

Subject: NASA Program/Project Management Board Charter

Responsible Office: Chief Program Management Officer

1. PURPOSE

1.1. This document establishes the NASA Program/Project Management Board (PPMB) and sets forth its functions, direction and control, membership, meetings, reporting, duration, records retention, and relationships with other NASA offices and Working Groups.

1.2. The PPMB supports the Chief Program Management Officer (CPMO) in the formulation, implementation of Agency-wide planning and policy designed to strengthen Program and Project Management, to ensure appropriate visibility and resolution of Program and Project Management issues within the Agency, and make recommendations regarding Agency Program and Project Management policy, processes, initiatives, and systems. Specifically, the PPMB will be the single Agency forum for adjudication of all Program and Project Policy waivers, deviations, and or tailoring. The individual requirement owner retains the responsibility and authority to approve requirements tailoring and sign waivers.

2. APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities.

3. AUTHORITY

51 U.S.C. § 20101 et seq., National Aeronautics and Space Act

NPD 1000.3, The NASA Organization

4. GOVERNING COUNCIL AFFILIATION

Agency Program Management Council (PMC)

5. FUNCTIONS

Each member of the PPMB is expected to represent the best interest of the Agency in the exercise of its functions. The functions of the PPMB are as follows:

- a. Function as an advisory group to the NASA CPMO and the Agency PMC.
- b. Establish a single forum representing all owners of Program and Project Management Policy to adjudicate all Program and Project Management issues, waivers, deviations, and tailoring. The individual requirement owner retains the responsibility and authority to approve requirements tailoring and sign waivers.
- c. Provide a forum to identify and address Program and Project Management issues within the practitioner community.
- d. Recommend, review, and promote Program and Project Management best practices, guidance, and metrics to the Agency.
- e. Provide an information resource pool for Program and Project Management expertise, mentoring and sharing ideas, methods, technologies, processes, tools, and lessons learned to improve communication on Program and Project Management issues.
- f. Provide recommendations to PM community as applicable and to the APMC and/or NASA AA at the discretion of the PPMB and APMC chairs.
- g. Specifically, through special subcommittees or ad hoc working groups, the **PPMB** shall perform the following:
 - Assist Agency Programs and Project managers in tailoring Program and Project Policy to their respective programs or projects and provide guidance through the Agency process for tailoring, waivers, and deviations of Program and Project Management Policy.
 - Assist in the development of process standards, guidelines, and requirements for Program and Project Management.
 - Serve as an advocate to Agency management for improving the effective and efficient execution of Agency programs and projects.
 - Recommend tools and methodology for comprehensive assessment of the Program and Project Management capability in NASA.
 - Evaluate the training and development curriculum for Program and Project Management offered by the Agency and provide inputs for its improvement.
 - Evaluate and make recommendations as requested regarding Program and Project Management curriculum at selected academic institutions/non-Agency institutions.
 - Evaluate and make recommendations on Program and Project Management Certification.
 - Assess Program and Project Management tools and provide recommendations for improvement.

- Recommend NASA representation in Agency, inter-Agency and international boards and panels related to Program and Project Management.
- Identify Agency-wide Program and Project Management issues and recommend and support the implementation of solutions.

6. MEMBERSHIP

6.1. The members of the PPMB are:

- a. NASA Chief Program Management Officer, Chair
- b. NASA Chief Engineer
- c. Performance Improvement Officer, Office of the Chief Financial Officer
- d. NASA Mission Directorates' Senior Program Management Official (as defined by each Mission Directorate Associate Administrator)
- e. One representative from each Center and the Jet Propulsion Laboratory, selected by the Center Director. This representative should be the Principal Program or Project Management Official at the Center
- f. Chief, Safety and Mission Assurance
- g. The Chief Program Management Officer will determine additional attendance at meetings and may designate temporary members or invite other representatives at any time, including representatives from the Program and Project Management Policy requirement owner organizations, industry, academia, international partners, national labs, and other Government agencies

7. MEETINGS

The PPMB shall meet at least monthly, or as required by the Chair. The CPMO shall make the necessary arrangements to provide administrative, consultation, and other general support to the PPMB. The CPMO will establish the agenda in consultation with the members.

8. DURATION

The PPMB will remain in existence at the discretion of the Chair.

9. ASSESSMENT

The PPMB Chair will provide status to the APMC Chair on the effectiveness of the PPMB in meeting its chartered functions as appropriate.

10. RECORDS

The NASA Chief Program Management Officer is responsible for the maintenance of this charter and all other records associated with the PPMB.