

MPR 1130.1

REVISION A

EFFECTIVE DATE: October 7, 2004

EXPIRATION DATE: October 7, 2009

MARSHALL PROCEDURAL REQUIREMENTS

CD01

MSFC IMPLEMENTATION PLANNING PROCESS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		3/27/00	This document details the process for developing the annual Implementation Plan at the MSFC.
Revision	A	10/7/2004	Changed "MPG" to "MPR" and "Marshall Procedures and Guidelines" to "Marshall Procedural Requirements" throughout document; Revised text in sections 2, 3, and 4 to use "shall" to state requirements; updated font; replaced references to "Enterprises" with "Mission Directorate(s)"

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PREFACE

P.1 PURPOSE

This Marshall Procedural Requirements (MPR) formulates a Centerwide process for developing the annual Center Implementation Plan consistent with Agency directives and guidelines.

P.2 APPLICABILITY

This MPR defines the process that shall be used in developing the Center implementation plan document which establishes the Marshall Space Flight Center (MSFC) goals, objectives, and metrics required to enable mission success in implementing the Agency's and Mission Directorate's strategic thrust.

P.3 AUTHORITY

MPD 1280.1, "Marshall Management Manual"

P.4 APPLICABLE DOCUMENTS

- a. NPD 1000.1, "NASA Strategic Plan"
- b. NPR 1000.2, "NASA Strategic Management Handbook"
- c. NASA Mission Directorate Plans
- d. "NASA Performance Plan"

P.5 REFERENCES

- a. "National Aeronautics and Space Act of 1958," as amended, and related legislation including the "Commercial Space Act of 1998"
- b. "National Space Transportation Policy"
- c. "National Space Policy"
- d. "Government Performance and Results Act of 1993"

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P.6 CANCELLATION

MPG 1130.1 dated March 27, 2000

Original signed by
Robin N. Henderson for

David A. King
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Annual Report. Document that describes the level of performance achieved as compared to goal and metric targets. At MSFC, it is delineated in the form of an annual report.

1.2 Government Performance and Results Act (GPRA) of 1993. Requires Federal agencies to develop strategic plans, prepare annual plans setting performance goals, and report annually on actual program performance.

1.3 MSFC Implementation Plan. Center document that delineates the short-term (annual) goals, objectives, and metrics of MSFC in accordance with NASA Headquarters strategic guidance.

1.4 MSFC Senior Management. MSFC Senior Staff responsible for program direction and execution.

1.5 NASA Mission Directorate Plans. Defines the unique Mission Directorate goals, objectives, and strategies that address the requirements of their respective primary external customers.

1.6 NASA Performance Plan. Defines the annual performance criteria for the Agency consistent with NASA and Mission Directorates' strategic thrust.

1.7 NASA Strategic Plan. Defines the Agency's vision and mission, and provides the fundamental questions of science and research that explain the reason for why we exist and the foundation of our goals.

2. RESPONSIBILITIES

2.1 Directorates and Staff Offices shall be responsible for the generation of data to support the implementation planning activity. They also shall be responsible for the execution of programs/projects in accordance with NASA and MSFC guidance and for the associated performance monitoring.

2.2 The Internal Relations and Communications Department (IRCD) shall be responsible for facilitation and coordination of the various Directorate inputs into the Centerwide Implementation Plan. The IRCD shall also provide Center personnel with updated strategic guidance as appropriate.

2.3 MSFC Senior Management shall review and approve Center strategic related documents including the MSFC Implementation Plan. The IRCD shall distribute documents Centerwide for review and comment. Any resultant issues shall be worked through the IRCD to the appropriate Directorate or Staff Office for compliance.

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3. PROCEDURE

NASA’s Strategic Management Handbook describes the strategic management process in three steps: Strategic Planning, Performance and Implementation Planning, and Performance Evaluation. Recognizing the Center’s role and the need to align Marshall activities with the overall strategic thrust of the Agency, Marshall implements strategic planning through Implementation Planning, Execution, and Performance Evaluation. Program/Project management execution shall be accomplished in accordance with MPR 7120.1, “Program/Project Planning,” MWI 7120.4, “Documentation Preparation, Programs/Projects,” and NPR 7120.5, “Program and Project Management Processes and Requirements,” and any other directives established to govern the execution of MSFC Programs/Projects. Performance evaluation shall be accomplished in accordance with MPR 1130.2, “MSFC Annual Report Process.” The remainder of this document details the MSFC Implementation Process.

3.1 Implementation Planning. The IRCD shall initiate the annual process upon receipt of annual Agency Performance Plan guidance with a request to Directorate and Staff Office management for representatives to serve on the Implementation Planning Team. Directorates and Staff Offices shall submit names of their representatives within 10 days of the request. Team members shall serve as the IRCD interface with the Directorates and Staff Offices in the generation and approval of data for the plan.

3.1.1 Strategic Direction Analysis. As a minimum, before implementation decisions are made, each Directorate and Staff Office shall review Agency strategic guidance as follows.

3.1.1.1 NASA Strategic Plan. The NASA Strategic Plan (and all updates) shall be reviewed at the start of the Implementation activity to ensure all project activity is aligned to accomplish the strategies and objectives outlined by the Agency.

3.1.1.2 NASA Mission Directorate Plans. Center staff shall review all Mission Directorate Plans to ensure Mission Directorate objectives are addressed in the ensuing Center Implementation Plan.

3.1.1.3 NASA Performance Plan. The Agency’s fiscal year performance plan shall be reviewed and analyzed to make certain all short-term Agency objectives and metrics (which relate to MSFC) are included in resultant implementation documents.

3.1.2 Scenario Analysis. Using a set of guiding principles, Directorates shall perform a scenario analysis, or a “what if” analysis, to determine the best possible avenues to align the Center with Agency directives and anticipate future interim adjustments in Agency guidance. Guiding principles (as appropriate) include, but are not limited to: a budget reduction, an increased budget, anticipated new work development approval, failure of a critical success factor, partnering opportunities which do not materialize, inability to complete prior year metrics as stated, etc.

3.1.3 Implementation Decisions. Directorates shall develop project strategies and action plans (including performance metrics and targets) to accomplish stated goals and objectives. Projects

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shall be aligned and resources adjusted to match directorate responsibilities. Directorates shall focus on required internal investments, skills restructuring, partnering and outsourcing plans, new business development opportunities, and management and organizational changes required.

3.1.3.1 Metric Development. In metrics and performance indicator development, the first step is to identify the need for a metric and select the strategic objective or process it supports. Once the metric is identified, determine the desired customer outcome and area to measure (i.e., percent accuracy, cost, number of errors, time, etc.). If the data is not currently available to measure, a source and method to collect the data shall be established. Once the data is collected (for the baseline), determine the type of analysis and construct an appropriate metric and target level for performance. Target levels shall be generated through a comparison to best in class performance, market research, customer input, historical data, or other appropriate methods. The metric shall then be incorporated into the resultant implementation document after approval of the staff of the generating organization.

3.1.4 Develop Center Implementation Plan. The various Directorate and Staff Office implementation planning data shall be compiled by the IRCD into a comprehensive Center Implementation Plan for submission to Center Senior Management for review and approval. Directorate and Staff Office inputs shall be submitted prior to the start of the fiscal year (for which the plan represents) to allow sufficient time for draft preparation and the associated review and approval process. If the draft plan is rejected for any reason, the IRCD shall work the issues through the appropriate Directorate or Staff Office to the satisfaction of Senior Management.

3.1.5 Implementation Plan Publication. The IRCD shall coordinate with the graphics support contractor to ensure the final Implementation Plan document reflects the decisions of Senior Management and is representative of MSFC's role in the strategic thrust of the Agency.

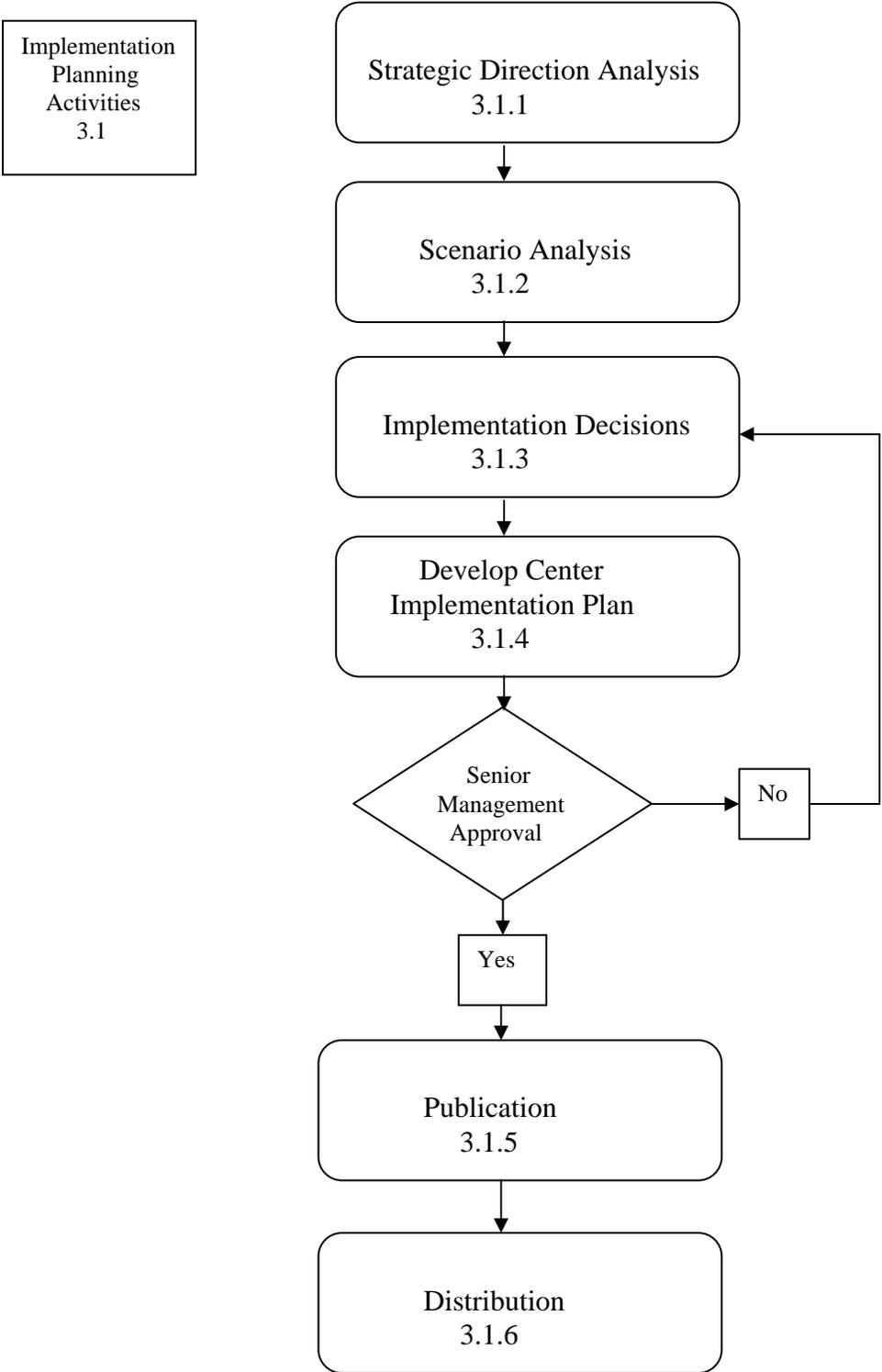
3.1.6 Distribution. Upon completion of the publication process, the document shall be placed on-line (on the MSFC Homepage and Inside Marshall web sites) and a print order shall be issued for hardcopies of the document. When the order is received, the IRCD shall ensure delivery to all MSFC civil service personnel, appropriate NASA Field Center, Headquarters personnel, and other interested parties.

4. RECORDS

The Annual Marshall Space Flight Center Implementation Plan shall be maintained by the responsible Directorate/Office for 3 years, after which the records shall be destroyed or kept for historical purposes.

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5. FLOW DIAGRAM



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