

Minutes from June 24, 2003 MSFC PMC
Prepared by VS10/Rich Gladwin

DE01/Axel Roth chaired the meeting. Mr. Gladwin reviewed the agenda. The agenda included: (1) Review of Action Items, (2) MSFC Health Status Trends (3) Update to the MSFC PMC list of Programs, Projects, and Activities (PPA), (4) Implementation request for the NASA Video Distribution System Upgrade project, (5) Implementation request for the Propulsion Technology and Integration (PT&I) Project

Mr. Gladwin reviewed the open action items. Extension to due dates were requested for three actions. Mr. Roth approved these requests.

Mr. Gladwin presented the health status of MSFC projects. Four projects were highlighted as having a 'red' health status. The four projects included: SOLAR-B, DART, PROSEDS, and SSME AHMS Phase 1. Each project will be scheduled for a MSFC PMC presentation to request authority to proceed with its proposed re-baseline.

Next, Mr. Gladwin presented updates to the list of MSFC PMC Programs, Projects and Activities (PPA). Four new projects were added, while 5 projects were removed from the list. Of the 5 that were being removed, 3 were terminated due to lack of funding and 2 were successfully completed. The PMC discussed responsibilities of projects at the end of life to document lessons learned and to provide for adequate records retention. An action was assigned to each of the 5 projects. MP01/Randy Humphries indicated that the Shuttle workforce was dedicated to return-to-flight activities and requested the due date be extended beyond all return-to-flight activity. Mr. Roth agreed with this request. Mr. Humphries also noted that several project manager names were not properly updated in the PPA list. The PPA list will be corrected and resubmitted with the MSFC PMC minutes. It was noted that several new project managers were identified in the PPA list update. Mr. Roth stated that all new project managers are to be approved by the Center Director and asked that Directorate managers coordinate this approval in the future.

ACTION 1:

Assigned to: Multiple project managers listed below

Action: As required by NPG 7120.5B, provide document references and/or location of project lessons learned and historical records for each completed or terminated project. Consult with VS10/Roslin Hicks and ED41/Paul Gill to ensure successful knowledge capture.

Mike Purvey, CROMIS project. Due xx/xx/03

Ann Whitaker, CSS project. Due xx/xx/03

Ann Whitaker, IPSIDS project. Due xx/xx/03

Steve Brettel, ET Friction Stir Welding project. Due 06/16/04

Andy Schorr, RSRM J-Leg Insulation design project. Due 06/16/04

Due Date: See individual project due dates above

AD32/Rodney Grubbs presented a request to proceed into implementation for the NASA Video Distribution System Upgrade project. The project is an infrastructure upgrade of the NASA TV architecture. Although, this project is not considered to be a Provide Aerospace Products and Capabilities (PAPAC) project, the project management principles of NPG

7120.5 are being used to help ensure project success. Mr. Roth indicated that the scope of the MSFC PMC may be modified to include non-PAPAC activities such as research projects and infrastructure projects. Mr. Roth indicated that each of the directorates would be consulted and the results presented at a future MSFC PMC. ED01/Bill Kilpatrick asked if the proposed project could be upgraded to HDTV. Mr. Grubbs responded that would be a fairly simple transition to upgrade. Mr. Tony Lavoie asked if the project had adequate budget reserves. Mr. Grubbs responded that the project was a commercial off-the-shelf (COTS) procurement and did not require any new technology development, so that the defined budget reserve was acceptable. Mr. Bilbro asked if the project had received workforce commitments from the other NASA centers. Mr. Grubbs indicated that he had the necessary cooperation from each NASA centers. The NASA Video Distribution System Upgrade project was given commitment of resources to proceed into the implementation process.

TD07/Shayne Swint presented the PT&I project's request to proceed into the implementation process. The objective of PT&I project is to develop and demonstrate key propulsion technologies to significantly enhance mission performance, safety, and cost savings for Reusable Launch Vehicles and space transportation systems. DA01/ Mr. Bilbro asked how much of the FY03 budget would be spent in-house. Mr. Swint replied that only a small portion, about \$5 million would be spent in-house. Mr. Kilpatrick asked about an apparent disconnect between budget and manpower in FY05. Mr. Swint indicated that the FY05 budget included planned work, but that the manpower was based on known work to be accomplished. Mr. Lavoie asked if the project held budget reserves. Mr. Swint replied that the reserves were held at the NGLT program level. Mr. Lavoie asked if the descope options were clearly defined and documented. Mr. Lavoie recommended that the descope option and the project reserve policy be documented in the PT&I project plan. Mr. Lavoie asked if minimum success criteria was documented. Mr. Swint replied that each task within the project had a minimum success criteria. Ms. Susan Cloud asked if media relations support would be required for the project in the event that descope options were used. She noted that some of the tasks were congressional earmarks. Mr. Swint replied that CD support was covered at the NGLT program level. VS10/Mr. Flanagan asked if an independent cost estimate had been completed for the project. Mr. Swint replied that cost estimates for research work were not very reliable and the project did not ask for an independent cost estimate. Mr. Flanagan also pointed out that the NGLT program documentation was lagging and had prevented the PT&I project from submitting a project plan for review. Mr. Kilpatrick asked when the augmentation for FY05 would be defined. Mr. Swint replied that the project was keeping in close contact with the NGLT program and that the FY05 augmentation would depend on decisions made in FY04. Mr. Bilbro asked if TD and ED were positioning themselves to take advantage of technology advances. Mr. Kilpatrick replied that ED was trying to determine the right level of work to sustain its skill base. An action was assigned to the PT&I project to submit its project plan for review. The PT&I project was allowed to proceed with procurement activity associated with the project. Further, Mr. Roth gave commitment of MSFC resources for the project to complete the implementation process pending successful completion of action 2 (below).

ACTION 2:

Assigned to: TD07/Shane Swint

Action: Submit the PT&I project plan to the affected MSFC organizations for concurrence. If the plan contains significantly different resources, schedule or budget information, acquisition strategy, etc. than was presented to the MSFC PMC, the PT&I project will be required to present to the MSFC PMC. MSFC SMO will make this determination.

Due Date: 08/20/03

The meeting was then concluded.

Attendance for MSFC PMC - June 24, 2003

Name	Organization
<u>COUNCIL MEMBERS</u>	
Axel Roth	DE01
James Bilbro	DA01
Gerald Flanagan (for Dale Thomas)	VS01
Bill Kilpatrick	ED01
Chris Singer (for Denny Kross)	TD01
Anthony Lavoie (for Jan Davis)	FD01
Ann Whitaker	SD01
Alan Clark (for Amanda Goodson)	QS01
Jim Carter (for Sheila Cloud)	AD01
Jim McGroary (for Bill Hicks)	LS01
Susan Cloud (for Tereasa Washington)	CD01
Sheila Fogle (for Jim Ellis)	AD30
<u>OTHERS IN ATTENDANCE</u>	
Rich Gladwin (PMC Secretary)	VS10
Shayne Swint	TD07
Alberto Duarte	TD07
Jim Owen	TD07
Rodney Grubbs	AD32
Jeff Spencer	MP21
Dinah Williams	VS10
Steve Newton	VS10
Marvin Nowlin	QS30
Kellie Craig	PS50
Valerie holmes	PS01
Pete Mazurkivich	TD07
Ken Poole	RS40