

# Office Work Instruction (OWI)

HOWI7120-S005

02/01/1999

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]  
Mission and Payload Development Division (Code SD)

**Subject: Program Plan Development**

## DOCUMENT HISTORY LOG

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		02/01/1999	This is the initial "baseline" version of the OWI.

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**1. PURPOSE** The purpose of this Office Work Instruction (OWI) is to define the process by which the Office of Space Science (OSS) initiates the development of a Program Plan and/or Program-Level Requirements Appendix to the Program Plan.

### 2. SCOPE AND APPLICABILITY

- 2.1 A Program Plan/Program-Level Requirements Appendix is prepared during the formulation sub-process (Phase B) and is signed when the program/project receives approval from the Office of Space Science to proceed to the implementation sub-process (Phase C/D), as defined in Section 2.2 of NPG 7120.5 for a program and Section 3.2 of NPG 7120.5 for a project. Program Plans and Program-Level Requirements Appendixes are generally not revised after signature. However, the Level 1 requirements may be modified and documented in a new Program Plan/Program-Level Requirements Appendix. The Program Plan content is defined in Appendix E-3 of NPG 7120.5.
- 2.2 This OWI is applicable to all OSS flight programs. A Program Plan is required for all programs. A Program-Level Requirements Appendix is required for each project if the program has more than one project under its management control.

### 3. DEFINITIONS

- 3.1 Governing Program Management Council (GPMC). Forums composed of NASA and/or Center Senior Management that assess program and project planning and implementation and provide oversight and direction as appropriate.
- 3.2 Program. An activity within an Enterprise having defined goals, objectives, requirements, and funding and consisting of one or

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more projects reporting to the NASA PMC, unless delegated to a GPMC.

3.3 Program-Level Requirements Appendix. The document that establishes the baseline for project implementation, including the Level 1 requirements, as well as the agreements among the Program Scientist, the cognizant Science Director, the Lead Center Director, the implementing organization, and the Program Manager. This document is an appendix to the Program Plan under whose management authority it reports at the Center.

3.4 Program Management Council (PMC). The Senior Management group, chaired by the NASA Deputy Administrator, responsible for reviewing, recommending approval of proposed programs, and overseeing their implementation according to NASA commitments, priorities, and policies.

3.5 Program Plan. The document that establishes the baseline for program implementation, including the Level 1 requirements, as well as the agreements among the Program Scientist, the Enterprise Associate Administrator, the Lead Center Director, the implementing organization, and the Program Manager.

3.6 Project. An activity designated by a program and characterized as having defined goals, objectives, requirements, life-cycle costs, a beginning, and an end.

#### 4. REFERENCES

- 4.1 ANSI/ISO/ASQC Q9001-1994  
American National Standard, Quality Systems --  
Model for Quality Assurance in Design,  
Development, Production, Installation, and  
Servicing

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4.2	HCP1280-2	Corrective and Preventive Action
4.3	HCP1280-3	Internal Quality Audits
4.4	HCP1400-1	Document and Data Control
4.5	HCP3410-4	Employee Training
4.6	HQPC1150.1	NASA Headquarters Quality Council Policy Charter
4.7	HQSM1200-1	NASA Headquarters Quality System Manual
4.8	NHB 1101.3	NASA Organization Handbook
4.9	NPD 1000.1	NASA Strategic Plan
4.10	NPD 7120.4	Program/Project Management
4.11	NPD 8730.3	NASA Quality Management System Policy (ISO 9000)
4.12	NPG 1000.2	NASA Strategic Management Handbook
4.13	NPG 7120.5	NASA Program and Project Management Processes and Requirements
4.14		Space Science Enterprise Management Handbook

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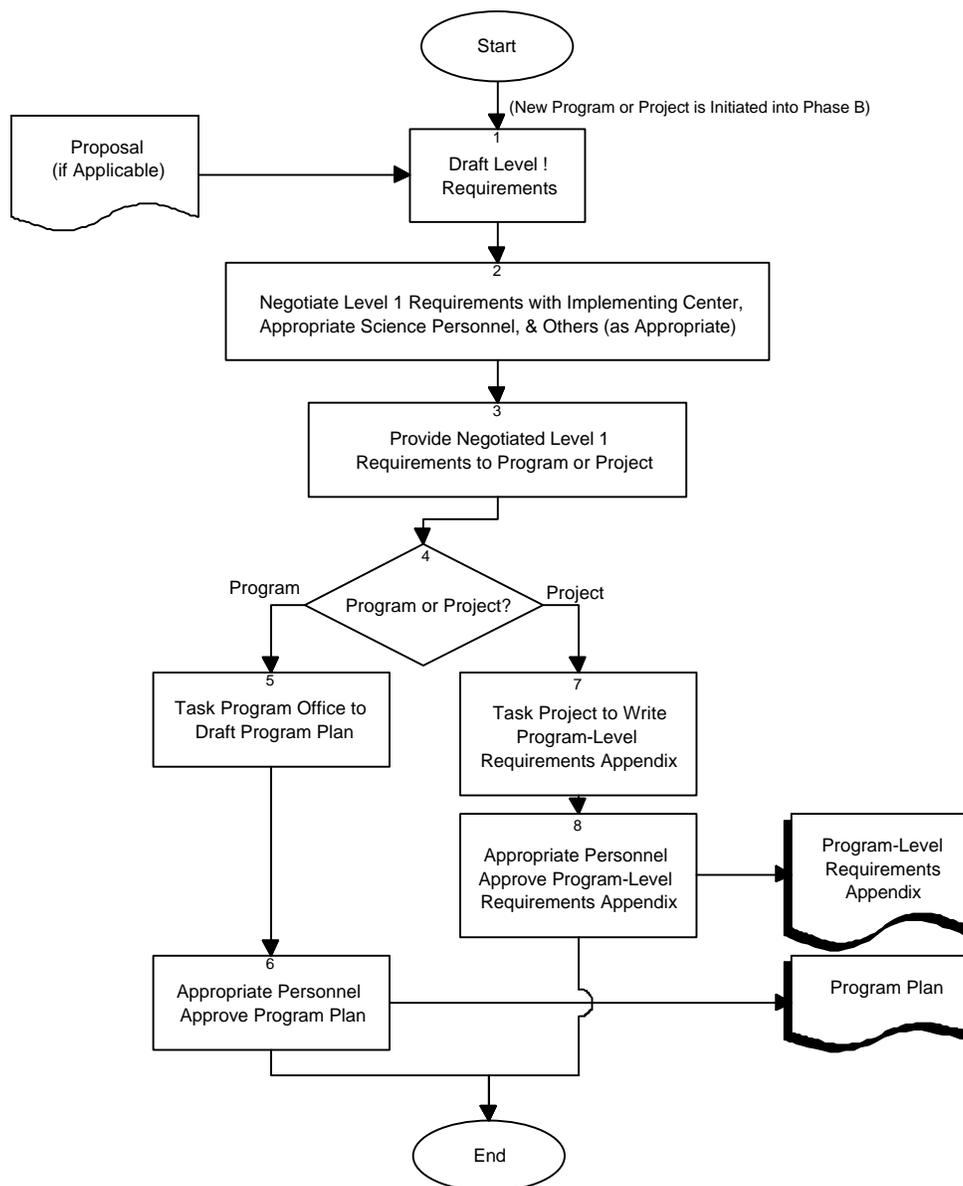
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### 5. FLOWCHART

[NOTE: "Quality record" output products are identified via shadowing of the standard ANSI document symbol.]



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#### 6. PROCEDURE

*[NOTE: The following sequence of process steps is numbered in accordance with the number assigned to each corresponding function block in the flowchart in Section 5.]*

<u>STEP #</u>	<u>AGENTS</u>	<u>DESCRIPTION</u>
1	SD or SM Program Executive	The Program Executive provides guidance to the Program/Project Manager for drafting the Level 1 requirements early in Phase B. If the mission was selected via an Announcement of Opportunity (AO), the draft Level 1 requirements will be extracted from the winning proposal. If the mission was not selected via an AO, the draft Level 1 requirements will be extracted from other relevant sources (e.g., instrument capabilities, mission-concept studies, or non-NASA documents if it is a cooperative mission).
2	SD or SM Program Executive	The Program Executive negotiates the Level 1 requirements with the relevant Headquarters (HQ) offices and Centers. This will include the Program Scientist, Science Director, and Program/Project Manager. Others may include the Project Scientist, the implementing organization (if different from the Lead Center Director), Principal Investigator(s), Code S Policy Analyst, non-NASA partners, HQ tracking office, and HQ launch vehicles office. When an informal consensus is reached on the content of the Level 1 requirements, negotiations are completed.
3	SD or SM Program Executive	The Program Executive tells the Program/Project Manager that consensus has been reached and provides a copy of the negotiated Level 1 requirements.

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| 4 | SD or SM Program Executive                  | The Program Executive decides whether the Level 1 requirements are for a program or a project.  |
| 5 | SD or SM Program Executive                  | If the Program Executive determines the Level 1 requirements are for a program, the Program Executive tasks the Program Manager to draft a Program Plan, following the content requirements identified in Appendix E-3 of 7120.5 and incorporating the negotiated Level 1 requirements.   |
| 6 | SD or SM Program Executive, Program Manager | After the Program Executive and Program Manager agree on the content of the Program Plan, the Program Manager obtains the necessary signatures at the Center and submits the plan to the Program Executive, who then obtains the necessary signatures at Headquarters.  |
| 7 | SD or SM Program Executive                  | If the Program Executive determines the Level 1 requirements are for a project, the Program Executive tasks the Project Manager to draft a Program-Level Requirements Appendix to the relevant Program Plan, following the content requirements identified in Appendix E-3 of 7120.5 and incorporating the negotiated Level 1 project requirements. |
| 8 | SD or SM Program Executive, Project Manager | After the Program Executive and Project Manager agree on the content of the Program-Level Requirements Appendix, the Project Manager obtains the necessary signatures at the Center and submits the plan to the Program Executive, who then obtains the necessary signatures at Headquarters.   |

## 7. QUALITY RECORDS

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RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA (ELECTRONIC/HARDCOPY)	RETENTION	DISPOSITION
Program Plan	SD Division	NASA HQ, Code SD Division files	Hardcopy	Permanent	Retire to FRC 1 year after completion of program/project.  Transfer to NARA 10 years after subject action or when 25 years older, whichever is sooner.
Program-Level Requirements Appendix	SD Division	NASA HQ, Code SD Division files	Hardcopy	Permanent	Retire to FRC 1 year after completion of program/project.  Transfer to NARA 10 years after subject action or when 25 years older, whichever is sooner.

[NOTE #1: These "quality record" output products are identified in Section 5 ("Flowchart") of this OWI via shadowing of the standard ANSI document symbol.]

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

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