



# Program Management Overview

## EVI - 1 Draft SALMON PEA Workshop

Earth System Science Pathfinder  
Program Office

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# Program Organization

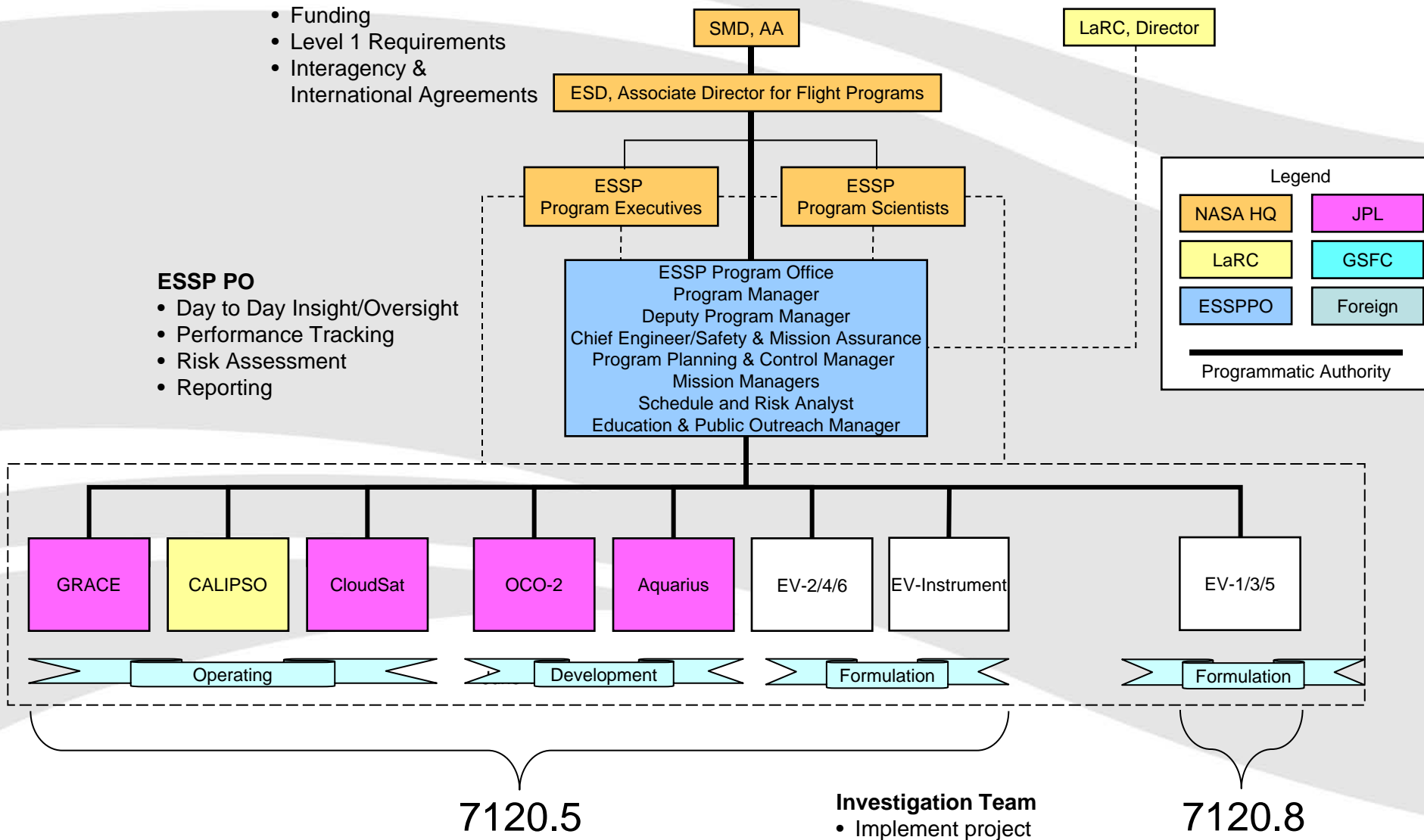


## HQ

- Funding
- Level 1 Requirements
- Interagency & International Agreements

## ESSP PO

- Day to Day Insight/Oversight
- Performance Tracking
- Risk Assessment
- Reporting





# Roles and Responsibilities



- NASA responsibility
  - Program administration
  - Moderate insight, oversight
  - Project plan approval (at KDP C)
    - Reviewed for thoroughness, PI responsible for content choices
  - Limited NASA verification except for flight safety and interfaces
  
- PI responsibility
  - Defines approach to managing the project
  - Defines standards, processes and practices for mission assurance
  - Mission implementation (approach & execution)
  - Performance/Cost/Schedule/Risk management
  - Design guidelines
  - Peer reviews



# NASA Insight



- Interactions between NASA and PI involve participation in project reviews and Technical Interchange Meetings, Science Team Meetings, etc
- Weekly telecons/meetings keep communication open to understand implementation progress and foster discussion of issues
- Monthly reporting to NASA program coordinated with Center reporting process & products
- When issues arise, NASA may enlist the support of Subject Matter Expert (SME) to provide assessments
  - Typically done in conjunction with the project's activity or tiger teams.
  - SME observation/reporting can be used to support the project decision making process.



# Reporting to NASA



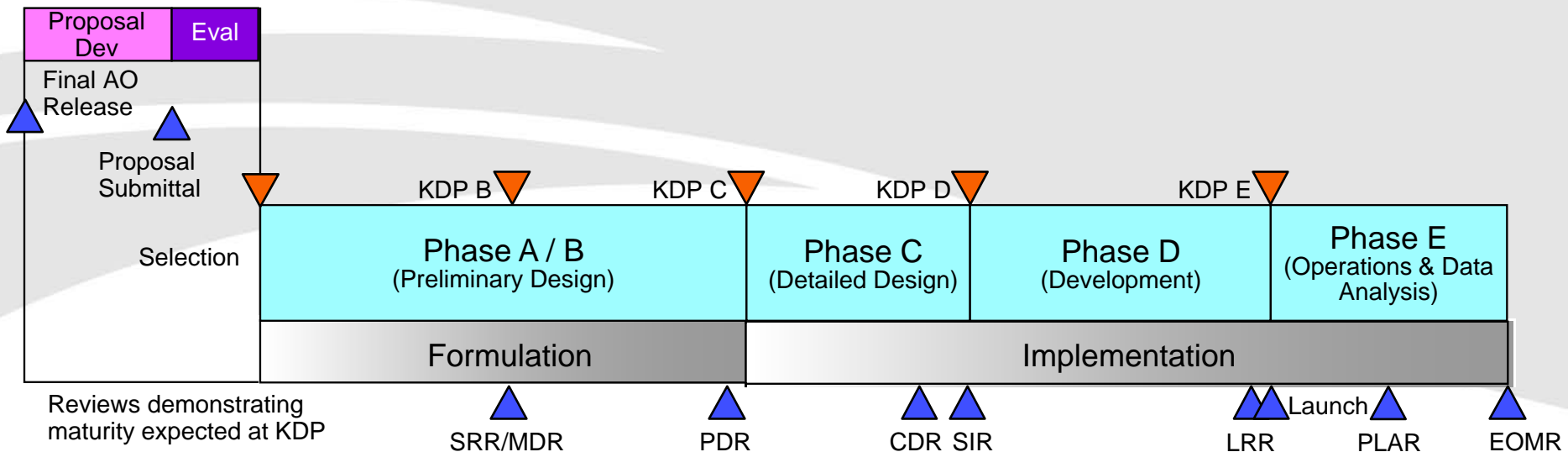
- Reports provide insight and record of progress to NASA
- Reflects technical, schedule, cost and risk status as well as “look ahead”
- Weekly telecons
  - Focus on current tasks, progress to be made during the week, and issues
  - Informal format (electronic media)
- Monthly reports
  - Assess and measure progress against the investigation baseline (technical, schedule and cost)
  - Review risks, mitigation plans and issues
  - Typically includes the Project Manager Assessment, Science Status, and Integrated Performance Management metrics (cost, schedule, technical, risk) for predictive assessments of future performance
- Ad hoc telecons/meetings



# Lifecycle Reviews



- Reviews according to NASA Interim Directive (NID) for 7120.5D
  - A copy of the NID can be accessed in the NODIS Library at:  
[http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal\\_ID=N\\_PR\\_7120\\_005D](http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_7120_005D)
  - Link is embedded on this page (reference document number NM 7120-97)
- Key Decision Point (KDP) meetings are conducted at HQ
  - Establish authority to proceed to next phase





# Responsibility for Agreements



- **Principal Investigator**
  - PI develops and approves all agreements between PI and other organizations (Investigation internal)
  - Interagency agreements developed by PI, in coordination with NASA HQ and Program Office, signed by SMD AA
  - International agreements developed by PI, in coordination NASA HQ and Program Office, signed by Office of International and Interagency Relations (OIIR)
  
- **Program Office**
  - Task Plans, Internal Task Agreements (ITA's), or Contracts between the Program Office and PI and implementing organizations established to document understanding of expectations and funding profile
    - Management/Development Approach
    - Scope of Work/Work Description
    - Schedule
    - Cost Estimate
    - Deliverables
    - Period of Performance



# Award Process



- Proposal team delivers draft Statement of Work (SOW) with proposal
- NASA Technical Monitor and selected proposal team, with guidance from the NASA Contracting Officer, finalize the SOW and the deliverables
- The NASA Contracting Officer will:
  - Request revised cost proposal and negotiate based upon finalized SOW and contract type
  - Negotiate type of contract/terms and conditions – based on best method to achieve the objective of the statement of work and project and considering the contractors cost accounting system
  - Request certified cost and pricing data