

# Program Office Overview

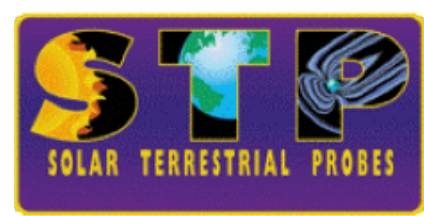
Mike Delmont

*LWS/STP Deputy Program Manager*

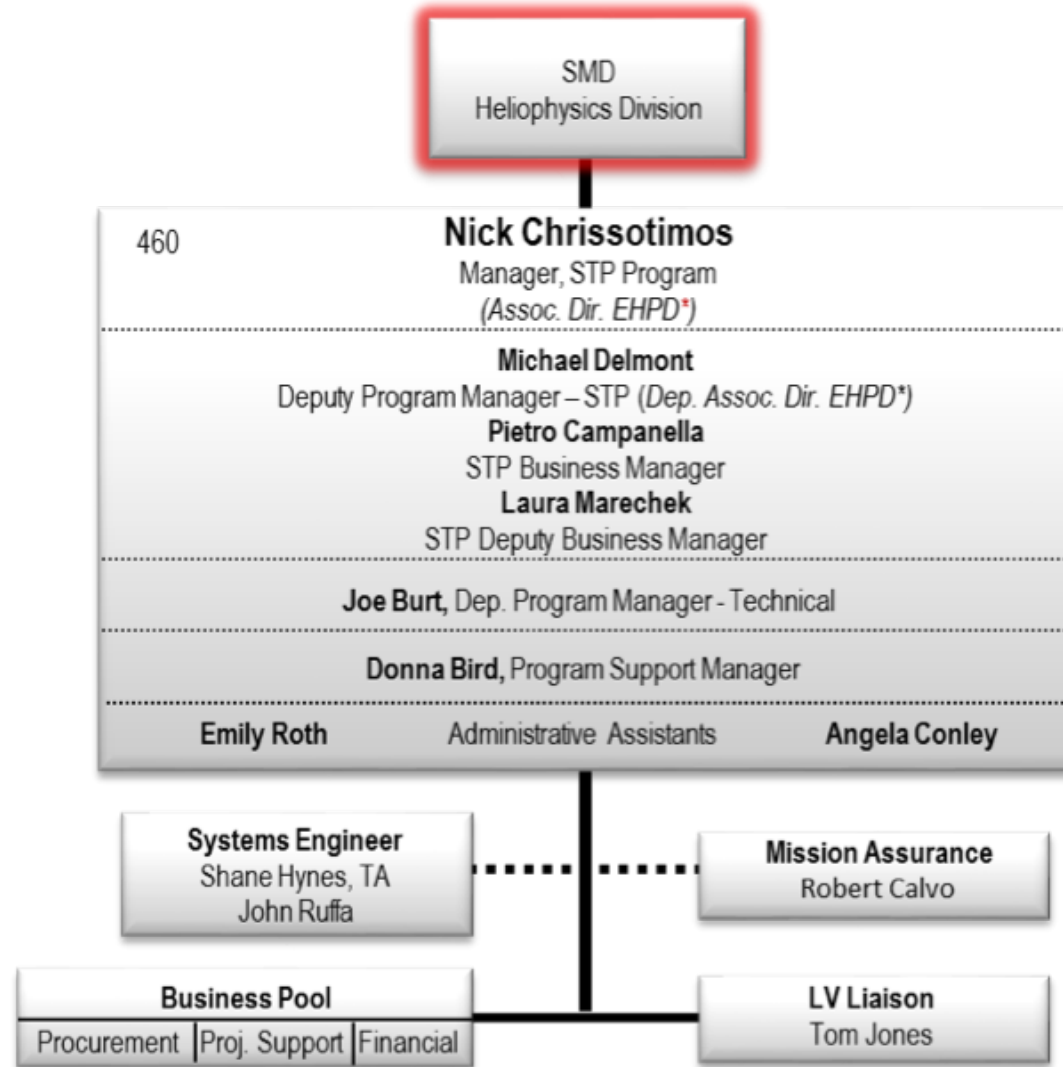
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STP Mission of Opportunity Kickoff Meeting

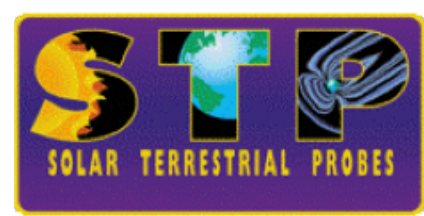
September 5, 2019



# STP Program Organization Chart



*\*Explorers & Heliophysics Projects Division (EHPD)*



# Mission Development Responsibilities

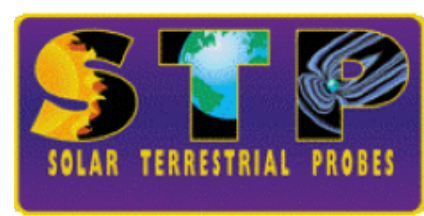


- **NASA responsibility**

- 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.



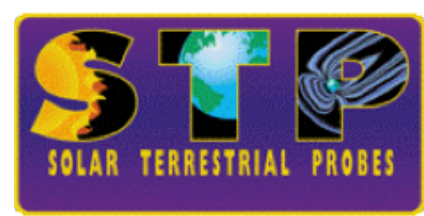
# Program Office Responsibilities

- **Phase A**

- Program Office is firewalled. Limited contact.
- Provides 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)
- Approves Project Plan
- Participates in Risk Management Process
- Coordinates and approves project level documentation required to begin implementation (eg. WBS, project plan, budgets, schedule, SOW's and RFP)



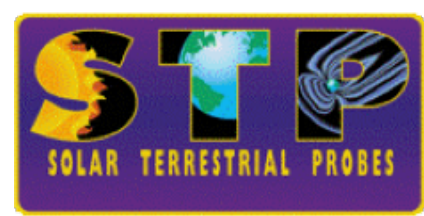
# Program Office Responsibilities

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

- Works with Project Manager to achieve project milestone.
- 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.

- **All Phases – Assess Performance**

- 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 DPMC meetings concerning readiness of the project to pass KDP gates.
- Provide Planning, Programming Budgeting and Execution (PPBE) budget coordination and responses
- Provides support for audits conducted by NASA and external agencies.



# Additional Information

## STP Website:

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

## Contacts:

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