

**MPR 2800.4
REVISION A**

**EFFECTIVE DATE: September 20, 2004
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MARSHALL PROCEDURAL REQUIREMENTS

AD01

MARSHALL OPERATIONAL READINESS REVIEW (MORR) FOR CENTER APPLICATIONS AND WEB SITES

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		6/24/2004	This document defines the requirements and responsibilities for a MORR for any application or Web site released at the Center.
Revision	A	9/20/2004	Change MPG to MPR and "Marshall Procedures and Guidelines" to "Marshall Procedural Requirements; updated font. Requirements distinguished by the use of the word "shall".

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PREFACE

P.1 PURPOSE

This directive establishes a procedure to ensure that any computer application or Web site released at Marshall Space Flight Center (MSFC) has been reviewed against a set of criteria for operational readiness, including compliance with existing Government, NASA, and MSFC policies and standards.

P.2 APPLICABILITY

This directive is applicable to all MSFC organizations, all MSFC support contractors, and other supporting organizations, regardless of location, which develop and/or deliver applications/Web sites for the MSFC community. This Marshall Operational Readiness Review (MORR) procedure shall be followed before the initial release of a new application or Web site. It shall also be followed when there is a major redesign or addition of functionality to an existing application or Web site that could potentially change the impact to the network, Information Technology (IT) Security, user accessibility, user training, or operational support.

NOTE: This MORR does not apply to software tightly coupled to flight or ground systems or vendor-supplied applications designed for specific engineering and/or scientific modeling or problem solving. If the sponsor is unsure if a MORR is required, the sponsor should contact the Office of the Chief Information Officer (CIO) (<http://co.msfc.nasa.gov/ad30/morr.html>).

P.3 AUTHORITY

MPD 2800.1, "Management of Information Technology Systems and Services at MSFC"

P.4 APPLICABLE DOCUMENTS

- a. NPR 1441.1, "NASA Records Retention Schedules"
- b. MPR 2810.1, "Security of Information Technology"

P.5 REFERENCES

- a. Federal Acquisition Circular 97-27, Electronic and Information Technology Accessibility, Section 508 of the Rehabilitation Act of 1973, Technical Standards (Subpart B)
- b. Department of Justice Section 508 Home Page (<http://www.usdoj.gov/crt/508/508home.html>)

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P.6 CANCELLATION

MPG 2800.4 dated June 24, 2004

Original signed by
Robin N. Henderson for

David A. King
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Computing Environment. The identification of the computer(s), operating system(s), programming language(s), development tool(s), database(s), and network(s) associated with an application or Web site.

1.2 Development Organization. The organization responsible for the lifecycle activities of an application or Web site. These activities include design, development, integration, testing, operation, documentation, sustainment, and retirement. In some cases, the development organization may be the same as the sponsoring organization. Otherwise, the development organization is responsible to the sponsoring organization.

1.3 Elements of Readiness. A checklist of items to be reviewed before an application or Web site is deemed ready for production. These items include application functionality, computing environment, local area network, IT security; help desk procedures, support staff, user training, Section 508 compliance, and any other special items as required, and apply to any Commercial-off-the-Shelf (COTS) software used as part of the application or Web site. Refer to the MORR templates at <http://co.msfc.nasa.gov/ad30/morr.html>. The Web standards at <http://wsb.msfc.nasa.gov> may be used as an aid by development organizations in ensuring good Web practices and standards.

1.4 IT Security Plan. The source document that describes how the security controls for particular systems function. Documentation from the risk assessment, risk reduction analysis, and management decisions is used to prepare a security plan. Refer to MPR 2810.1, "Security of Information Technology."

1.5 Marshall Operational Readiness Review (MORR). A review of a computer application or Web site to ensure it meets existing Government, NASA, and MSFC policies and standards before being released to the MSFC community. The MORR is accomplished by reviewing materials based on the outline presented in the MORR templates at <http://co.msfc.nasa.gov/ad30/morr.html>, and includes identifying any issues that have to be resolved or waived before the application or Web site is released.

1.6 Section 508 Compliance. The requirement that Federal agencies' electronic and information technology be accessible to people with disabilities, including employees and members of the public. Section 508 establishes requirements for any electronic and information technology developed, maintained, procured, or used by the Federal Government. Refer to Federal Acquisition Circular 97-27 and the Department of Justice Section 508 Home Page (<http://www.usdoj.gov/crt/508/508home.html>).

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1.7 Sponsoring Organization. The organization that owns and is responsible for an application or Web site, its operation, and content.

1.8 Web Site. A group of Web pages that collectively represents an organization, activity, or individual on the World Wide Web.

2. RESPONSIBILITIES

2.1 The MSFC Office of the CIO shall:

2.1.1 Ensure that MSFC's information resources are acquired and managed consistent with Federal policies, procedures, and legislation, and that the Center's Information Resource Management (IRM) strategy is aligned with NASA's vision, mission, and objectives.

2.1.2 Advise and assist application/Web site development organizations in understanding MORR requirements and developing MORR materials for the review.

2.1.3 Convene a MORR meeting or a MORR electronic review before any Center application or Web site is initially released for use by the MSFC community, or when there is a major redesign or new functionality added to an existing application or Web site.

NOTE: An electronic review consists of e-mailing the MORR materials to the review participants and requesting either an e-mail concurrence or a reply identifying issues to be resolved by the sponsoring organization.

2.1.4 Ensure that appropriate Office of the CIO personnel participate in the MORR, and that any deficient items of readiness are identified.

2.1.5 Ensure that MORRs are conducted to meet sponsoring organizations' schedules.

2.1.6 Maintain a record of all applications and Web sites that have received approval through an MORR and any that have deficiencies but have been granted a wavier.

2.2 Application/Web site Sponsoring Organizations shall:

2.2.1 Adhere to Government, NASA, and Center policies and standards throughout the entire life cycle of an application or Web site.

2.2.2 In cooperation with the Office of the CIO, determine when a MORR is required.

2.2.3 Prepare MORR materials for all required MORRs and present these materials for review.

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NOTE: If assistance is needed in preparation of such materials, the sponsoring organization should contact the Office of the CIO (<http://co.msfc.nasa.gov/ad30/morr.html>).

2.2.4 Take any corrective actions resulting from the MORR and gaining final approval before release.

3. PROCEDURE

3.1 Before an application or Web site is released for MSFC use, the application/Web site development organization shall prepare MORR presentation materials for review. (Refer to the MORR templates at <http://co.msfc.nasa.gov/ad30/morr.html>)

3.2 The sponsoring organization shall contact the Office of the CIO (<http://co.msfc.nasa.gov/ad30/morr.html>) to schedule a MORR meeting or to initiate an electronic review.

3.3 The Office of the CIO shall conduct the review with the sponsor and shall provide feedback in the form of concurrence or identification of issues that shall be resolved to the sponsoring organization.

3.4 When all issues are resolved, the Office of the CIO representative and the sponsoring organization's representative shall sign the approval record which shall be maintained by the Office of the CIO.

3.5 If the application or Web site is deficient in a critical area, such as IT security or 508 compliance, and the CIO and the sponsoring organization deem that it is imperative that the application or Web site be released, then a waiver approved by the CIO shall be required. This waiver shall have a specific due date for resolution and shall be maintained by the Office of the CIO until such time that the application or Web site is made fully compliant. If the resolution for a waiver becomes overdue, the waiver shall be reviewed with the sponsoring organization and shall either be extended, or documented as a nonconformance in the Marshall Management System.

4. RECORDS

4.1 Records of applications/Web sites that have been approved via an Office of the CIO MORR shall be maintained by the Office of the CIO in accordance with NPR 1441.1, "NASA Records Retention Schedules," Agency Filing Scheme (AFS) # 2500 Item 19 A.

4.2 Waivers approved by the CIO for applications/Web sites that are deficient relative to MORR requirements shall be maintained by the Office of the CIO until deficiencies have been removed and the waivers cancelled.

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5. FLOW DIAGRAM

None