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Code M

Space Development

Requirements, Definition

and Assessment Process

(Conforming to ISO 9001 Quality System Requirements)

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NASA Headquarters		
Code M Space Development Requirements, Definition and Assessment Process	HOWI8070 - M006	Revision: Baseline
	Date: December 16, 1998	Page 1 of 11

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December 1998

Original Approved and signed by

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NASA Headquarters

Code M Space Development
Requirements, Definition
and Assessment Process

HOWI8070 - M006

Revision: Baseline

Date: December 16, 1998

Page 2 of 11

DOCUMENT HISTORY LOG

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NASA Headquarters		
Code M Space Development Requirements, Definition and Assessment Process	HOWI8070 - M006	Revision: Baseline
	Date: December 16, 1998	Page 3 of 11

TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>PAGE</u>
1.0 PURPOSE	4
2.0 SCOPE	4
3.0 DEFINITIONS	4
4.0 REFERENCES	5
5.0 FLOWCHART	6
6.0 SPACE DEVELOPMENT REQUIREMENTS, DEFINITION AND ASSESSMENT PROCESS	9
7.0 RECORDS	12

NASA Headquarters		
Code M Space Development Requirements, Definition and Assessment Process	HOWI8070 - M006	Revision: Baseline
	Date: December 16, 1998	Page 4 of 11

1.0 PURPOSE

The purpose of this OWI is to document the process used to establish requirements, definitions and complete assessments of space development programs/projects within the Office of Space Flight.

2.0 SCOPE

This OWI covers the space development requirements, definition and assessment process steps used by Space Development Office personnel within the Human Exploration and Development of Space (HEDS) Enterprise.

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining this document. The controlled version of the manual is available on the world wide web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://www.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. Any proposed revision to this manual is submitted by the AA (or designee) for OSF. The AA (or designee) for OSF authorizes approval of the revision after an internal review by the Document Control Board.

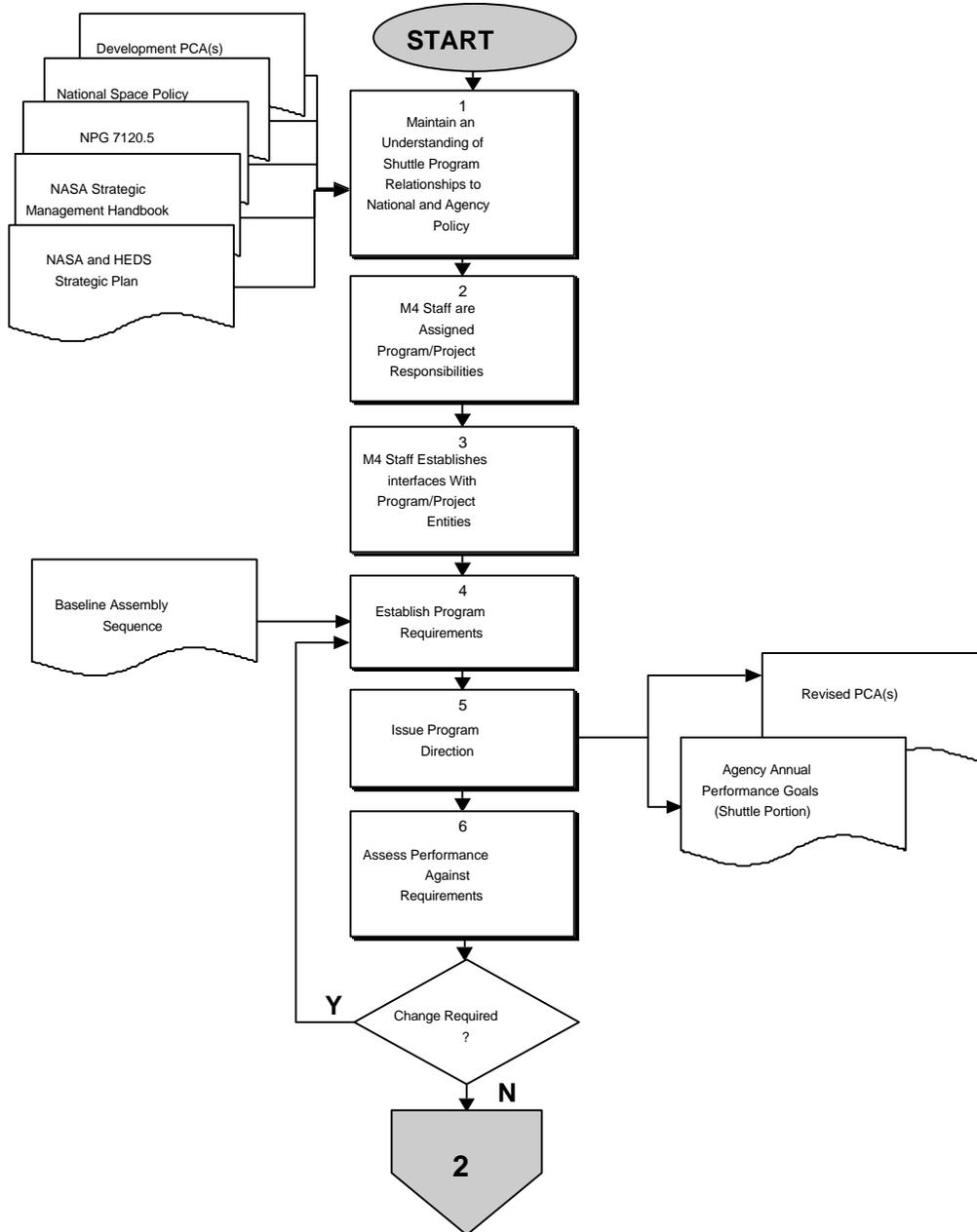
3.0 DEFINITIONS

The following definitions will assist the user in understanding the process documented in this OWI:

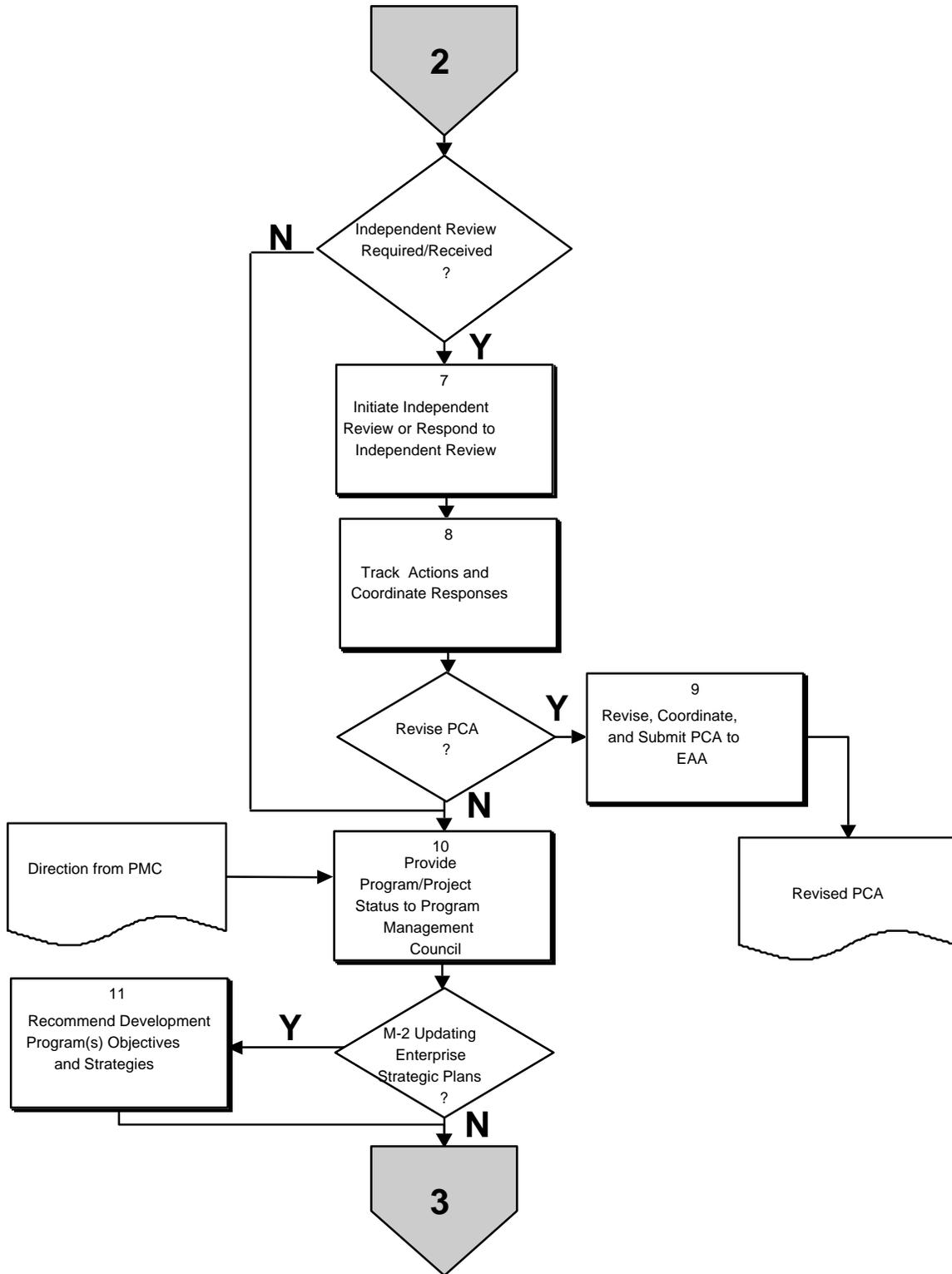
EAA	Enterprise Associate Administrator
GPRA	Government Performance Review Act - Government Performance and Results Act of 1993. The GPRA requires federal agencies to submit annual performance plans following the transmittal to Congress of the Presidents budget.
PCA	Program/Project Commitment Agreement – The contract between the administrator and the organizational PAA for implementation of a program
POP	Program Operations Plan – Time phased projection of resource utilization for R&D funded activities
IAR	Independent Annual Review – An annual review of the status of the commitments, performance, costs and schedule commitments in a PCA as compared to the program/project baseline and established thresholds
ACISS	Advisory Committee on International Space Station – A committee of NASA Advisory Council which reports to the NASA Administrator

NASA Headquarters		
Code M Space Development Requirements, Definition and Assessment Process	HOWI8070 - M006	Revision: Baseline
	Date: December 16, 1998	Page 6 of 11

5.0 FLOWCHART



NASA Headquarters		
Code M Space Development Requirements, Definition and Assessment Process	HOWI8070 - M006	Revision: Baseline
	Date: December 16, 1998	Page 7 of 11



NASA Headquarters

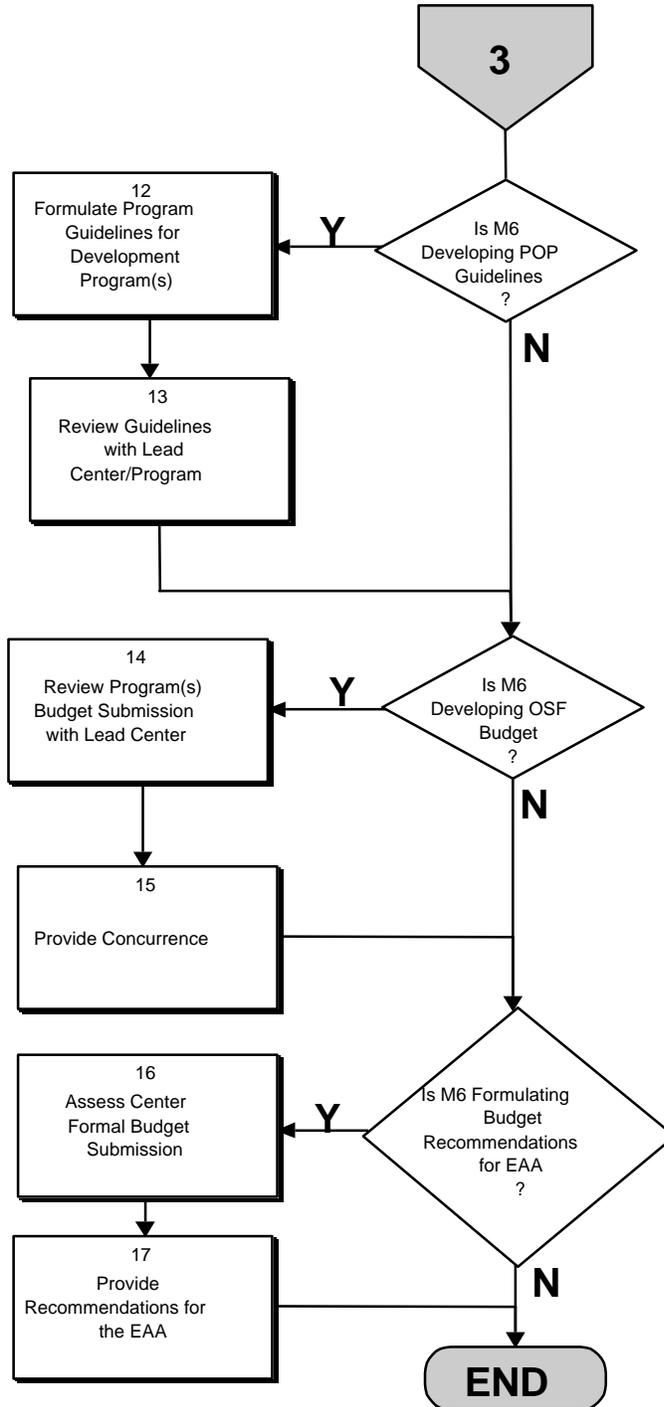
Code M Space Development
Requirements, Definition
and Assessment Process

HOWI8070 - M006

Revision: Baseline

Date: December 16, 1998

Page 8 of 11



NASA Headquarters		
Code M Space Development Requirements, Definition and Assessment Process	HOWI8070 - M006	Revision: Baseline
	Date: December 16, 1998	Page 9 of 11

6.0 SPACE DEVELOPMENT REQUIREMENTS, DEFINITION AND ASSESSMENT PROCESS

The following process steps are those performed to accomplish the tasks related to the space development requirements, definitions and assessment process.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
M4	1	Develop an understanding of the Program/Project and the relationship/relevance of the Program/Project to the Enterprise, NASA and National Space Objectives.
M4	2	Assign specific program /project implementation and monitoring responsibilities to M4 staff.
M4	3	Establish interfaces within the Program and non-program bodies which may have an impact on future requirements. Maintain close working relationships with key program/project individuals. Serve or represent Headquarters on program/project work teams, panels, and boards.
M4	4	Establish program requirements by reviewing the payload manifest requirements in the baseline assembly sequence, participating in program/project panels, boards, and work teams; monitoring program metrics, attending and reporting on formal Program reviews (e.g., Flight Readiness Reviews and Program Management Reviews).
M4	5	Issue program direction to include Program Commitment Agreement(s), and the OSF Development Program(s) portion of the Agency Annual Performance Goals.
M4	6	Assess performance against requirements. Monitor and review program/project staffing, budget, schedule, key program agreements and contracts. Attend and report on program/project status reviews. Employees receive formal and informal program management and other training to perform responsibilities. Identify and
define		Major issues affecting cost, schedule and technical risk. Report deviations from plan. Perform special studies. Update ISS Congressional support material, briefing books as necessary. Develop white papers or briefing material on relevant technical and programmatic

NASA Headquarters

Code M Space Development Requirements, Definition and Assessment Process	HOWI8070 - M006	Revision: Baseline
	Date: December 16, 1998	Page 10 of 11

issues Providing details on issue background, current status, and mechanism for issue resolution. Provide oral and/or written communication of material, draft testimony. Assess top-level programmatic risks and provide recommendations for risk mitigation, acceptance, or other action.

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|----|----|--|
| M4 | 7 | Initiate independent assessment review(s) and or respond to external committee reports (e.g. IAR, ACISS). Evaluate results to see if there should be a change in program requirements and coordinate responses, as required. |
| M4 | 8 | Track independent assessment reviews and coordinate responses, as required. |
| M4 | 9 | Revise, coordinate and submit PCA to EAA, if required. If it is necessary to revise a Program Commitment Agreement or Program Plan due to requirements changes, or to address technical, schedule or funding realities, a PCA revision is developed, coordinated and submitted to EAA. |
| M4 | 10 | Provide Program/Project status to the Program Management Council (PMC) per the guidelines to provided in NPG 7120.5.). Report program/project management process metrics to EAA on a monthly basis, supporting Agency compliance with the requirements in the GPRA and reflecting the general objectives of the NASA Strategic Plan. |
| M4 | 11 | Develop program goals, objectives and strategies, if Code M2 is updating the Enterprise Strategic Plan. Coordinate inputs with the Lead Center and Program Office. |
| M4 | 12 | Develop and provide guidelines for Development Program(s), if Code M6 is preparing the POP call. |
| M4 | 13 | Concur on POP budget guidance developed by Code M6 after review with Lead Center and Program Office. |
| M4 | 14 | Review assessments if program/project is developing POP Center submission. |
| M4 | 15 | Provide concurrence to program/project. |
| M4 | 16 | Assess center formal budget submission if Code M is formulating budget recommendations for the EAA for the respective program/project. |
| M4 | 17 | Provide recommendations for the EAA. |

NASA Headquarters

Code M Space Development
Requirements, Definition
and Assessment Process

HOWI8070 - M006

Revision: Baseline

Date: December 16, 1998

Page 11 of 11

NASA Headquarters		
Code M Space Development Requirements, Definition and Assessment Process	HOWI8070 - M006	Revision: Baseline
	Date: December 16, 1998	Page 12 of 11

7.0 RECORDS

Record Identification	Owner Location		Retain	Media
ISS Program Commitment Agreement	M-4	M-4	3 years (Minimum)	Hardcopy/ Electronic
Agency Annual Performance Goals (for OSF Development Programs/projects)	M-4	M-4	1 year (Minimum)	Electronic

The Code M Space Development Requirements, Definition and Assessment records are retained and dispositioned in accordance with NPG 1441.1, SCHEDULE 1/14B.1(a), Permanent - Retire to Federal Records Center when 2 years old; transfer to NARA when 2 years old.