

## Arc Jet Modernization Program Stakeholder Board Charter

### 1. Purpose

The Arc Jet Modernization (AJ Mod) Program is the multi-year modernization of the AJ Complex being managed by the Mission Support Directorate (MSD) Office of Strategic Infrastructure (OSI) Space Environments Testing Management Office (SETMO) with funding through the Strategic Capabilities Assets Program (SCAP).

The AJ Mod Program Stakeholder Board provides guidance for program and project management, supports the development of the management and technical strategies necessary for a successful implementation of the AJ Mod Program, and provides insight and oversight to the AJ Mod Program. Stakeholders represent the interests of MD and technical communities while providing the input and validation needed to identify mission requirements and technical community recommendations.

### 2. Applicability/Scope

This charter applies to NASA Headquarters and all NASA Centers, including component facilities.

### 3. Authority

The AJ Mod Program is delegated authority through the July 2018 Executive Council decision to fund the PPBE20 Issue Paper on the Arc Jet Complex (Issue ID: MSD-SSMS-PPBE20-5, Issue Title: Unmanaged Program Risks for NASA Arc Jet Reliability). Additional authority is derived from:

- NPD 1000.0C, *NASA Governance and Strategic Management Handbook*
- NPD 1000.3E, *The NASA Organization*
- NPD 8600.1, *Capability Portfolio Management*
- NPR 8600.1 *NASA Capability Portfolio Management Requirements*

The AJ Mod Program Stakeholder Board is delegated authority through the AJ Mod Program Plan.

### 4. Governing Council Affiliation

SETMO and the AJ Mod Program are aligned with the Agency's Mission Support Council (MSC).

### 5. Functions

The AJ Mod Program Stakeholder Board has the following responsibilities:

- Represents the major stakeholders and their interests
- Concurs on Level 1 requirements and informs Level 2 and Level 3 requirements
- Provides guidance to the AJ Mod Program and support the development of the management and technical strategies necessary for a successful implementation of the AJ Mod Program
- Provides input to tactical considerations, such as annual MD demand and utilization

- Provides input to strategic considerations, such as future program requirements, technical needs, and required capability, and corresponding facility construction or modernization
- Reviews the AJ Mod Program technical, cost, and schedule elements at key decision points and provides key findings, concerns, specific actions, and program recommendations
- Reviews execution against plan(s) and provides recommendations for alternative approaches to managing testing assets and resources including structural changes to management, budgeting, and overall plans and efforts to realize efficiencies
- Communicates with MD and technical community representatives to ensure coordinated and efficient insight and oversight

The AJ Mod Program Stakeholder Board is established to provide guidance to the AJ Mod Program. All recommendations, unresolved conflicts, or changes to established agreements that cannot be resolved by the AJ Mod Program Stakeholder Board are elevated to MSD with a summary of the pros and cons and dissenting opinions as necessary.

## **6. Membership**

The AJ Mod Program Stakeholder Board consists of the following:

- Chair
- Executive Secretary
- Representative for ARC
- Representative for the Entry, Descent, and Landing System Capabilities Leadership Team
- Representatives (minimum 2) from the AJ customer test community
- Representative for HEOMD

The AJ Mod Program Stakeholder Board occasionally requests personnel from HQ and Centers to participate in ad hoc AJ Mod Program activities and meetings.

### **Roles and Responsibilities**

Chair:

- Completes agreements necessary for personnel assignment to the AJ Mod Program Stakeholder Board
- Provides vision and guiding principles to the AJ Mod Program Stakeholder Board and coordinates with members and representatives
- Calls and conducts meetings, proposes appropriate agendas, and establishes that a quorum is present; approves minutes
- Invites ad hoc attendees to meetings
- Establishes timeframes for review of content consistent with recurring needs and on an annual basis consistent with other Agency processes
- Conducts and facilitates discussions of needs and review of recommendations and status
- Assigns, monitors, and reports actions
- Guides discussions toward consensus; if consensus is not possible, documents dissenting opinions and elevates action to MSD
- Assures that commitments are clear and documented

- Maintains the AJ Mod Program Stakeholder Board Charter
- Documents, reports, and maintains all AJ Mod Program Stakeholder Board meetings including significant discussions and associated documents, action status, decisions, and dissenting opinions

Note: The Executive Secretary supports the responsibilities of the Chair.

Members:

- Serve as the representative for their stakeholder organization
- Propose meeting agenda topics
- Attend meetings or provide a designee with the same authority and accountability
- Coordinate within the stakeholder organization as needed to integrate a consolidated organizational position
- Concur on Level 1 requirements and informs Level 2 and Level 3 requirements
- Provide guidance to the AJ Mod Program and support the development of the management and technical strategies necessary for a successful implementation of the AJ Mod Program
- Provide input to tactical considerations, such as annual MD demand and utilization
- Provide input to strategic considerations, such as future program requirements, technical needs, and required capability, and corresponding facility construction or modernization
- Review execution against plan(s) and provides recommendations for alternative approaches to managing testing assets and resources including structural changes to management, budgeting, and overall plans and efforts to realize efficiencies
- Communicate with MD and technical community representatives to ensure coordinated and efficient insight and oversight

## 7. Meetings

The AJ Mod Program Stakeholder Board meets quarterly, and additional meetings, if necessary, are called by the Chair. The AJ Mod Program Stakeholder Board Chair sets the agenda for each quarterly review and distributes minutes, new actions, and the documented approval and closure of completed actions. Presentations are a combination of AJ Mod Program reports, SETMO/SCAP reports, and budget presentations and review slides developed annually for MSD.

### Agreements and Business Rules

1. The AJ Mod Program Stakeholder Board has eight members. For voting situations, a quorum consists of a minimum of five members to include: the Chair, the EDL SCLT Representative, and at least one MD Representative.
2. Any AJ Mod Program Stakeholder Board member can develop and submit to the Chair a written minority opinion that is included in any documented position or recommendation.
3. The AJ Mod Program Stakeholder Board reviews the charter on an annual basis to determine if there is a need to make changes. The charter is revised any time a major change that requires a review and signature process is implemented. Minor changes to the main body and appendices updates are made without subjecting the plan to a new signature/approval process.

## **8. Duration**

The AJ Mod Program Stakeholder Board is terminated three years from the approval of this charter unless renewed prior to this expiration. Renewal includes the collective guidance of the Stakeholder Board to re-evaluate and revise scope, membership, and responsibilities to reflect program requirements and needs.

If terminated, the board may be re-established for future three-year periods through the end of the AJ Mod Program.

## **9. Assessment**

The SETMO Director provides a status of AJ Mod Program Stakeholder Board activities and accomplishments to the MSC, MSD, and OSI as required.

## **10. Records**

Results of AJ Mod Program Stakeholder Board meetings are documented in meeting minutes (as appropriate) by the Executive Secretary. Meeting minutes and all relevant board records are stored on the AJ Mod Program Stakeholder Board shared website.