



Program Office Overview

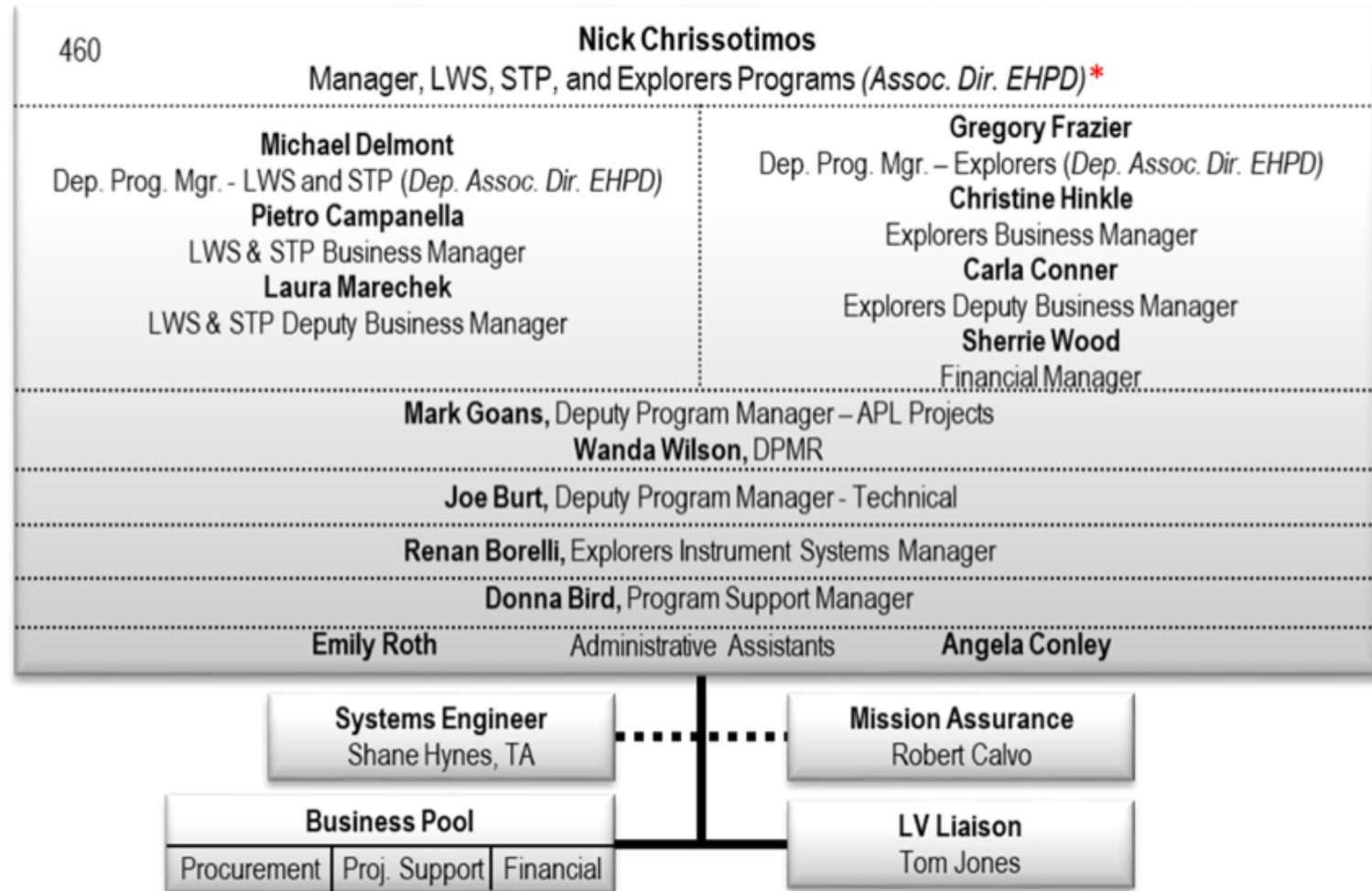
Mike Delmont

LWS/STP Deputy Program Manager

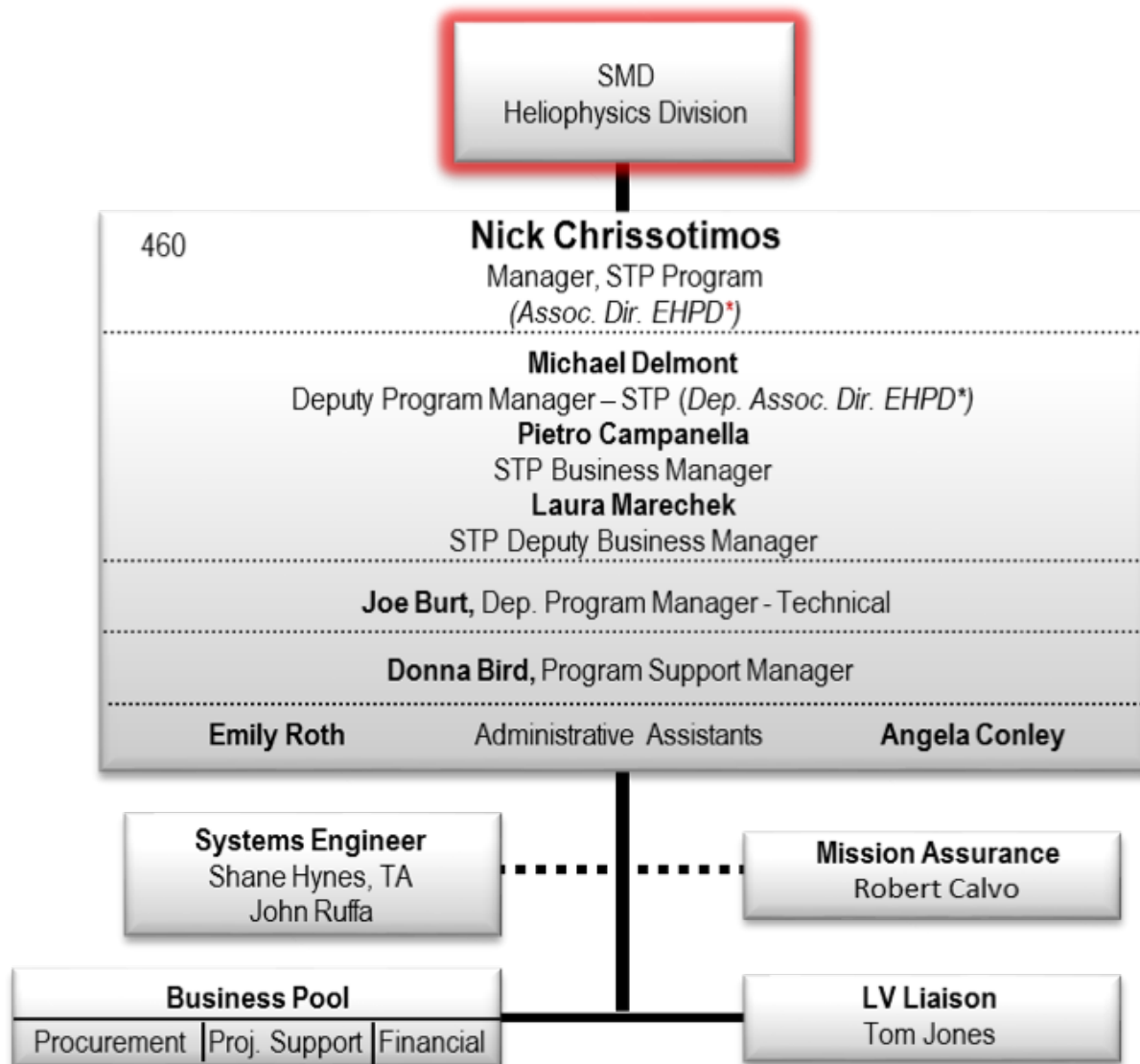
2018 Pre-Proposal Conference

August 24, 2018

EHPD Organization Chart (Code 460)



STP Program Organization Chart



Mission Development Responsibilities



- **NASA responsibility**

- Program administration
- Insight/oversight
- Project review process
- Technical Authority
- Launch vehicle procurement/ rideshare accommodation

- **PI responsibility**

- Level-1 science requirements/design concept
- Mission implementation
- Technical, cost, and schedule performance
- Peer reviews
- Safety and mission assurance
 - › Develop and execute a Mission Assurance Implementation Plan based on class D Mission Assurance Requirements.

Program Office Responsibilities



- **Phase A**

- Program Office is firewalled. Limited contact.
- Initiates a Phase A contract or government transfer to provide funding to proposers that were down selected during step - 1
- Receive feedback from selection team

- **Phase B - Formulation**

- Supports HQ in preparation of domestic and foreign agreements as applicable (MOUs, MOAs, LOAs and IAs)
- Establishes a B-F contract with selected proposer(s)
- Approves Project Plan
- Participates in Risk Management Process
- Coordinates and approves project level documentation required to begin implementation (eg. Work Breakdown Structure, project plan, budgets, schedule, Statements of Work and Request For Proposal)
- Negotiate Class D Mission Assurance Requirements

Program Office Responsibilities



- **Phase C,D,E Implementation**

- Works with Project Manager to achieve project milestones.
- Oversees project budgets and works with PM's to obtain required project funding.
- Ensures compliance with applicable Federal law, regulation, Executive Order and Agency directives.

- **Assess Performance (Phases B-E)**

- Independently evaluates project technical, schedule and cost performance.
- Report issues and risks to Helio Division and center management
- Provides support to independent review boards
- Provides evaluation and recommendation at Directorate Program Management Council meetings concerning readiness of the project to pass Key Decision Point gates.
- Provide Planning, Programming Budgeting and Execution (PPBE) budget coordination and responses
- Provides support for audits conducted by NASA and external agencies.
- Participates in major project reviews.
- Participates in peer reviews as applicable.

Additional Information



STP Website:

<http://stp.gsfc.nasa.gov>

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