account for all organizational changes.
Revision	C	05-03-2002	This plan has been updated to reflect organizational changes and reassignments of organizational functions within NASA HQ. It clarifies responsibilities and makes for an improved process.
Revision	D	03-15-2004	This plan has been updated to reflect organizational changes and reassignments of organizational functions within NASA HQ. It clarifies responsibilities and makes for an improved process.

NASA Headquarters				
pace Process	Flight	Strategy	HQOWI1000-M001	Revision: D
			Date: March 15, 2004	Page 4 of 10

## TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>PAGE</u>
<b>1.0 PURPOSE</b>	<b>5</b>
<b>2.0 SCOPE</b>	<b>5</b>
<b>3.0 DEFINITIONS</b>	<b>5</b>
<b>4.0 REFERENCES</b>	<b>6</b>
<b>5.0 FLOWCHART</b>	<b>7</b>
<b>6.0 STRATEGIC PLANNING PROCESS STEPS</b>	<b>9</b>
<b>7.0 RECORDS</b>	<b>10</b>

NASA Headquarters				
pace Process	Flight	Strategy	HQOWI1000-M001	Revision: D
			Date: March 15, 2004	Page 5 of 10

## 1.0 PURPOSE

The purpose of this Office Work Instruction (OWI) is to prescribe the activities used to develop the SFE Strategic Plan. The OWI applies to NASA Headquarters SFE (Code M) personnel who participate in this process.

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining the controlled version of this document. The controlled version of this document is available on the World Wide Web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://hqiso9000.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. The AA submits any proposed revision to this manual for OSF or his designee. The AA for OSF or his designee, authorizes approval of the revision after an internal review by Code JI ISO Program Office.

## 2.0 SCOPE

This OWI applies to the annual process that refines the strategic goals and objectives for the SFE.

## 3.0 DEFINITIONS

The follow terms and acronyms, used in this process, are explained below:

3.1 Space Flight Enterprise Strategy Plan – A document developed under the direction and authority of the Associate Administrator Office of Space Flight (OSF) detailing the goals and objectives of the SFE Enterprise.

3.2 NASA Strategic Plan – A document defining the goals, objectives, and strategies of NASA, under the authority of the Administrator.

3.3 SFE Strategic Planning Working Group (SPWG) - This group is responsible for assessing internal and external guidance, as well as customer requirements in order to revalidate mission goals, and objectives. The group also recommends strategies and finalizes the strategic plan, facilitating information coordination of the plan with members of the Executive Board.

3.4 SFE Strategic Planning Executive Board (SPEB) - This Executive Board, comprised of the Deputy Associate Administrators and Assistant Associate Administrators, participates in the informal coordination of the plan by reviewing and providing comments. The board is chaired by the AA of OSF who is responsible for approving the final SFE Strategic Plan.

3.5 NASA Director for Strategic Planning – The primary official responsible for the development of the NASA Strategic Plan, currently within the Office of the Chief Financial Officer.

3.6 The Strategic Planning Lead is designated by the Associate Administrator for Space Flight.

NASA Headquarters		
pace Flight Strategy Process	HQOWI1000-M001	Revision: D
	Date: March 15, 2004	Page 6 of 10

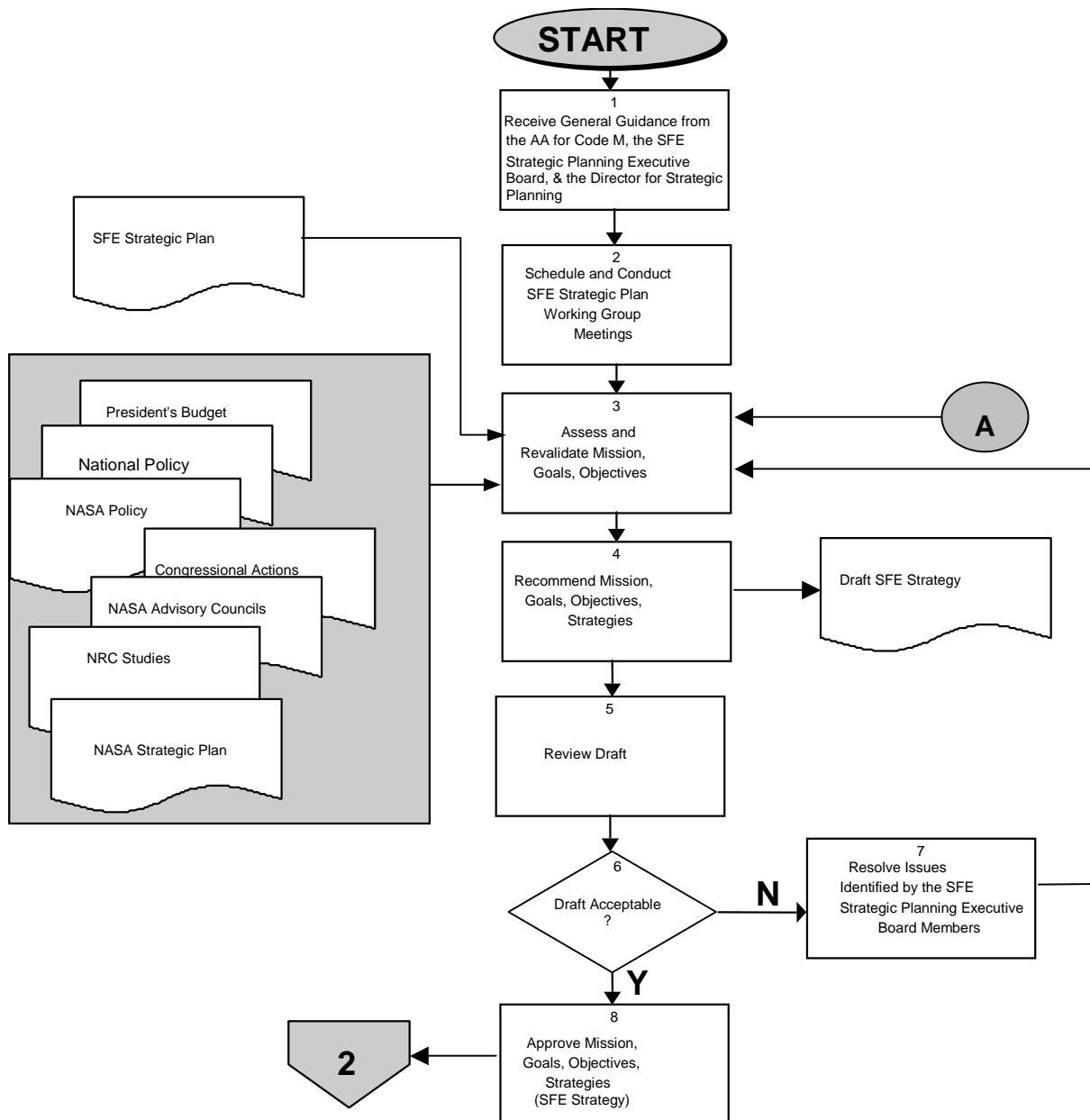
#### 4.0 REFERENCES

The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

HQSM 1200.A.1	Headquarters Quality System Manual
NHB 1101.3	NASA Organization Handbook
NPD 1000.1	NASA Strategic Plan ( <a href="http://www.hq.nasa.gov/office/nsp/cover.html">http://www.hq.nasa.gov/office/nsp/cover.html</a> )
NPG 1000.2	NASA Strategic Management Handbook
NPD 7120.4	Program/Project Management
NPG 7120.5	NASA Program and Project Management Processes and Requirements

NASA Headquarters		
pace Process	Flight Strategy	HQOWI1000-M001
		Revision: D
	Date: March 15, 2004	Page 7 of 10

## 5.0 FLOWCHART



NASA Headquarters

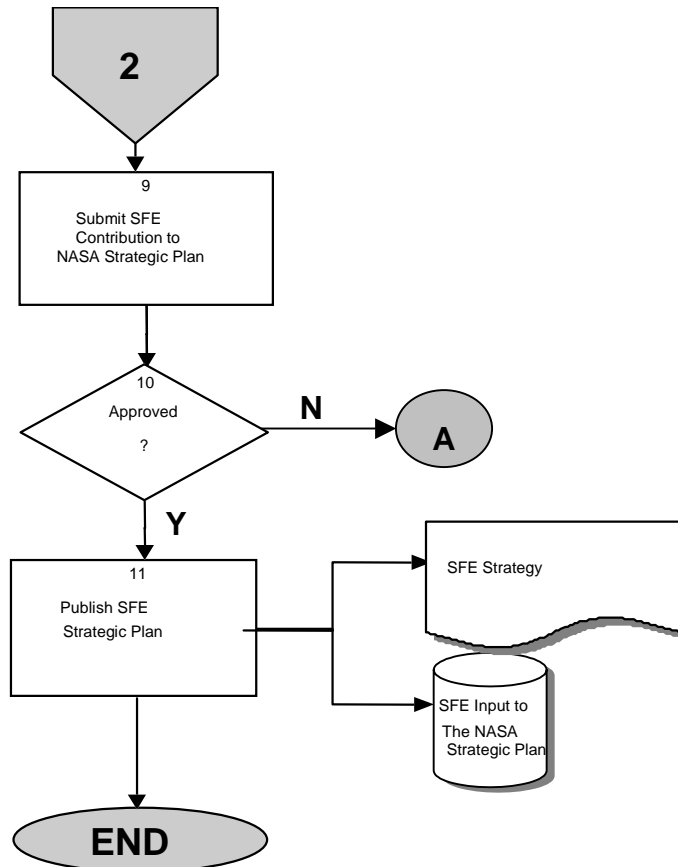
pace Flight Strategy  
Process

HQOWI1000-M001

Revision: D

Date: March 15, 2004

Page 8 of 10





NASA Headquarters			
pace Process	Flight Strategy	HQOWI1000-M001	Revision: D
		Date: March 15, 2004	Page 9 of 10

## 6.0 STRATEGIC PLANNING PROCESS STEPS

The HEDS Enterprise is responsible for publishing the HEDS Strategic Plan every three years and for formulating the HEDS portion of the Agency Strategic Plan. The process is composed by a series of activities included in the table below.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
1 Strategic Planning Lead		Receive general guidance from the AA for OSF, the SPEB, the NASA Director for Strategic Planning and the SFE Strategic Planning Lead. This guidance may be provided in verbal and/or written form.
Strategic Planning Lead	2	Schedule and conduct SFE strategic planning SPWG meeting(s)
3 Strategic Planning Lead/SPWG		Using the previous version of the SFE and NASA Strategic Plans, refine the goals and objectives for the SFE Enterprise. General guidance for updating the strategic plan comes from external agencies, including the Office of Management and Budget (OMB) and the General Accounting Office (GAO). Additionally, recommendations and comments from the NASA Director for Strategic Planning, and NASA Advisory Committees and Boards will help to guide the refinement of the goals and objectives for the SFE
SPWG	4	Recommend mission, goals, objectives, and strategies.
5 Strategic Planning Lead		Review Strategic Plan Draft with members of the SFE Executive Board
SPWG	6	If issues need to be resolved proceed to Activity Step 7. Otherwise proceed to Step 8.
SPWG	7	Resolve issues identified by the SFE Executive Board Members. This iterative activity occurs throughout the informal coordination activities until the SFE Strategic plan can be finalized. Must have alignment to the NASA

NASA Headquarters		
pace Flight Strategy Process	HQOWI1000-M001	Revision: D
	Date: March 15, 2004	Page 10 of 10

Strategic Plan; Enterprise mission; the policies of the Administration, Congress, and NASA policy; and budget guidelines. This will be the major criteria for resolving issues.

SFE Executive Board	8	Approve SFE Strategic Plan
AA for OSF	9	Submit the SFE contribution to the NASA Strategic Plan to the Director for Strategic Planning.
NASA Administrator's Office	10	Revise Action as follows: Provide the SFE Strategy to the Director for Strategic Planning. The Director for Strategic Planning is responsible for coordination of approval by the Office of the Administrator (Code A). If not approved, return to Step 3 to incorporate comments from Code A.
HEDS Enterprise	11	Publish the SFE Strategy as a controlled document.

## 7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
SFE Strategy	M6	M6	Hardcopy	Schedule 7 Item 4,A	Permanent – Retire to FRC 5 years after supersession or completion. Transfer to NARA when 10 years old.
SFE Input to Agency Strategic Plan	M6	M6	Electronic	Schedule 7 Item 4, C	Destroy 2 years after supersession or completion.