

Program Office Overview

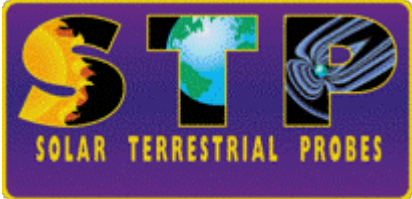
Mike Delmont

LWS/STP Deputy Program Manager

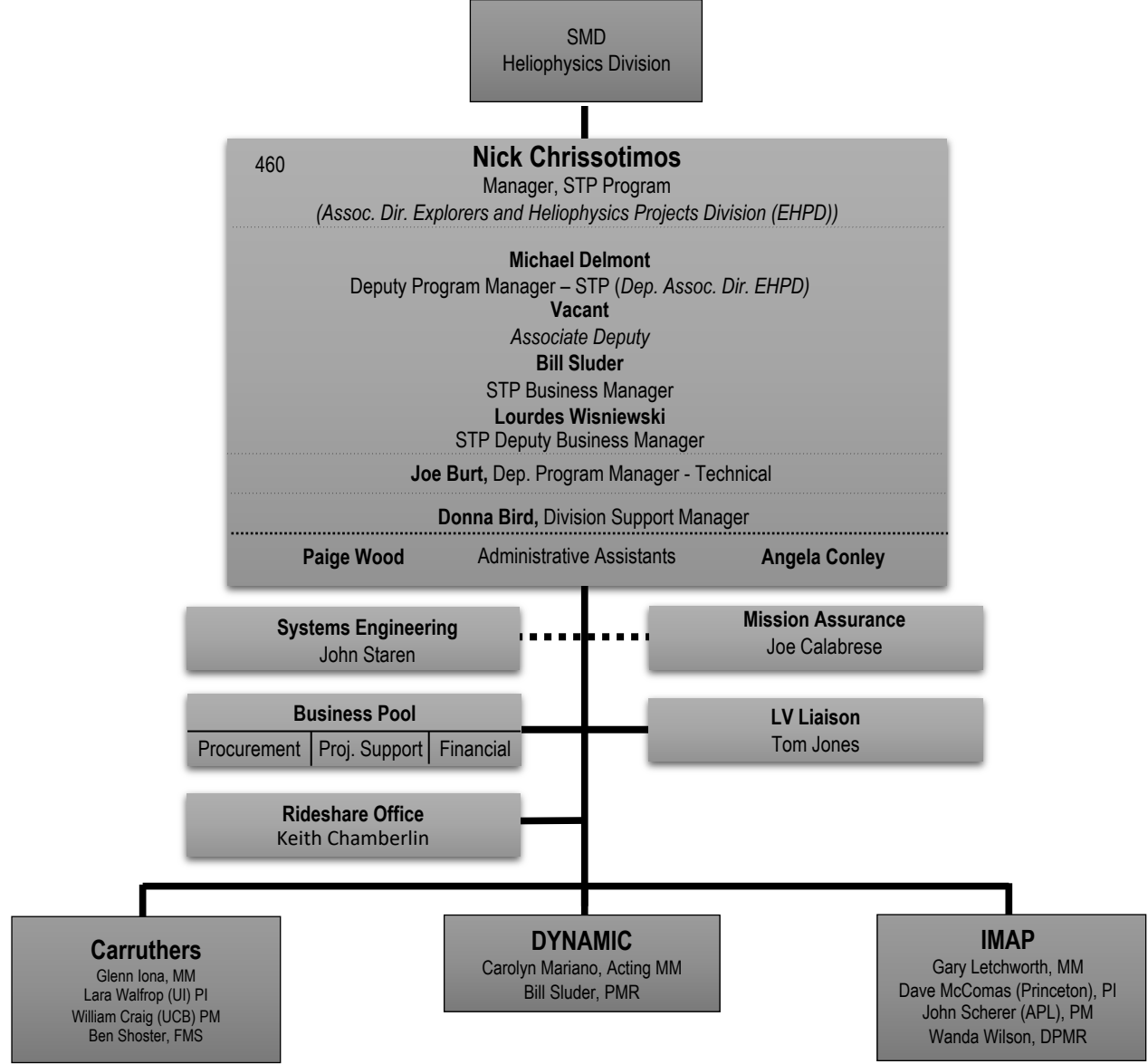
Presented by Carolyn Mariano

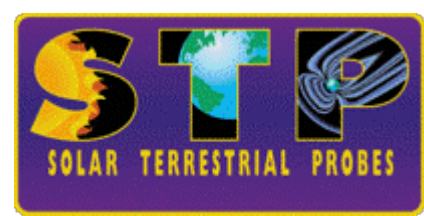
DYNAMIC Pre-Proposal Conference

June 6, 2023



STP Program Organization Chart





Mission Development Responsibilities

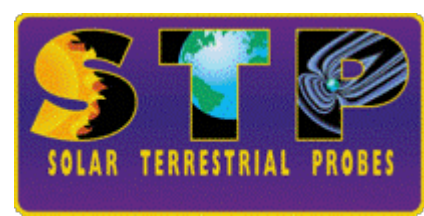


- **NASA responsibility**

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

- **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.



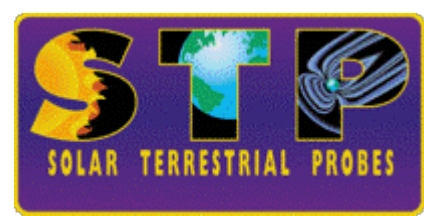
Program Office Responsibilities

- **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.
- Supports technical support and problem resolution

- **Phase A**

- Program Office is firewalled. Limited contact.
- Provides funding to proposers that were down selected during Step 1.
- Receive feedback from selection team



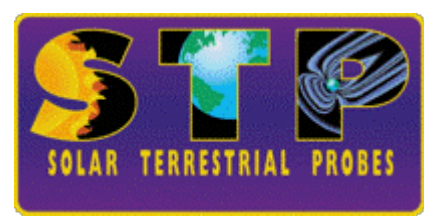
Program Office Responsibilities

- **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 (e.g. WBS, project plan, budgets, schedule, SOW's and RFP)

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

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



Additional Information

STP Website:

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

STP Contacts:

Mike Delmont: 301-286-1228

Michael.Delmont@nasa.gov

Carolyn Mariano: 301-286-8020

Carolyn.E.Mariano@nasa.gov

For DYNAMIC inquiries contact:

Dr. Jared S. Leisner: jared.s.leisner@nasa.gov (Program Scientist)

For CARA information:

Ms. Lauri Newman lauri.k.newman@nasa.gov

For Secondary Payload Adapter accommodation questions:

Rex Engelhardt rex.a.engelhardt@nasa.gov