



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

FPD-OI-FD24.1
November 2003

ORGANIZATIONAL INSTRUCTION

Flight Projects Directorate Flight Systems Department Pressurized Carriers Group FD24

Management Process

Baseline

EXPORT ADMINISTRATION
REGULATIONS (EAR) CONTROLLED DATA

APPROVAL

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
<i>Original Signed by</i>  Randy McClendon	Group Lead, Pressurized Carriers Group	FD24	November 5, 2003

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**Marshall Space Flight Center Organizational Instruction
OPR FD24**

Title- Management Process	FPD-OI-FD24.1	Revision: Basic
	Date: November 2003	Page 2 of 10

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		Nov. 2003	Baseline version

**EXPORT ADMINISTRATION
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1. GENERAL INFORMATION

1.1 Scope

This Organizational Instruction (OI) describes the management processes which the Pressurized Carriers Group (PCG) utilizes to manage assigned projects and meet the requirements established by the MSFC Quality System.

1.2 Purpose

The purpose of this document is to establish management standards for assigned flight projects and to implement the requirements of MWI-7120.1 and FPD-OI-FD01.1.

1.3 Applicability

The instruction applies to all projects managed by the PCG. All projects worked by this group are required to implement the requirements of this OI to assure conformity to the MSFC standards and policies for project management.

2. APPLICABLE DOCUMENTS

Revision levels of documents are not shown. The latest revision will be used unless otherwise required by contractual requirements or other regulations. In this case the letter revision of the document will be given.

FPD-OI-FD01.1	Management Process
FPD-OI-FD01.2	Authorization and Control of OI's
FPD-OI FD01.3	ISS Technical Task Agreement Process
MPG 1230.1	Center Resources Planning Process (currently in review)
MPG 7120.1	Program/Project Planning
MPG 7120.3	Programs/Projects Data Management
MPG 8040.1	MSFC Programs/Projects Configuration Management
MPG 8060.1	Design Control
MPG 8715.1	Marshall Safety, Health, and Environmental (SHE) Program
MWI 5100.1	Procurement Initiators Guide
MWI 5113.1	Credit Card Operating Procedures
MWI 7120.1	Project Quality Plan
MWI 8040.1	Configuration Management Plan, MSFC Programs/Projects

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NPG 7120.5

NASA Program and Project Management Processes and Requirements

3. ACRONYMS and DEFINITIONS

3.1 Acronyms

CM	Configuration Management
COTR	Contracting Officer's Technical Representative
CWC	Collaborative Work Commitment
ESA	Executive Support Assistant
FPD/FD	Flight Projects Directorate
IAW	In Accordance With
MSA	Management Support Assistant
MSFC	Marshall Space Flight Center
NASA	National Aeronautics and Space Administration
OI	Organizational Instruction
PCG	Pressurized Carriers Group
QR	Quality Record

3.2 Definitions

Collaborative Work Commitment A Collaborative Work Commitment is a document that defines the tasks and resources required to accomplish in-house work for the next fiscal year and signifies commitment of the Project Manager, Task Manager, and Supporting Organizations to provide the resources.

Configuration Control Directives Configuration Control Directives are directives which change project requirements or content.

Contracting Officer's Technical Representative A COTR is a qualified Government employee appointed by the Contracting officer to act as their technical representative in managing the technical aspects of a particular contract. The Technical organization is responsible for ensuring that the individual they recommend to the Contracting Officer possesses training, qualifications, and experience commensurate with the duties and responsibilities to be delegated and the nature of the contract.

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Project Projects are defined as the set of activities associated with the design, development, production, integration, verification, mission operations, and data analysis of space station elements. Certain phases, for example data analysis, may be exempted by customer agreement.

Project Plan The Project Plan is the basic planning document that describes the overall technical and management concepts that will be utilized to manage the project. The Project Plan sets forth the guidelines and constraints under which the project will be executed. The plan is consistent with MSFC management instructions and directive.

Review Data Review Data consists of (1) technical data (including functional and performance) from components, subsystems, or systems presented at project baseline reviews; (2) minutes from project baseline design reviews; and/or (3) actions from project reviews.

"Stoplight" Criteria Stoplight criteria represent a method of evaluating Program/Project compliance and risk management. The cost, schedule, and technical performance of a Program/Project are tracked and evaluated against predefined expectations.

4.0 INSTRUCTIONS

4.1 Document Customer Requirements

Customer Agreements are to be documented in the form of technical task agreements or program plans unless otherwise designated by the PCG Lead. Collaborative Work Commitments are used for tasks performed by or for other MSFC organizations.

4.2 Project Plans

4.2.1 Development in accordance with NPG 7120.5

The project plan is to be developed in accordance with the requirements of NPG 7120.5, Management of Major System Program and Projects.

4.2.2 Content

Project plans will address all topics identified in NPG 7120.5. Additionally, project plans will address the following:

4.2.2.1 Configuration Management (CM)

Design and data control will be in accordance with MPG 8040.1. The FD24 Group CM Plan is retained as a Group Quality Record.

4.2.2.2 Design Reviews

Identify design reviews planned for the program/project. Design reviews are conducted in accordance with MPG 8060.1.

4.3 Internal Task Agreements

Internal Task Agreements (ITAs) are to be prepared and executed in accordance with FPD-OI-FD01.3, ISS Technical Task Agreement Process.

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4.4 Collaborative Work Commitments

When support is requested from or provided to another organization, Collaborative Work Commitments (CWC's) are developed between the Managing Organization and the Performing Organization for the products and services required. CWC's only cover tasks within MSFC, but the cooperating organizations may be either internal or external to the Flight Projects Directorate. The CWC's are developed in accordance with MPG 1230.1, "Center Resources Planning Process" (currently in review), which covers the CWC process in detail.

4.5 Quality Plans

The PCG Quality Plan (ISS-MPLM-Plan-019) will be in accordance with MWI 7120.1 and is written by the Quality Assurance Representative.

4.6 Execute Project

4.6.1 Project managers are to execute assigned projects according to the project plan and/or technical task agreement. See Figure 1.

4.6.2 The project manager will manage and report project status using the following four categories:

1. NPG 7120.5 Compliance and Risk Management
2. Cost
3. Schedule
4. Technical Performance

These categories will be reported using the "stoplight" criteria. In the event one of the categories is not green in status, the project manager will develop an event report detailing the recovery plan.

4.7 Safety Meetings

Safety meetings will be in compliance with MPG 8715.1, Marshall Safety, Health, and Environmental (SHE) Program, Section 3.1.10.1. The safety meetings are required monthly, may be a part of regular office staff meetings, and are expected to represent 15-20 minutes on the agenda. The safety meeting records will be maintained on the Supervisor Safety Web Page (as required by MPG 8715.1, paragraph 3.1.10.1 a. (2)).

5.0 NOTES

5.1 Project Manager

The project manager's prime responsibility is to assure that the customer's requirements are successfully met within the scheduled time frame and resources provided. The project manager implements that responsibility via the project plan/task agreement. The project manager will serve as the primary interface with the customer. During implementation, the project manager serves as the interface with other NASA Centers, government agencies, contractors, universities, foreign governments, and the customer with respect to technical, contractual, and resource matters.

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5.2 Manager of Pressurized Carriers Group

The PCG Lead provides senior level management to the various projects within the organization. The PCG Lead is available to counsel the individual project manager(s) on all matters pertaining to the successful management of the project based on his/her experience and expertise. The PCG Lead provides the higher level interface with other MSFC organizations, other NASA Centers, government agencies, contractors, universities, and foreign governments when the need arises.

6.0 SAFETY PRECAUTIONS AND WARNING NOTES

None

7.0 APPENDICES, DATA, REPORTS, AND FORMS

None

8.0 QUALITY RECORDS

Quality Records are documents that are maintained to demonstrate both MSFC conformance to specific requirements and the effective operations of the MSFC system. Quality Records for the PCG are listed in the following table. Credit card records are not considered Quality Records, but must be maintained by the credit card holder. The cardholder file is a government contract file maintained and dispositioned in accordance with the applicable Federal Acquisition Regulations (see MWI 5113.1).

Record Title	Description of Record	Authority	Retention	Notes
Project Plan (Project QR)	Basic planning document that sets forth guidelines and constraints under which the project will be executed.	MPG 7120.1A	Until revision	Maintained by the Project Manager in accordance with MWI 8040.1
Review Data (Project QR)	Technical data from components, subsystems, or systems presented at project baseline reviews; minutes from project baseline review; and/or actions from project reviews.	MPG 7120.3	At least 1 year after project completion	Maintained by the Project Manager in accordance with MWI 8040.1
Configuration Control Directives (Project QR)	Directives which change project requirements or content	MPG 8040.1B	At least 1 year after project completion	Maintained by the Project Manager in accordance with MWI 8040.1

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Record Title	Description of Record	Authority	Retention	Notes
FPD-OI-FD24.1 (Group QR)	This OI	FPD-OI-FD01.2, paragraph 4.1	Until revision	Signed original. Maintained by the Group Lead and filed by the FD24 MSA
Configuration Management Plan (Group QR)	To describe how configuration management will be implemented	MPG 8040.1B	Until revision	Maintained by the Group Lead and filed by the Group MSA
Collaborative Work Commitments (Group QR)	Electronic File in the Center Resource Planning System.	MPG 1230.1	Until revision	Maintained by the FD11/CRPS Representative.
Internal Task Agreements (Group QR)	File containing signed ITA's that define agreement with customer	FPD-OI-FD01.3	Until revision	Maintained by the Group Lead and filed by the Group MSA
Group Sustaining Engineering Plan (Group QR)	To provide instructions for Project SMA	MPG 7120.1	Until revision	Maintained by the Group Lead and filed by the Group MSA
Special Training	Memorandum for record with COTR and Credit Card Holder Training listing employee and training dates.	COTR Training Requirement: MWI 5100.1, paragraph 3.3.1.1 Credit Card Holder Training: MWI 5113.1, paragraph 6.c(4)	Forever; updated as employees transfer in or out of the office.	Memorandum is kept and maintained by the FD24 MSA Official COTR and Credit Card Holder Training Records kept by PS01, Procurement Office.
Safety Meeting File	Contains completed forms (Appendix A of this document) that documents Safety Meetings. It includes the topic, safety-related meeting minutes, and signatures of participants.	MPG 8715.1, Section 3.1.10.1. (requirement for safety meetings, and retention of records with attendees and meeting content)	Beginning in Fiscal Year 2001, records will be maintained on the Supervisor Safety Web Page.	

9.0 TOOLS, EQUIPMENT, AND MATERIALS

None

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10.0 PERSONNEL QUALIFICATION, TRAINING, AND CERTIFICATION

All employees are considered fully qualified to perform their assigned functions and no specific additional training for job performance or skills certification has been identified as required for any personnel within the FPD with the following exceptions: some employees serve as Contracting Officer's Technical Representatives (COTR) and are required to complete COTR training before performing this role, and some employees, usually at least one in each office at the lowest organizational level, must be trained in the use of small purchase credit cards.

An employee shall be considered qualified to fill his/her initial position when the individual is hired and successfully completes the three-month probationary period.

An employee's qualifications to fulfill increased responsibilities within the same organization shall be determined by the individual's supervisor based upon the employee's past performance and the supervisor's judgment of the employee's capabilities.

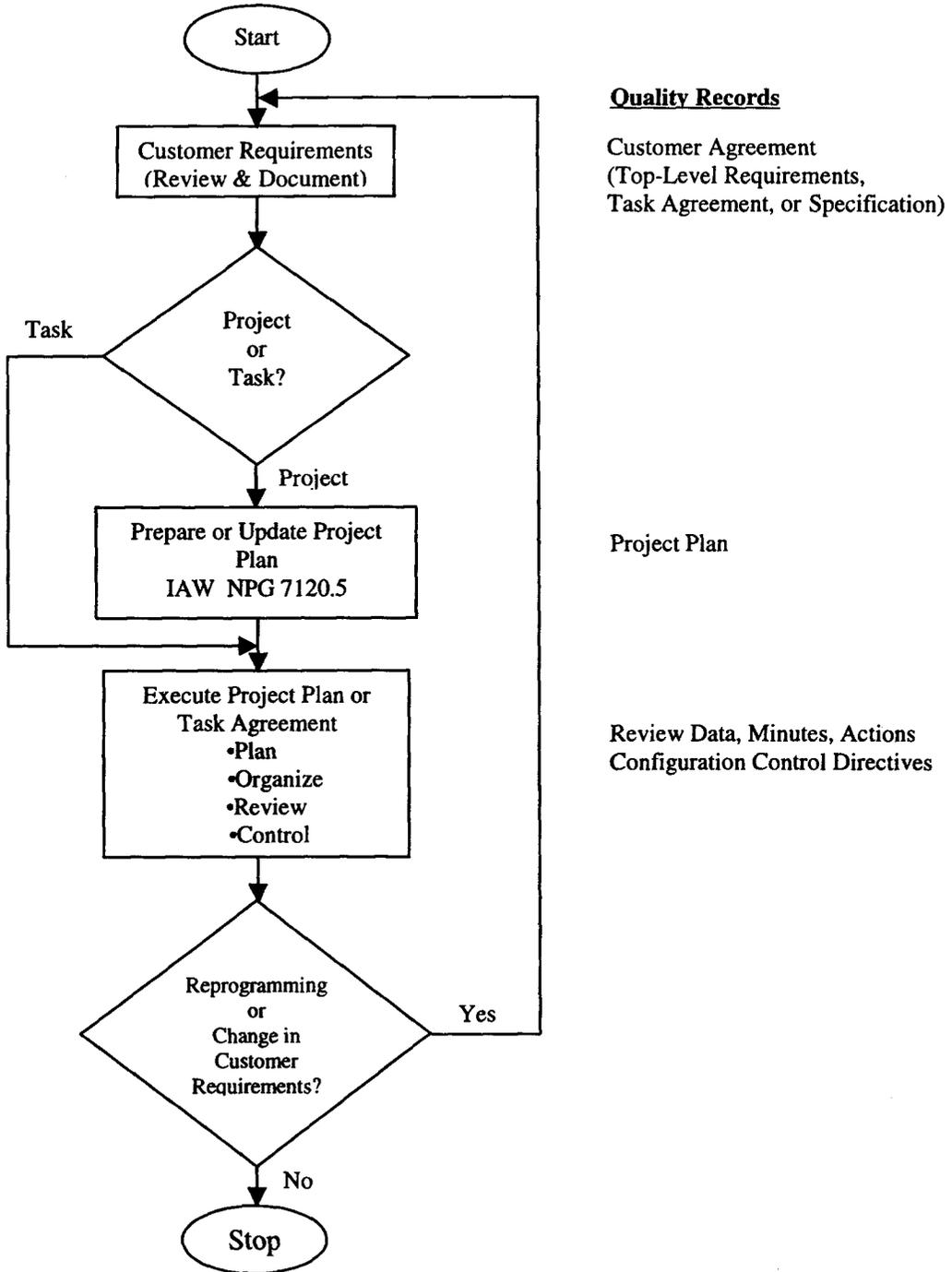
When a vacancy exists, the position description for that vacancy shall establish the qualification requirements for that position.

11.0 FLOW DIAGRAM

The following diagram graphically depicts the process for conducting business within the Pressurized Carriers Group.

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FIGURE 1: Pressurized Carriers Group Management Process



1. NUMBER: FD24-0033	2. PCN: MP00064	MSFC ENGINEERING CHANGE REQUEST (ECR) (See Instructions: MSFC Form 2327-2)	3. DATE: 11/05/2003	4. PAGE: 1 OF 1	
5. TO: FD24/Randy McClendon		6. THRU: FD24/Bessie Lee/PWI		7. FROM: FD24/Charlotte Hazel	
8. TITLE OF CHANGE: Management Process					
9. RECOMMENDED PRIORITY: <input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT <input checked="" type="checkbox"/> ROUTINE			10. NEED DATE: 07/15/2003		
11. PROGRAM(S)/PROJECT(S) AFFECTED: ISS MPLM			12. CONFIGURATION ITEM(S) AFFECTED BY NOMENCLATURE: MPLM		
13. RECOMMENDED EFFECTIVITY(IES): MP01			14. DOCUMENTATION AFFECTED (Specs, ICD, etc.): N/A		
15. RELATED CHANGES (ECR, ECP, CR, etc.) BY NUMBER: N/A			15A. INITIATING DOCUMENT NUMBER (e.g., DR, Software Trouble Report, etc.):		
16. JUSTIFICATION FOR CHANGE (Include effect if not incorporated. If necessary, continue on MSFC Form 2327-1, Continuation Sheet): To Establish Organizational Instruction for Management Process for FD24/ Pressurized Carriers					
17. EFFECTS ON: <input type="checkbox"/> HARDWARE <input type="checkbox"/> FACILITY <input type="checkbox"/> SCHEDULE (SEE ENCLOSURE _____ FOR IMPACT) <input checked="" type="checkbox"/> REQUIREMENTS DOCUMENTATION <input type="checkbox"/> SOFTWARE <input type="checkbox"/> ENVIRONMENT <input type="checkbox"/> COST (ESTIMATED COST INCLUDED IN ENCLOSURE _____) <input type="checkbox"/> OTHER (SPECIFY): _____					
18. DESCRIPTION OF CHANGE (Include reference to enclosure. If necessary, continue on MSFC Form 2327-1, Continuation Sheet): EXPORT ADMINISTRATION REGULATIONS (EAR) CONTROLLED DATA Baseline issue.					
19. MOD KIT INFORMATION:					
YES NO			Enclosure	Paragraph	
<input type="checkbox"/> <input checked="" type="checkbox"/> Previously issued modification instructions affected? (Explain)					
<input type="checkbox"/> <input checked="" type="checkbox"/> Proofing of modification instructions and kit installation required? (Explain)					
Proofing location:					
<input type="checkbox"/> <input checked="" type="checkbox"/> Retest required? (Identify test invalidated by change)					
<input type="checkbox"/> <input checked="" type="checkbox"/> Requalification required? (Include description of test plan for requalification)					
Vehicle/Site & CI Serial No.	Change Period	Mod Kit Delivery Date	Est. M/H for Mod Kit Instl.	Out-of-Service Time	
20. SIGNATURE OF ORIGINATOR: <i>Charlotte Hazel</i>		DATE: 11/05/03	TELEPHONE NUMBER: (256) 544-5451	OFFICE SYMBOL: FD24	
21. CONCURRENCE					
SIGNATURE	ORG. CODE	DATE	SIGNATURE	ORIG. CODE	DATE
22. TECHNICAL APPROVAL					
SIGNATURE	ORG. CODE	DATE	SIGNATURE	ORIG. CODE	DATE

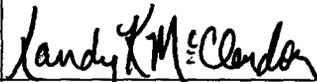
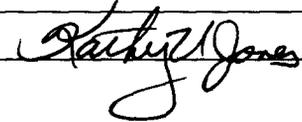
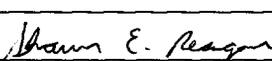
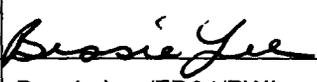
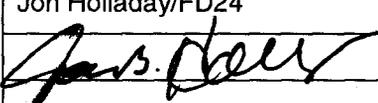
MARSHALL SPACE FLIGHT CENTER CONTROL BOARD DIRECTIVE (CBD)

1. CBD NUMBER: MP3-00-0066	2. CONTROL BOARD: MPLM Level III CCB	3. DATE: 11/05/2003																																																																	
4. CHANGE NUMBER: ECR FD24-0033		5. PAGE <u>1</u> OF <u>1</u>																																																																	
6. PROGRAM CONTROL NUMBER: MP00064	7. RESPONSIBLE INDIVIDUAL(S) ORGANIZATION(S): Bessie LEE/ FD24 / PWI phone: 544-7109 e-mail: bessie.lee@msfc.nasa.gov																																																																		
8. CHANGE TITLE: Management Process		9. BASELINE DOCUMENT(S) OR DATABASE AFFECTED:																																																																	
10. CONFIGURATION ITEM (CI)/CSCI NO. AND NOMENCLATURE:		11. EFFECTIVITY (CI/CSCI ONLY): MP01																																																																	
12. BASELINE AFFECTED:	13. IMPACT COST: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	14. IMPACTS:																																																																	
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15. CHANGE DISPOSITION:

1. ECR FD24-0033 is approved as written.
2. Pressurized Carriers Group Management Process. FPD-OI-FD24.1 Dated November 2003, is Hereby baseline.
3. Bessie Lee/PWI shall provide a copy of this document to the MSFC Documentation Repository for file and distribution per the Pressurized Carriers Group Distribution List.
4. All future changes to this Document shall require an ECR.
5. Debbie McWhorter shall put Pressurized Carriers Group Management Process. FPD-OI-FD24.1 on the MPLM web site.

**EXPORT ADMINISTRATION
REGULATIONS (EAR) CONTROLLED DATA**

16. BOARD MEMBERS	CONCUR		BOARD MEMBERS	CONCUR		17. BOARD CHAIRPERSON
	YES	NO		YES	NO	
Kathy Jones /FD24			Additional Distribution:			 Randy McClendon/FD24 PC/MPLM . Chairman
	X					
Shawn Reagan/FD24						DATE <u>6 Nov '03</u>
	X					18. SECRETARIAT
Jon Holladay/FD24						 Bessie Lee/FD24/PWI MPLM/PC CCB Secretariat
	X			X		
Victor Hamrick/FD11						DATE <u>6 NOV '03</u>
	X					

MSFC DOCUMENTATION REPOSITORY - DOCUMENT INPUT RECORD

I. GENERAL INFORMATION

1. APPROVED PROJECT: Pressurized Carriers Group/MPLM	2. DOCUMENT/DRAWING NUMBER: FPD-24	3. CONTROL NUMBER: MP00064	4. RELEASE DATE: 11/06/2003	5. SUBMITTAL DATE:
6. DOCUMENT/DRAWING TITLE: Baseline FPD-OI-FD24.1			7. REPORT TYPE: NA	
8. CONTRACT NUMBER / PERFORMING ACTIVITY: 477-72-61	9. DRD NUMBER: NA	10. DPD / DRL / IDRD NUMBER: NA		
11. DISPOSITION AUTHORITY (Check One): <input checked="" type="checkbox"/> Official Record - NRRS 8/5/A/1 (c) <input type="checkbox"/> Reference Copy - NRRS 8/5/A/3 (destroy when no longer needed)	12. SUBMITTAL AUTHORITY: Charlotte Hazel/FD24	13. RELEASING AUTHORITY: MPLM LEVEL III		
14. SPECIAL INSTRUCTIONS: Index, File and distribute per list attached for Baseline Pressurized Carriers Group (PC) Multi Purpose Logistics Module (MPLM)				
15. CONTRACTOR/SUBMITTING ORGANIZATION, ADDRESS AND PHONE NUMBER: MSFC		16. ORIGINATING NASA CENTER: MSFC		
		17. OFFICE OF PRIMARY RESPONSIBILITY: Shawn Reagan/ FD24		
18. PROGRAMMATIC CODE (5 DIGITS): 477-72-MI			19. NUMBER OF PAGES: 13	

II. ENGINEERING DRAWINGS

20. REVISION: Basic	21. ENGINEERING ORDER: NA	22. PARTS LIST: N/A	23. CCBD: MP3-00-0066
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III. REPORTS, SPECIFICATIONS, ETC.

24. REVISION:	25. CHANGE:	26. VOLUME:	27. BOOK:	28. PART:	29. SECTION:
30. ISSUE:	31. ANNEX:	32. SCN:	33. DCN:	34. AMENDMENT:	
35. APPENDIX:	36. ADDENDUM:	37. CCBD: MP3-00-0066	38. CODE ID:	39. IRN:	

IV. EXPORT AND DISTRIBUTION RESTRICTIONS

- | | |
|---|---|
| <input type="checkbox"/> Privacy Act (see MWI 1382.1) | <input checked="" type="checkbox"/> EAR (see MPG 2220.1) |
| <input type="checkbox"/> Proprietary (see MPD 2210.1) | <input type="checkbox"/> Other ACI (see NPG 1620.1 and MPG 1600.1) |
| <input type="checkbox"/> Patent (see MPG 2220.1) | <input type="checkbox"/> No statutory or institutional restrictions applicable -- material may be electronically distributed to user in the NASA domain |
| <input type="checkbox"/> ITAR (see MPG 2220.1) | |

V. ORIGINATING ORGANIZATION APPROVAL

40. ORG. CODE: FD24	41. PHONE NUMBER: (256) 544-3559	42. NAME: Randy K. McClendon	43. SIGNATURE/DATE: <i>Randy K. McClendon</i> 7 Nov 03
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VI. TO BE COMPLETED BY MSFC DOCUMENTATION REPOSITORY

44. RECEIVED BY: <i>C. D. Dutton</i>	45. DATE RECEIVED: 11-7-03	46. WORK ORDER: 02-00136-4
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