



NASA Headquarters  
Washington, DC 20546

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HQOWI8070 - M005  
REVISION B  
JUNE 15, 2000

# Code M

## Space Operations Space Shuttle Requirements and Assessment Process

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<b>Code M Space Operations Space Shuttle Requirements and Assessment Process</b>	<b>HQOWI8070 - M005</b>	<b>Revision: B</b>
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**Code M  
Space Operations Space Shuttle  
Requirements and Assessment Process**

**Approved and signed by**

**Joseph H. Rothenberg  
Associate Administrator for the Office of Space Flight**

**NASA Headquarters**

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**DOCUMENT HISTORY LOG**

<b>Status (Draft/ Baseline/ Revision/ Canceled)</b>	<b>Document Revision</b>	<b>Effective Date</b>	<b>Description</b>
Baseline		12-16 -1998	
Revision	A	04-16-1999	Revisions resulting from DNV Pre-registration audit findings. Added relationship of manifest changes & resultant design change to PCA. 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	06-06-2000	Corrected quality records symbiology and revised section 7 reducing retention under 1441.1
Administrative Change	B	06-15-2000	Made minor administrative changes to fix line spacing and reference document names.

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## 1.0 PURPOSE

The purpose of this OWI is to document the process used to establish Space Operations Space Shuttle requirements and to assess their effectiveness. This process is continuous throughout the Fiscal Year. When programmatic changes occur that impact program funding/program schedules, these changes will be reflected in an update to the Program Commitment Agreement (PCA) and the Agency Annual Performance Goals (Shuttle portion).

## 2.0 SCOPE

This OWI covers the Space Shuttle requirements and assessment process used by Code M personnel.

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://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:

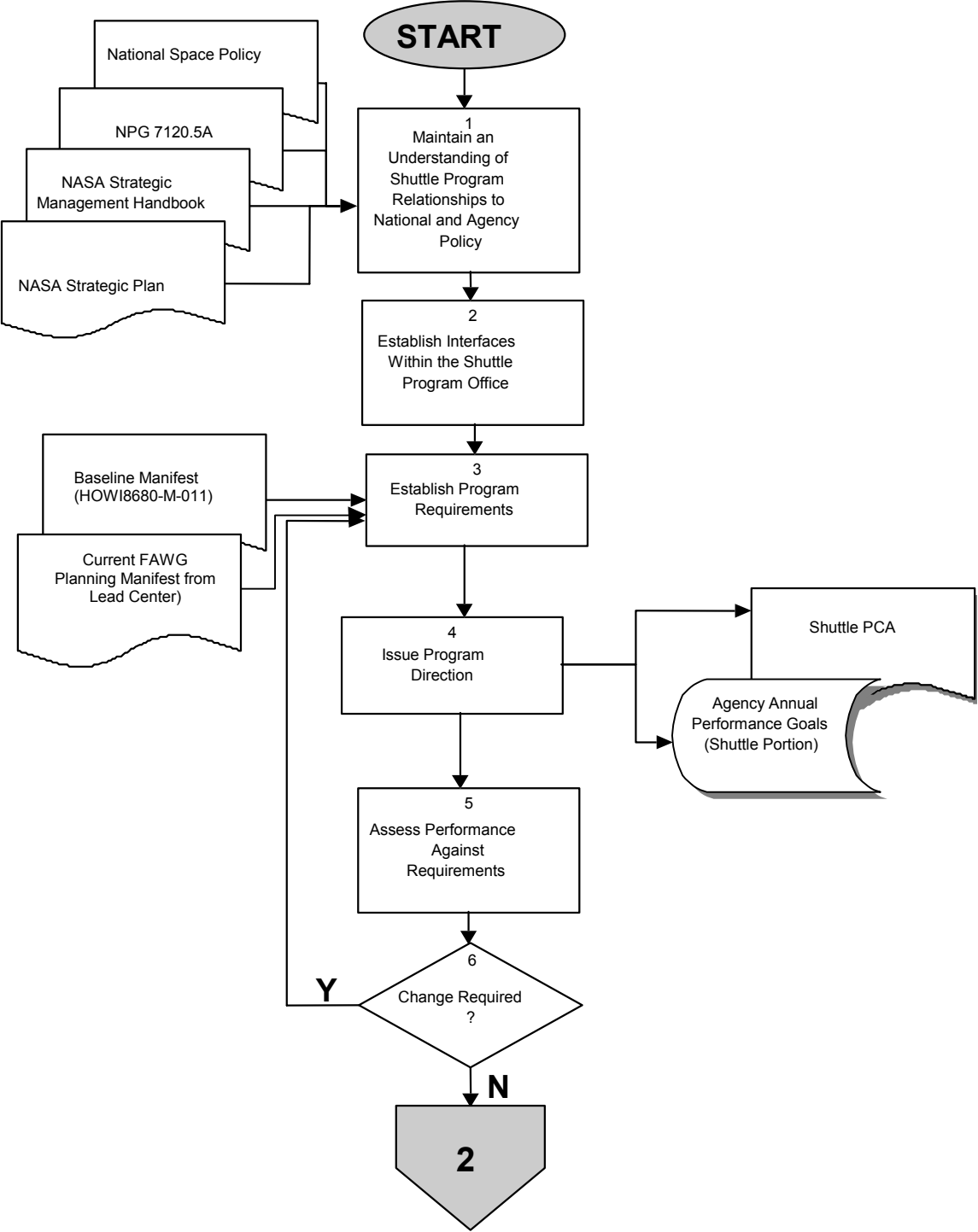
EAA	Enterprise Associate Administrator
GPRA	Government Performance Review Act - Government Performance and Results Act of 1993. The GPRA requires federal agencies to submit annual performance plans following the transmittal to Congress of the Presidents budget.
PCA	Program/Project Commitment Agreement - The contract between the Administrator and the cognizant EAA for implementation of a program.
PSR	Project/Program Status Report - A semiannual document to congressional committees on the status, highlighting progress and problems while tracking cost, funding, scheduling, and performance.
POP	Program Operations Plan - A document produced by a Center in response to Headquarters-directed budget guidelines. It is a compilation of the requested budgets by program or project which are needed to execute the Headquarters direction.

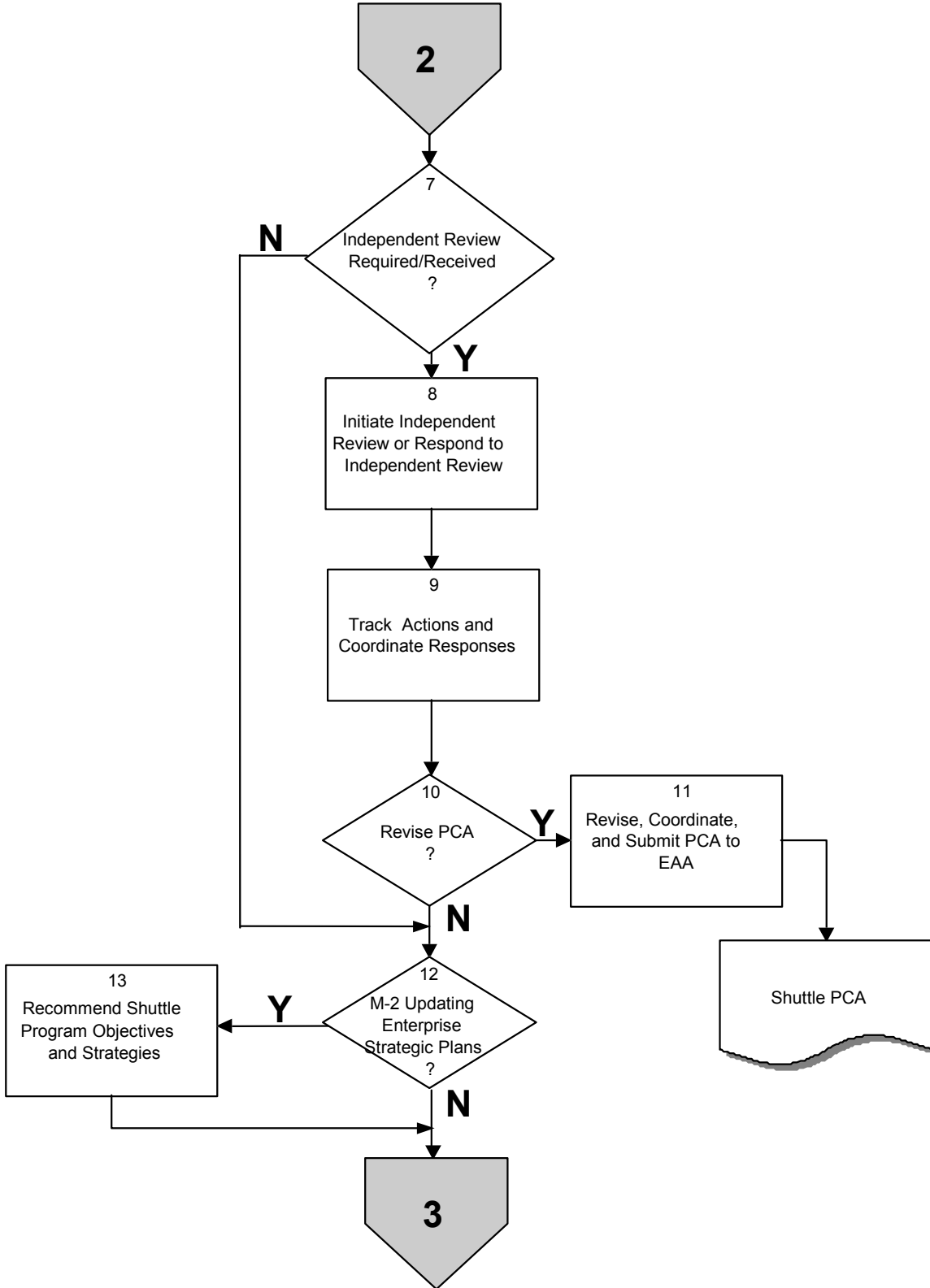
## 4.0 REFERENCES

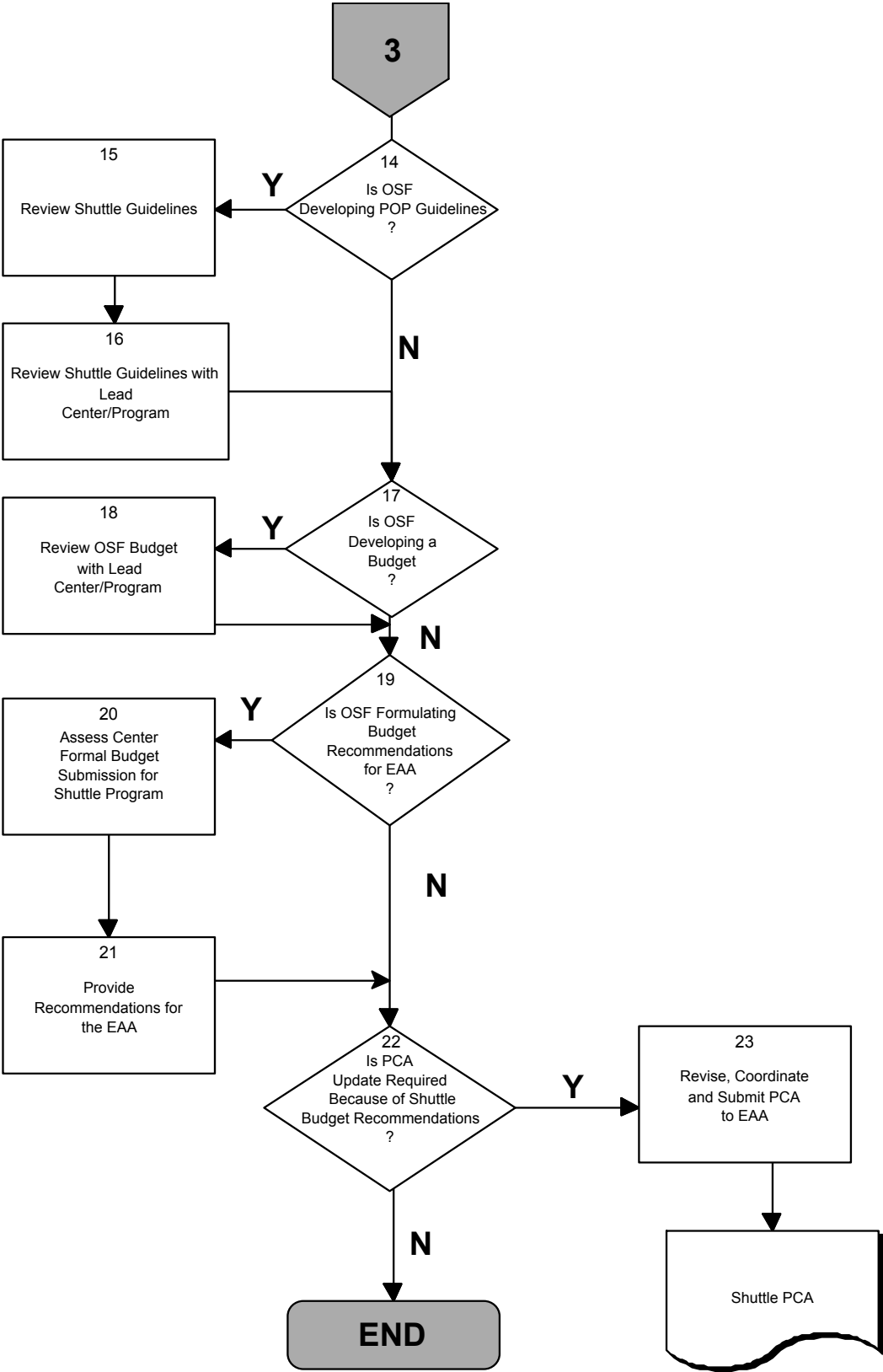
The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

HQSM 1200-1	Headquarters Quality Systems Manual
Government Accounting Office Report B-237602	Defines Program/Project Status Report requirements
NPG 7120.5	NASA Program and Project Management Processes and Requirements

### 5.0 FLOWCHART









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## 6.0 SPACE OPERATIONS REQUIREMENTS, DEFINITION AND ASSESSMENT PROCESS

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

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
Deputy AA designee	1	Maintain an understanding of Shuttle Program relationships to the NASA Strategic Plan. As part of this process, consider relevance of National Space Policy, NPG 7120.5A, the NASA Strategic Handbook guidelines and the HEDS Strategic Plan.
Deputy AA designee	2	Establish interfaces within the Shuttle Program and non-program bodies which may have an operations 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. Examples include, but are not limited to, bi-weekly teleconferences, bi-monthly program schedule reviews, Program Management Reviews and Program Requirements Control Board meetings (as required).
Deputy AA designee	3	Establish program requirements or revise existing requirements by reviewing National and Agency policy, customer requirements (manifest changes), advisory council reports (if any) and budget authority.
Deputy AA designee	4	Issue program direction as necessary, to include a Shuttle Program Commitment Agreement or changes, and the Space Shuttle portion of the Agency Annual Performance Goals. PCA is submitted to DAA/Space Operations for concurrence then to EAA for approval and signature. Following EAA signature, PCA is submitted to Administrator for signature. Shuttle program performance goals are submitted to the Office of Policy and Plans following concurrence by the EAA.
Deputy AA designee	5	Assess performance against requirements Performance is assessed by the Headquarters Program Management Council at Quarterly Status Reviews. These Reviews are the responsibility of the NASA Chief Engineers' office. Formal minutes & actions resulting from these meetings are documented by the Chief Engineers' office.
Deputy AA designee	6	Determine if program requirements should change. If so, establish program requirements (Step 3).

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Deputy AA designee	7	If independent review is not required proceed to Step 12.
Deputy AA designee	8	Initiate independent assessment review(s) and or respond to external committee reports (e.g. ASAP). Evaluate results to see if there should be a change in program requirements. and coordinate responses, as required.
Deputy AA designee	9	Track independent assessment reviews and coordinate responses, as required.
Deputy AA designee	10	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.
Deputy AA designee	11	Revise, coordinate and submit PCA to EAA, if required.
Deputy AA designee	12	If Code M2 is not updating the Enterprise Strategic Plan, proceed to Step 14.
Deputy AA designee	13	Develop Shuttle program goals, objectives and strategies. Coordinate inputs with the Lead Center and Program Office.
Deputy AA designee	14	If Code M6 is not preparing the POP call, proceed to Step 17.
Deputy AA designee	15	Develop and provide Shuttle guidelines.
Deputy AA designee	16	Concur on POP budget guidance developed by Code M6 after review with Lead Center and Program Office.
Deputy AA designee	17	If OSF is not developing a budget, proceed to Step 19.
Deputy AA designee	18	Review assessments if program/project is developing POP Center submission.
Deputy AA designee	19	If Code M is formulating budget recommendations for the EAA for the respective program/project, process continues. Otherwise proceed to Step 22.
Deputy AA designee	20	Assess center formal budget submission.
Deputy AA designee	21	Provide recommendations for the EAA.
Deputy AA designee	22	If it is necessary to revise a Program Commitment Agreement or Program Plan due to requirements

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changes, or to address technical, schedule or funding realities, a PCA revision is developed, coordinated and submitted to EAA.

Deputy AA designee

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Revise, coordinate and submit PCA to EAA, if required.

## 7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
Shuttle Program Commitment Agreement (latest approved)	M-7	M-7	Hardcopy	Schedule 7 item 5, D2	Destroy when no longer needed for reference or on completion of the project whichever is sooner.
Agency Annual Performance Goals (Shuttle portion)	M-7	M-7	Electronic	Schedule 7 item 4, C	Destroy 2 years after supersession or completion.