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Code M
International Space Station (ISS) and Space Shuttle Program (SSP) Commitment Process

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Code M
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Approved and signed by

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Office of Space Flight (OSF)

DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12-16-1998	
Revision	A	04-16-1999	Revisions resulting from DNV Pre-registration audit findings. Revised Section 5 to more accurately describe the process & elaborated on Section 6 accordingly. Revised Section 7 to agree with NPG 1441.1B.
Revision	B	03-15-2004	Revisions resulting from realignment of Code M and the establishment of a Deputy Associate Administrator for ISS and SSP.

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1.0 PURPOSE

The purpose of this Office Work Instruction (OWI) is to document the process used to establish requirements, definitions and complete assessments of ISS and SSP development programs/projects within the Office of Space Flight.

2.0 SCOPE

This OWI covers the ISS and SSP development requirements, definition and assessment process steps used within the Space Flight Enterprise.

The Associate Administrator (AA) for 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:///hqiso9000.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:

DAA	Deputy Associate Administrator
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 research and development 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
ASAP	Aerospace Safety Advisory Panel

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:

ISS PCA

NASA Procedural Requirements (NPR) 7120.5 NASA Program/Project Management

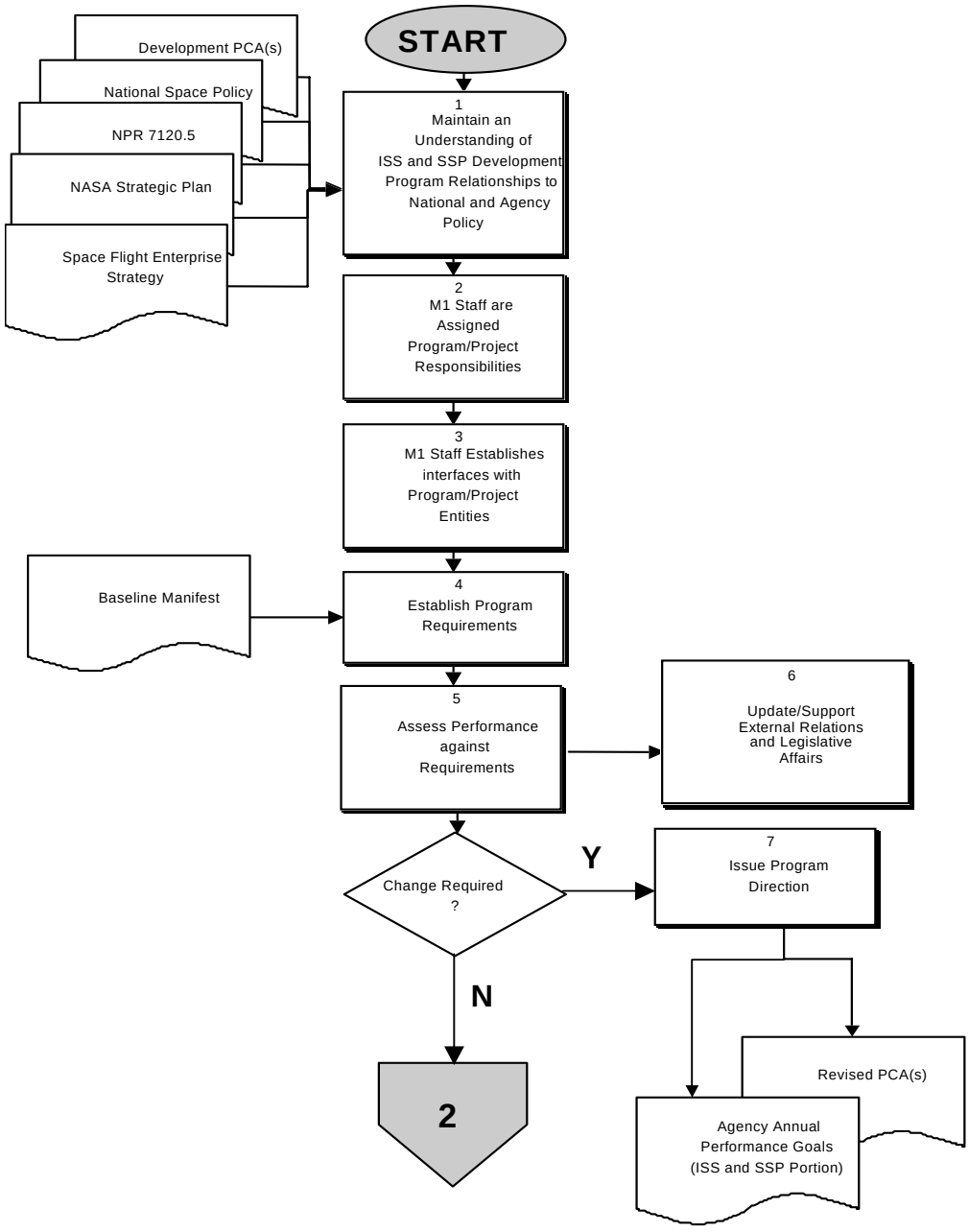
NASA Space Flight Enterprise Strategy

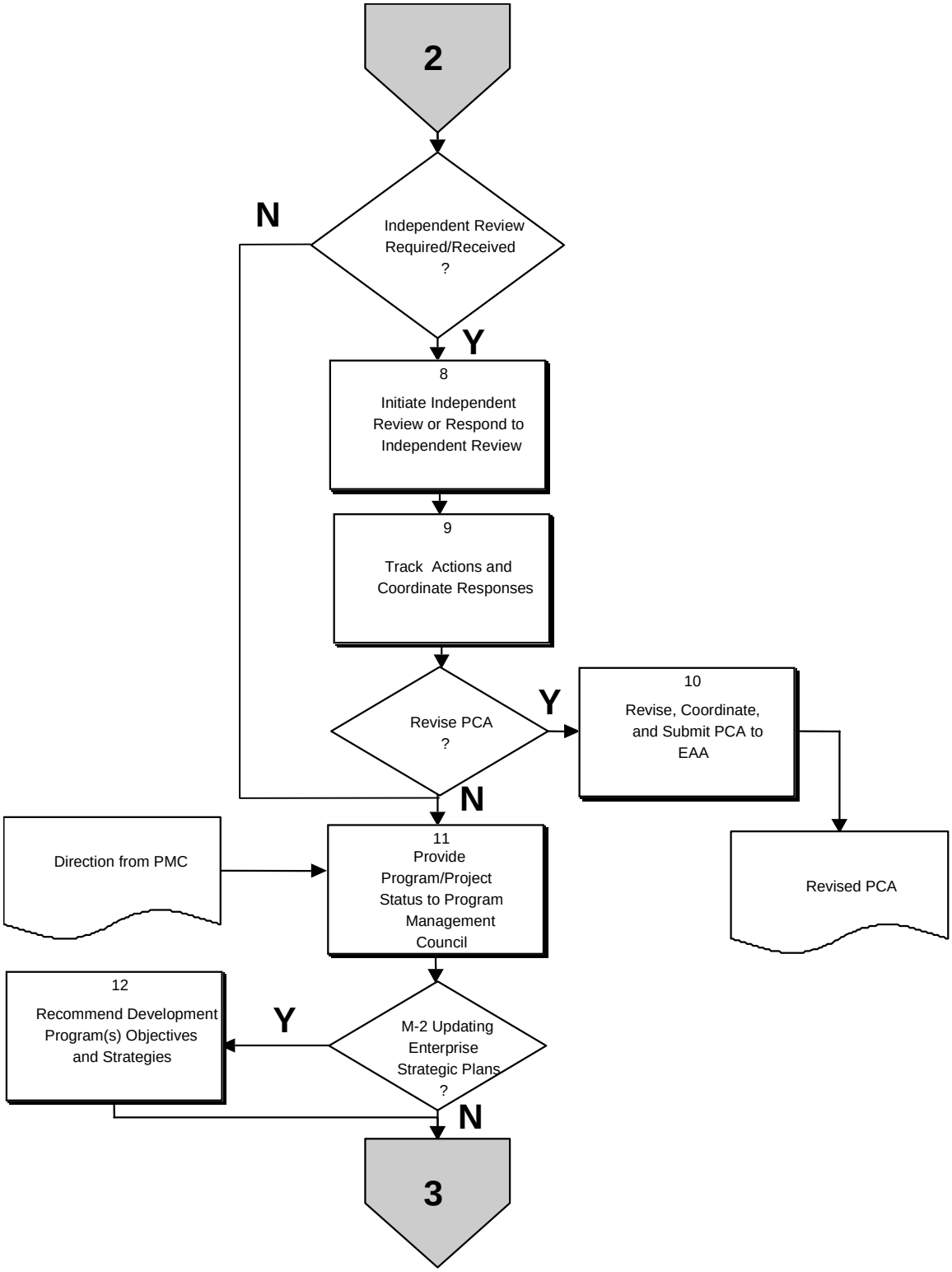
NASA Strategic Plan

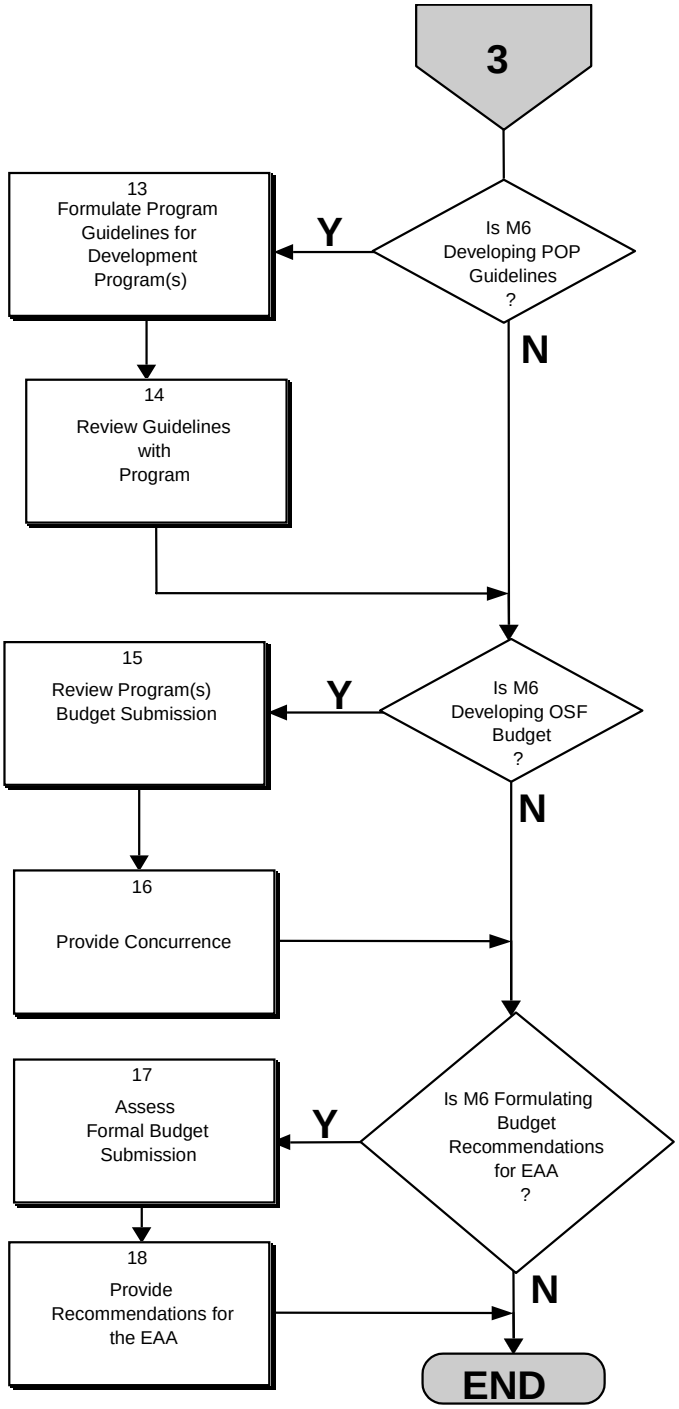
National Space Act (as revised)
SSP PCA
SSP Plan

Station Program Implementation Plan

5.0 FLOWCHART




2
Independent Review Required/Received ?
N
Y
8
Initiate Independent Review or Respond to Independent Review
9
Track Actions and Coordinate Responses
Revise PCA ?
Y
10
Revise, Coordinate, and Submit PCA to EAA
Revised PCA
N
Direction from PMC
11
Provide Program/Project Status to Program Management Council
12
Recommend Development Program(s) Objectives and Strategies
Y
M-2 Updating Enterprise Strategic Plans ?
N
3


3
Is M6 Developing POP Guidelines ?
Y
13 Formulate Program Guidelines for Development Program(s)
N
14 Review Guidelines with Program
Is M6 Developing OSF Budget ?
Y
15 Review Program(s) Budget Submission
N
16 Provide Concurrence
Is M6 Formulating Budget Recommendations for EAA ?
Y
17 Assess Formal Budget Submission
N
18 Provide Recommendations for the EAA
END

6.0 INTERNATIONAL SPACE STATION (ISS) DEVELOPMENT REQUIREMENTS, DEFINITION AND ASSESSMENT PROCESS

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

Actionee	Flowchart Reference	Action
M1	1	On a continual basis, develop an understanding of the Program/Project and the relationship/relevance of the Program/Project to the Enterprise, NASA and National Space Objectives.
DAA ISS and SSP Chief	2	Assign specific program /project implementation and monitoring responsibilities to M1 staff.
M1	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.
M1	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 external boards and independent assessments; monitoring program metrics, attending and reporting on formal Program reviews (e.g., Flight Readiness Reviews and Program Management Reviews).
M1	5	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. Identify and define Major issues affecting cost, schedule and technical risk. Report deviations from plan. Perform special studies.
M2	6	Update ISS Congressional support material, briefing books as necessary. Develop white papers or briefing material on relevant technical and programmatic 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.

DAA ISS and SSP	7	Issue program direction to include Program Commitment Agreement(s), and the OSF Development Program(s) portion of the Agency Annual Performance Goals. PCA is submitted to DAA/ISS and SSP for concurrence then to EAA for approval and signature. Following EAA signature, PCA is submitted to Administrator for signature.
M1	8	Initiate independent assessment review(s) and or respond to external committee reports (e.g. IAR, ASAP). Evaluate results to see if there should be a change in program requirements and coordinate responses, as required.
M1	9	Track independent assessment reviews and coordinate responses, as required.
PCA Coordinator	10	Revise, coordinate and submit PCA to the DAA/ISS and SSP, 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 EAAthrough the DAA/ISS and SSP.
M1	11	Provide Program/Project status to the Program Management Council (PMC) per the guidelinesto 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.
M1	12	Devlop program goals, objectives and strategies, if Code M2 is updating the Enterprise Strategic Plan. Coordinate inputs with the Program Office.
M1	13	Develop and provide guidelines for Development Program(s).
DAA ISS and SSP	14	Concur on POP budget guidance developed by Code M6 after review with M1, Program Office.
M1	15	Review assessments if program/project is developing POP submission for Center support.
DAA ISS and SSP	16	Provide concurrence to program/project.
M6	17	Assess formal budget submission.
DAA ISS and SSP	18	Provide recommendations to the EAA.

7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA:	SCHEDULE	RETENTION/DISPOSITION

			ELECTRONIC OR HARD COPY	NUMBER AND ITEM NUMBER	
ISS Program Commitment Agreement	M-1	M-1	Hardcopy	Section 7 item 4,A	Permanent.
SSP Program Commitment Agreement	M-1	M-1	Electronic		