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Washington, DC 20546

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HOWI1000 - M001
REVISION B
February 7, 2001

Human Exploration and Development of Space (HEDS) Strategic Plan Process

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HEDS STRATEGIC PLAN PROCESS

Approved and signed by

**Joseph H. Rothenberg
Lead Associate Administrator
Human Exploration and Development of Space**

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DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12-10-1998	
Revision	A	May 3,1999	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.

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1.0 PURPOSE

The purpose of this OWI is to prescribe the activities used to develop the Human Exploration and Development of Space (HEDS) Strategic Plan. The OWI applies to NASA Headquarters HEDS (Code M) Enterprise 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 the Document Control Board.

2.0 SCOPE

This OWI applies to the annual process that refines the strategic goals and objectives for the HEDS Enterprise. The organization with principal responsibility within OSF is Advanced Programs Office, Code MP.

3.0 DEFINITIONS

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

3.1 Human Exploration and Development of Space Enterprise Strategic 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 HEDS Enterprise.

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

3.3 SPWG - Strategic Plan Working Group - 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 HEDS Executive Board - This Executive Board participates in the informal coordination of the plan by reviewing and providing comments. The board is also responsible for approving the final HEDS Strategic Plan.

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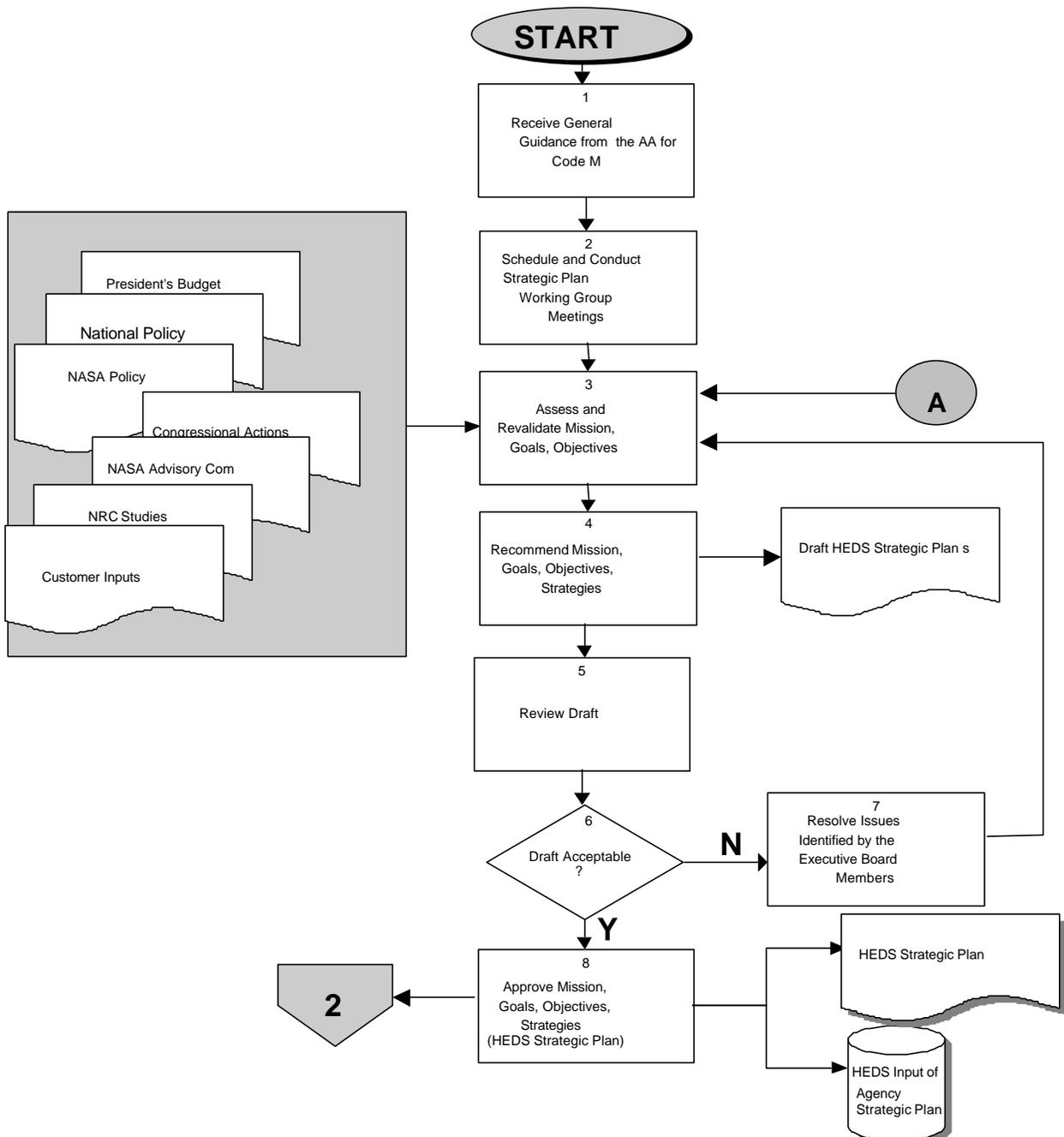
4.0 REFERENCES

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 (http://www.hq.nasa.gov/office/nsp/cover.html)
NPG 1000.2	NASA Strategic Management Handbook
NPD 7120.4	Program/Project Management
NPG 7120.5	NASA Program and Project Management Processes and Requirements

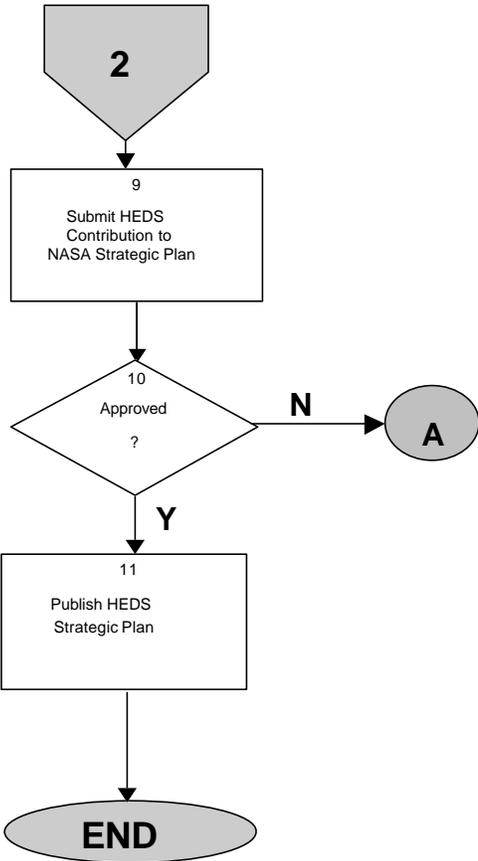
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5.0 FLOWCHART



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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>
HEDS AA	1	Receive general guidance from the AA for OSF. This guidance may be provided in verbal and/or written form.
OSF Deputy AA Enterprise Development	2	Schedule and conduct strategic planning for working group (SPWG) meeting(s)
AA	3	Using the previous version of the HEDS and NASA Strategic Plans, refine the goals and objectives for the HEDS 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 NASA's Senior Management Council (SMC), the Office of Policy and Plans (Code Z), and NASA Advisory Committees will help to guide the refinement of the goals and objectives for the HEDS Enterprise.
SPWG	4	Recommend mission, goals, objectives, and strategies.
SPWG	5	Review Strategic Plan Draft with members of the HEDS 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 Executive Board Members. This iterative activity occurs throughout the informal coordination activities until the plan can be finalized. Alignment with the strategic plan; Enterprise mission; Administration, Congressional, and Agency policy; and budget

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guidelines will be the major criteria for resolving issues.

HEDS Executive Board	8	Approve Strategic Plan
AA for OSF	9	Submit the HEDS contribution to the NASA Strategic Plan to Code Z.
NASA Administrator's Office	10	Revise Action as follows: Provide the HEDS Strategic Plan to the Office of Policy and Plans (Code Z). Code Z 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 HEDS Strategic Plan as a controlled document.

7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
HEDS Strategic Plan	MP	MP	Hardcopy	Schedule 7 Item 4,B	Destroy 5 years after supersession or completion.
HEDS Input of Agency Strategic Plan	MP	MP	Electronic	Schedule 7 Item 4, C	Destroy 2 years after supersession or completion.