

MEMORANDUM OF UNDERSTANDING
Between
OFFICE OF THE CHIEF ENGINEER (Code D)
NASA ACADEMY OF PROGRAM AND PROJECT LEADERSHIP (APPL)
and the
OFFICE OF SAFETY AND MISSION ASSURANCE (Code Q)
and the
OFFICE OF PROCUREMENT (Code H)
and the
OFFICE OF THE CHIEF FINANCIAL OFFICER (Code B)

Purpose

This Memorandum of Understanding is intended to outline the responsibilities between Code D, Code Q, Code H, and Code B in the development and delivery of risk management education materials, policies and standards.

In light of the recent transition of NASA's Academy of Program and Project Leadership to Code D from Code F, clear organizational roles and responsibilities will ensure that accurate and effective educational developmental products and services are delivered to project practitioners across the Agency.

Background

The Office of Safety & Mission Assurance (Code Q) assures the safety and enhances the success of all NASA activities through the development, implementation, and oversight of Agency-wide safety, reliability, maintainability, and quality assurance (SRM & QA) policies and procedures. The office is responsible for developing and improving methodologies for risk management, the process which consists of risk identification, analysis, planning, tracking, and control.

NASA's Academy of Program Leadership (APPL) has recently transitioned to the Office of the Chief Engineer (Code D). APPLs serves as the principal program and project management educational institution and change agent within NASA. APPL's products and services are fully aligned with the Agency's vision and strategic goals. The products and services in addition support the President's Management Agenda (PMA).

The Office of Procurement supports risk management during the early stages of procurement activities through the Imposition of Risk Based Acquisition Management (RBAM) requirements in Part 1807 of the NASA FAR Supplement. RBAM emphasizes considerations of risk management, including safety, security (including Information technology security), health, export control, and damage to the environment, within the acquisition process. The process is administered within the context of acquisition

planning, selecting sources, choosing contract type, structuring award fee incentives, administering contracts, and conducting contractor surveillance.

The Office of the Chief Financial Officer (Code B) monitors the financial execution of the Agency budget in relation to actual expenditures, monitors quality and performance of ongoing activities through surveillance, performs cost and risk analyses, and analyzes ongoing activities to proactively identify potential performance problems.

Responsibilities

Office of Safety and Mission Assurance, Code Q

The Office of Safety and Mission Assurance has overall responsibility for defining the Agency's Risk Management Program, to include the establishing of policy, as well as the identification of standards and practices for use by all programs. In this capacity, Code Q will be responsible for:

- Providing the content used in the development of course materials.
- Assisting in the oversight of programs and projects to ensure compliance with policy and standards.
- Providing budget and resources for development and delivery of the Risk Management policy, standards, and practices instructional materials.

APPL, Office of the Chief Engineer, Code D

The Academy will lead the delivery of the risk management program course work utilizing course materials based on Code Q provided content and guidance. Using these materials, APPL will develop a comprehensive program to Institutionalize the risk management policy and standards, primarily through the delivery of risk management courses, on-line tools, performance enhancement interventions, and knowledge sharing workshops.

Office of Procurement, Code H

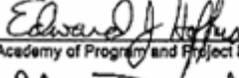
In coordination with Code Q, Code H will support and provide content used in the development of risk management courses dealing with acquisition risk management (RBAM).

Office of the Chief Financial Officer, Code B

In coordination with Code Q, Code B will provide content used in the development of risk management courses dealing with cost/schedule risk management.

In order to properly identify and maintain the continuing needs of the risk management program, all participating codes (Q, APPL (D), H, B) will meet on a quarterly basis to review materials, current issues, resources, and address any other quality control issues.

CONCUR:

 Academy of Program and Project Leadership	6/21/04 Date
 Office of the Chief Engineer (Code D)	7-1-04 Date
 Office of Safety and Mission Assurance (Code Q)	7/1/04 Date
 Office of Procurement (Code H)	6/16/4 Date
 Office of the Chief Financial Officer (Code B)	4/26/2004 Date

Photocopy of signatures: Edward J. Haffra Academy of Program and Project Leadership dated June 21st 2004, Sherry Buschmann Office of the Chief Engineer Code D dated July 1st 2004, Bryan O' Connor Office of Safety and Mission Assurance Code Q dated July 1 2004, Tom Luedtke Office of Procurement Code H dated June 16th 2004, Gwendolyn Brown Office of the Chief Financial Officer Code B dated April 26th 2004