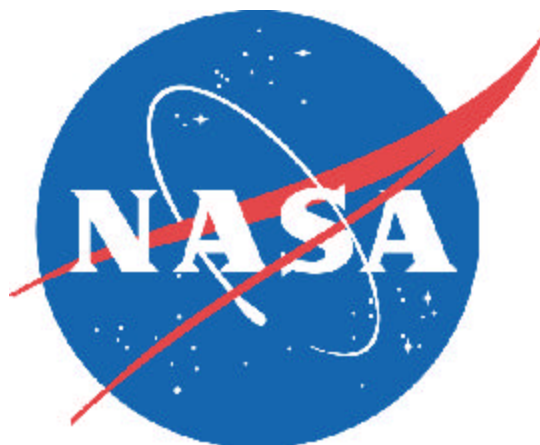


Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code SJ]

Subject: Program/Project Assessment



**NASA Headquarters
Office of Space Science (OSS)**

Office Work Instruction

Program/Project Assessment

Approved by: (Original signed by Christopher J. Scolese) Date: (05/12/2003)
Christopher J. Scolese
Deputy Associate Administrator for Space Science

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]

Subject: Program/Project Assessment**DOCUMENT HISTORY LOG**

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		02/01/1999	<ul style="list-style-type: none"> Initial "baseline" version of the OWI.
Revision	A	05/10/1999	<ul style="list-style-type: none"> 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.
Revision	B	05/12/2003	<ul style="list-style-type: none"> Incorporates impact of OSS reorganization (effective 07/01/2001). Incorporates role of OSS Deputy Associate Administrator for Programs. Incorporates recent terminology and format standardization. Incorporates reference document <u>SSE Management Handbook</u> into Section 4. Incorporates url's for referenced documents into Section 4. Incorporates process modifications identified by Process Owner into Section 5 and Section 6. Incorporates websites for OSS Weekly Reports and OSS Monthly Flight Program Reports into Section 6. Replaces all references to "HOWI..." with "HQOWI...". Revises "footer" to indicate new NODIS web site for all NASA HQ ISO 9001 documents.

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Subject: Program/Project Assessment

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 DAA/P. Deputy Associate Administrator for Programs, Office of Space Science.
- 3.2 Governing Program Management Council (GPMC). The highest-level PMC that regularly reviews the program or project. The determination of whether a cognizant Center's PMC, an Enterprise's PMC, or NASA's agency-wide PMC is "governing" for a specific program or project is made by the NASA agency-wide PMC.
- 3.3 Independent Review Team (IRT). An independent review body that validates the program's performance against the program-level requirements and objectives set forth in the Program Plan.
- 3.4 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.
- 3.5 Program. An activity within an Enterprise having defined goals, objectives, requirements, and funding and consisting of one or more projects. It reports to its designated GPMC.
- 3.6 Program Commitment Agreement (PCA). The contract between the NASA Administrator and the Associate Administrator for Space Science for the implementation of a program in terms of cost, schedule, and content.

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Subject: Program/Project Assessment**3. DEFINITIONS** (*concluded*)

- 3.7 Program Executive. In accordance with delegation authority from the Associate Administrator for Space Science, responsible for: (a) providing program policy, strategy, and standards that support OSS goals and standards; (b) determining program objectives, goals, and requirements; (c) approving principal program documents; (d) allocating funds to ensure successful implementation of the program; and (e) assessing program performance.
- 3.8 Program Management Council (PMC). Forum composed of NASA Headquarters, NASA Center, and/or NASA Federally Funded Research and Development Center (FFRDC) senior management that is responsible for reviewing and recommending approval of proposed programs and projects and overseeing their implementation according to NASA commitments, priorities, and policies.
- 3.9 Program Plan. The document that establishes the baseline for program implementation, including the Level 1 requirements as well as the agreements among the Associate Administrator for Space Science, the managing Center Director, the implementing Center Director, and the Program Manager.

4. REFERENCES

- 4.1 NPG 1441.1 NASA Records Retention Schedules (NRRS)
[http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=1___]
- 4.2 NPG 7120.5 Program and Project Management Processes and Requirements
[http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=7___]
- 4.3 SSE MH2002 Space Science Enterprise Management Handbook
[<http://spacescience.nasa.gov/admin/pubs/handbook/OSSHHandbook.pdf>]
- 4.4 Applicable Program Commitment Agreement
- 4.5 Applicable Program Plan
- 4.6 Applicable Program-Level Requirements Appendix to the Program Plan

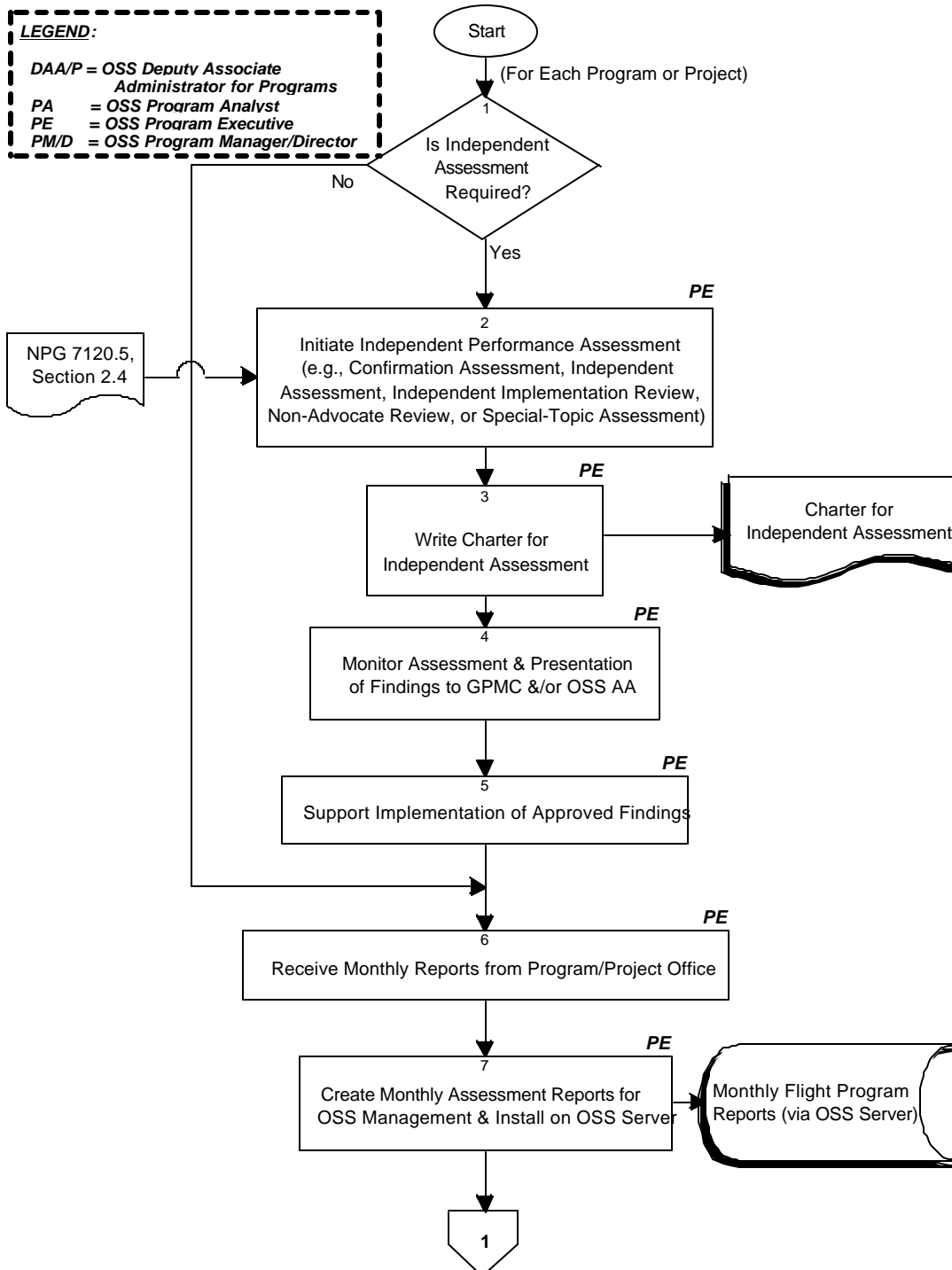
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5. FLOWCHART

[NOTE #1: Process steps are numbered in accordance with their corresponding step numbers in Section 6.]

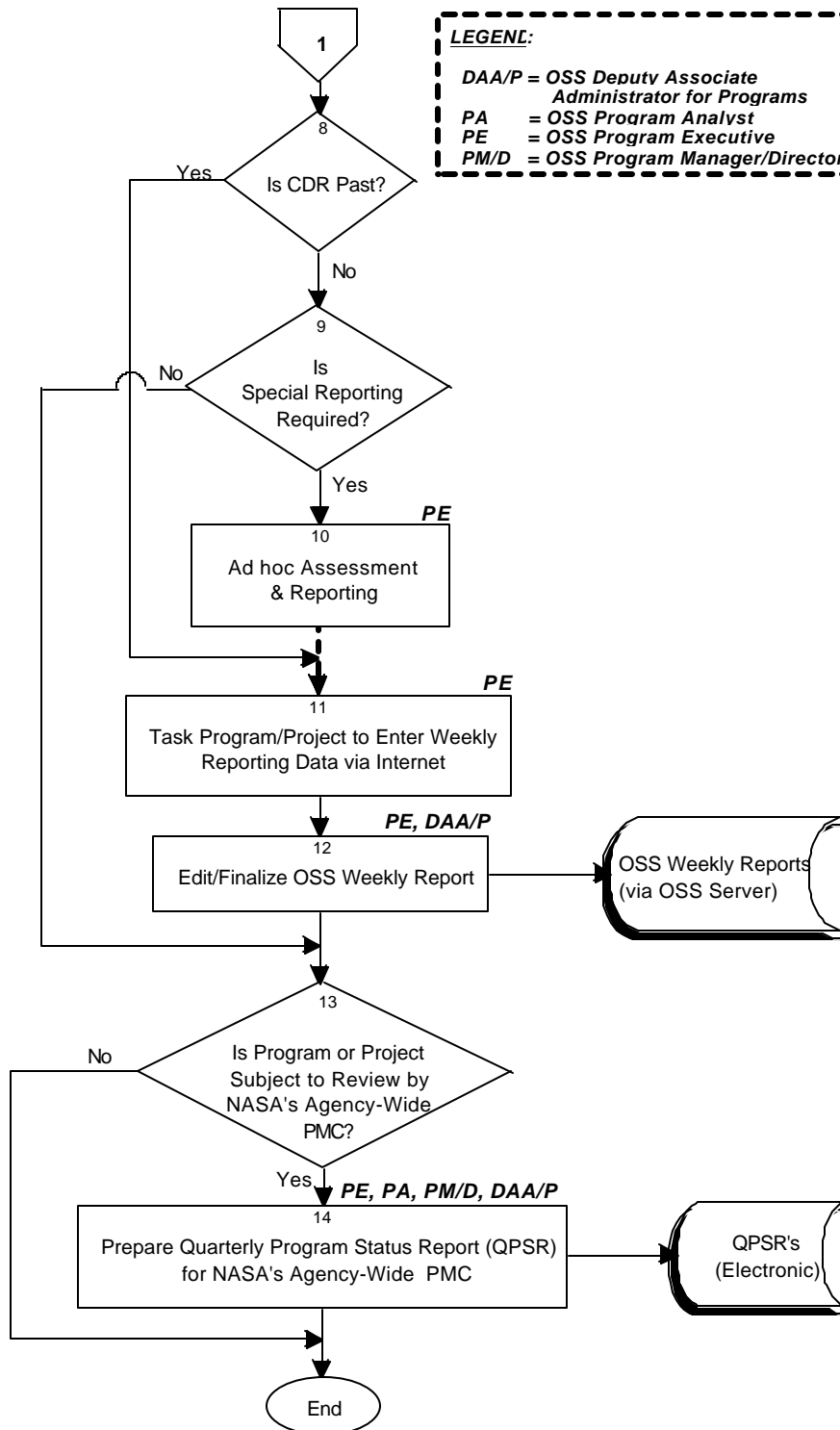
[NOTE #2: "Quality records" are identified via bold-text titles and shadowing of the border of their symbols.]



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5. FLOWCHART (concluded)



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Subject: Program/Project Assessment**6. PROCEDURE**

<u>STEP #</u>	<u>AGENTS</u>	<u>DESCRIPTION</u>
1		For each program or project, if an independent performance assessment is required, proceed to Step #2. If an independent performance assessment is not required, proceed to Step #6.
2	Program Executive	The OSS Program Executive establishes an Independent Review Team (IRT) (or separate team, if circumstances warrant) to conduct the independent performance assessment (e.g., Confirmation Assessment, Independent Assessment, Independent Implementation Review, Non-Advocate Review (NAR), or Special-Topic Assessment) per guidance in Section 2.4 of NPG 7120.5.
3	Program Executive	The OSS Program Executive establishes a charter for the review team's assessment activity.
4	Program Executive	The OSS Program Executive monitors the assessment performed by the review team and the presentation of its findings to the GPMC and/or the Associate Administrator for Space Science.
5	Program Executive	The OSS Program Executive supports the program or project in implementation of approved findings from the independent assessment.
6	Program Executive	The OSS Program Executive receives monthly status and progress reports via presentations by program or project offices.
7	Program Executive	The OSS Program Executive creates monthly assessment reports for OSS management and installs these reports on the OSS webserver at http://ossim.hq.nasa.gov/sprogreval/ .
8		If the Critical Design Review (CDR) milestone has been passed, proceed to Step #11. If not, proceed to Step #9.

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Subject: Program/Project Assessment**6. PROCEDURE** *(concluded)*

<u>STEP #</u>	<u>AGENTS</u>	<u>DESCRIPTION</u>
9		If "special reporting" is required for the program or project, proceed to Step #10. If special reporting is not required, proceed to Step #13.
10	Program Executive	The OSS Program Executive performs 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 one or more of Step #11 through Step #14, as necessary. If these features do not apply, proceed to Step #13.
11	Program Executive	The OSS Program Executive tasks the program or project office to submit weekly status reporting data via the OSS internet-based reporting system.
12	Program Executive DAA/P	The OSS Program Executive creates a weekly status report for each program and project for which he/she is responsible. The OSS Deputy Associate Administrator for Programs edits and finalizes the OSS Weekly Report as a compilation of the individual status reports and installs it on the OSS webserver at http://ossim.hq.nasa.gov/ossim/home.htm for OSS management access.
13		If the program or project is subject to review by NASA's agency-wide PMC, proceed to Step #14. If not, end the process.
14	Program Executive Program Analyst Program Manager/ Director DAA/P	The OSS Program Executive, Program Analyst, and/or Program Manger/Director prepare inputs for the Quarterly Program Status Report (QPSR) and provide them to the OSS Deputy Associate Administrator for Programs for final preparation and electronic presentation to NASA's agency-wide PMC.

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

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Subject: Program/Project Assessment**7. QUALITY RECORDS**

RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA: ELECTRONIC OR HARDCOPY	NPG 1441.1 SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/ DISPOSITION
Charter(s) for independent assessment(s), where such assessments are required	Cognizant OSS Division Secretary	Cognizant OSS 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/sprogrev/]	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/ossim/home.htm]	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 (QPSR's)	OSS Deputy Associate Administrator for Programs	OSS LAN folder for QPSR charts	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 records" are identified in Section 5 ("Flowchart") of this OWI via bold-text titles and shadowing of the border of their symbols.]

[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

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work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]