

- DRAFT -

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

1. DRD Title Planning Data Set	2. Date of current version February 21, 2012	3. DRL Line Item No. MPIC-PC-01	RFP/Contract No. (Procurement completes) NNJ1241367L
4. Use (Define need for, intended use of, and/or anticipated results of data) Logically singular repository of Program Baseline and Planning data and information			5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional) MPCV Program Plan, Section 2 and Section 3.1	7. Interrelationships (e.g., with other DRDs) (Optional) DRD MPIC-PC-02, Performance Data Set DRD MPIC-PC-03, Functional Data Products DRD MPIC-PC-04, Integrated Analysis		
8. Preparation Information (Include complete instructions for document preparation)			

SCOPE

The Planning Data Set is a logically singular repository of official planning information that is accessible by authorized Program participants, including the Prime Contractor, Prime Contractor subcontractors, NASA participating organizations (aka Non-Prime) and Partners, as applicable. The Planning Data Set shall support data exchange throughout the MPCV Program and its operating environment and shall support data reporting throughout the Program including to Headquarters.

The Planning Data Set shall operate on existing MPCV information technology systems and operating environments, including ICE. The NASA Responsible Official (NRO) is the Lead for the Planning function within the Program Planning and Control Office of the MPCV Program Office.

CONTENT

The Planning Data Set is comprised of Planning Data Products and controlled documents. Planning Data Products are, as a minimum: 1) Program Baseline; 2) Program Baseline attributes including spend plans and schedules, interim product milestones and program events, loss of crew (LOC) and loss of mission (LOM) risks, and assumptions; and 3) estimates of cost or of ranges of costs to include Life Cycle Cost (LCC) and Estimate At Completion (EAC) along with Joint Cost and Schedule Confidence Level (JCL). Controlled documents are those that support the Program Baseline and include as a minimum: 1) Program Plan; 2) WBS Tree and Data Dictionary; 3) Flight Test One and Ascent Abort 2 Flight Test Objectives; and 3) plans for Life Cycle and Key Decision Point reviews.

Individual content comprising the Planning Data Set has a Data Authority responsible for data accuracy and integrity. Individual items of content shall be linked into the Planning Data Set and not re-hosted. Copy is prohibited. Re-hosting can be accomplished only if initiated by its Data Authority and follows MPCV IT procedure.

Data content can be impacted by direction from Headquarters, the results of Program Reviews and the results of the annual Program Planning, Budget and Execution (PPB&E) Submit. The content of the Planning Data Set shall be updated as new data becomes available, quarterly following Program Reviews-as applicable, and annually to capture revisions to Program Data Products and documents resulting from PPB&E. As a minimum, annual refresh is required.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

The deliverable items are:

- | | |
|--|--------------------------------------|
| 1. Review and Recommendations Report | 30 Days after award then annual |
| 2. Effectiveness Metrics Reports | Monthly |
| 3. Documentation and 3 rd -Party certification of the processes used to perform the Planning function | Annual |
| 4. Planning Data Products | Monthly as Planning Data Set content |
| a. Program Baseline | |
| b. Program Baseline Attributes | |
| i. Spend Plans | |
| ii. Program Master Schedule and CAM schedules | |
| iii. Interim milestones and events | |
| iv. LOC and LOM risks (minimum) | |
| iv. Technical, Schedule and Cost Assumptions | |
| c. Cost Estimates of LCC and EAC with JCL (minimum) | |
| 5. Controlled Documents (minimum) | Annual as Planning data Set content |
| a. Program Plan | |
| b. WBS Tree and Data Dictionary | |
| c. Flight Test One and Ascent Abort 2 Flight Test Objectives | |
| d. Life Cycle Review Plan | |
| e. Key Decision Point Review Plan | |

USER INTERFACE

The contractor shall provide access to all content within the Planning Data Set through a single Graphical User Interface (GUI) operational on MPCV Program information technology resources. The GUI shall provide an inventory of data content and permit selection and downloading for local use.

INSTRUCTION

1. Review the existing Planning Data Set content and delivery system. Within 30 days after contract award, report findings and recommendations for improvement; and report the identification of metrics that will be used to measure and report effectiveness. Provide examples of a) any new data items recommended for inclusion into the Planning Data Set and b) of the metrics that will be reported. Repeat review and recommend annually, as a minimum.
2. Review the processes used to perform the planning function and to develop the Planning Data Products, and recommend improvement to include incorporation of CMMI Best Practices. Document processes and obtain and maintain 3rd-Party certification.
3. Update Planning Data Set content as new data becomes available. Report Planning Data Set content and user metrics monthly at the PP&C Review and quarterly as input to the PP&C content of the Quarterly Program Performance Review (QPPR).
4. Update controlled documents associated with the Program Baseline and release through the MPCV configuration management function.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

Instructions for Completing JSC Form 2341

General. JSC Form 2341 will be prepared to describe the content and provide preparation information for data required to support of JSC programs. For more detailed instructions, see JSC STD-123.

1. **DRD Title.** Enter the title of data or document required. The title should include a principal noun which best establishes the basic concept of the data.
2. **Date of current DRD version.** If an existing DRD is revised, enter the revision date. For a new DRD, enter origination date.
3. **DRL Line Item.** Enter the individual line item number from block 1 of JSC Form 2323, "JSC Data Requirements List," as completed for a specific procurement.

RFP/Contract No. The assigned procurement office enters the number of the specific procurement document to which the DRD is attached.

4. **Use.** Enter a synopsis of the intended use of the document. Include the reason for the requirement and identify the using organization if necessary.
5. **DRD Category.** Check the type of information described. SR&QA DRD's must be approved by a representative of the JSC Safety, Reliability, and Quality Assurance Office.
6. **References (Optional).** List applicable documents (NASA or JSC manuals, military specifications, Federal standards, NASA procurement regulations, etc.) containing additional information concerning the data requirements. If original DRD refers to obsolete documents, these should be deleted when the DRD is revised.
7. **Interrelationships (Optional).** Enter other data requirements or passages in the same SOW that will affect or be affected by this DRD. References to paragraphs in the SOW may not be substituted for the information in block 8.
8. **Preparation Information.** Provide instructions for preparation of the data required. JSC STD-123 contains suggestions for completing this section.

- DRAFT -

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Performance Data Set	2. Date of current version February 21, 2012	3. DRL Line Item No. MPIC-PC-02	RFP/Contract No. (Procurement completes) NNJ1241367L
4. Use (Define need for, intended use of, and/or anticipated results of data) Logically singular repository of current and future Program performance data			5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional) MPCV Program Plan, Section 3.1	7. Interrelationships (e.g., with other DRDs) (Optional) DRD MPIC-PC-01, Planning Data Set DRD MPIC-PC-03, Functional Data Products DRD MPIC-PC-04, Integrated Assessments		
8. Preparation Information (Include complete instructions for document preparation)			

SCOPE

The Performance Data Set is a logically singular repository of technical, schedule, cost performance data and information that is accessible by all authorized Program participants, including the Prime Contractor, Prime Contractor subcontractors, NASA participating organizations (aka Non-Prime) and Partners, as applicable. The Performance Data Set shall support data exchange throughout the MPCV Program and its operating environment and shall support data reporting throughout the Program including to Headquarters.

The Performance Data Set shall operate on existing MPCV information technology systems and operating environments, including ICE. The Responsible NASA Official (NRO) is the Lead for the Monitoring and Control function within the Program Planning and Control Office of the MPCV Program Office.

CONTENT

The Performance Data Set contains information reported by Program Suppliers via the Data Management function; information extracted from Supplier presentations via data mining; functional data products; and the results of integrated analysis. Supplier is a term of reference for the collective of contractors, NASA Centers, other Government Agencies and partners providing Program content. Suppliers report performance information in accordance with Contract and Agreement Data Requirements Descriptions (DRDs) which includes as a minimum: 1) business rhythm, 2) financial, workforce and subcontract reports, 3) Integrated Master Schedule (IMS), 4) Earned Value Management, and 5) Risk. Information obtained by data mining are technical, schedule and cost data determined to be of value by MPIC personnel for assessing current and future Program performance. Functional Data Products are defined by DRD MPIC-03. Integrated analysis is defined by DRD MPIC-PC-04.

Content comprising the Performance Data Set has a Data Authority responsible for data accuracy and integrity. Individual items of content shall be linked into the Performance Data Set and not re-hosted. Copy is prohibited. Re-hosting can be accomplished only if initiated by its Data Authority and follows MPCV IT procedure.

The content of the Performance Data Set shall be updated as new data becomes available: monthly following Supplier submissions and quarterly following Program Reviews.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

The deliverable items are:

- | | |
|---|---|
| 1. Review and Recommendations Report | 30 Days after award then annual |
| 2. Effectiveness Metrics Reports | Monthly |
| 3. Documentation and 3 rd -Party certification of the processes used for data capture and mining | Annual |
| 4. Supplier Data Reports | Monthly as Performance Data Set content |
| a. Business Rhythm | |
| b. Financial, workforce and subcontract reports | |
| c. Integrated Master Schedule | |
| d. Earned Value Management reports | |
| e. Risk reports | |
| f. Audit reports (from DCMA) | |
| 5. Data obtained from Mining | Monthly as Performance Data Set content |
| a. Technical | |
| b. Schedule | |
| c. Cost | |
| 6. Presentations | Monthly |

USER INTERFACE

The contractor shall provide access to all content within the Planning Data Set through a single Graphical User Interface (GUI) operational of MPCV Program information technology resources. The GUI shall provide an inventory of data content and permit selection and downloading for local use.

INSTRUCTION

1. Review the existing Performance Data Set content and delivery system. Within 30 days after contract award, report findings and recommendations for improvement; and report the identification of metrics that will be used to measure and report effectiveness. Provide examples of a) any new data items recommended for inclusion into the Performance Data Set and b) of the metrics that will be reported. Repeat review and recommend annually, as a minimum.
2. Review the processes used to capture supplier data reports and to mine performance data from presentations and briefings, and recommend improvement to include incorporation of CMMI Best Practices. Document processes and obtain and maintain 3rd-Party certification.
2. Capture data reported by the Prime contractor and by Non-Prime suppliers and incorporate into the Performance Data Set.
3. In the performance of SOW WBS Element 1.2, 1.6 and 1.10, obtain source documents that contain Program performance data not otherwise reported; review and extract information; and incorporate it to data already stored in the Performance Data Set. Maintain traceability and integrity for data and information extracted and used.
4. Report Performance Data Set content and user metrics monthly at the PP&C Review, and quarterly as input to the PP&C content of the Quarterly Program Performance Review (QPPR)

- DRAFT -

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

Instructions for Completing JSC Form 2341

General. JSC Form 2341 will be prepared to describe the content and provide preparation information for data required to support of JSC programs. For more detailed instructions, see JSC STD-123.

1. **DRD Title.** Enter the title of data or document required. The title should include a principal noun which best establishes the basic concept of the data.
2. **Date of current DRD version.** If an existing DRD is revised, enter the revision date. For a new DRD, enter origination date.
3. **DRL Line Item.** Enter the individual line item number from block 1 of JSC Form 2323, "JSC Data Requirements List," as completed for a specific procurement.

RFP/Contract No. The assigned procurement office enters the number of the specific procurement document to which the DRD is attached.

4. **Use.** Enter a synopsis of the intended use of the document. Include the reason for the requirement and identify the using organization if necessary.
5. **DRD Category.** Check the type of information described. SR&QA DRD's must be approved by a representative of the JSC Safety, Reliability, and Quality Assurance Office.
6. **References (Optional).** List applicable documents (NASA or JSC manuals, military specifications, Federal standards, NASA procurement regulations, etc.) containing additional information concerning the data requirements. If original DRD refers to obsolete documents, these should be deleted when the DRD is revised.
7. **Interrelationships (Optional).** Enter other data requirements or passages in the same SOW that will affect or be affected by this DRD. References to paragraphs in the SOW may not be substituted for the information in block 8.
8. **Preparation Information.** Provide instructions for preparation of the data required. JSC STD-123 contains suggestions for completing this section.

- DRAFT -

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

1. DRD Title Functional Data Products	2. Date of current version February 21, 2012	3. DRL Line Item No. MPIC-PC-03	RFP/Contract No. (Procurement completes) NNJ1241367L
4. Use (Define need for, intended use of, and/or anticipated results of data) Characterize current and future Program performance			5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional) MPCV Program Plan, Section 3.1	7. Interrelationships (e.g., with other DRDs) (Optional) DRD MPIC-PC-01, Planning Data Set DRD MPIC-PC-03, Performance Data Set		
8. Preparation Information (Include complete instructions for document preparation)			

SCOPE

Functional Data Products are reports of current and forecast Program-wide technical, schedule and cost performance. Reports of current performance are variance calculated by comparing actual, as reported by a Program contractor or NASA participating organization, with planned performance for that function as represented by data in the Planning Data Set (MPIC-PC-01). Variance for an assumption is an assessment of its continuing viability along with an identification of impacts to Program performance if current viability is different than initially thought. Variance for risk is identification of any changes in technical, schedule, or cost risk since the last reporting period along with an assessment of impact. Forecasts and independent assessments are also functional products.

The NASA Responsible Official (NRO) for technical functional data products and for forecasts and independent assessments is the Lead for Monitor and Control in the PP&C Office. The NRO for Schedule functional products and for integrated cost and schedule products (EVM and IMS) is the Lead for Planning in the PP&C Office. The NRO for (cost) Resource functional products is the JSC Resources Management Office (RMO) matrix to the Manager of the PP&C Office.

CONTENT

Functional Data Products are, as a minimum: 1) cost and workforce variance reports, 2) Program Master Schedule, schedule variance reports with impacts, and Schedule reports for Controlled Account Managers (CAMs), 3) Earned Value Management (EVM) assessment reports, 4) risk assessment reports, 5) assumption validity reports, 6) forecasts of technical, schedule, and cost performance, and 7) independent assessments of technical, schedule, and cost performance.

Forecasts are statements of alternative future performance based on extrapolations of, or projections on, past and current values of functional data products (trends). Independent assessments are statements of alternative future performance developed by other methodologies such as identifying critical flight-product elements and subsystems, and tracking actual development compared to planned development.

- DRAFT -

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

The deliverable items are:

- | | |
|---|---------------------------------|
| 1. Review and Recommendations Report | 30 Days after award then annual |
| 2. User Metrics Reports | Monthly |
| 3. Documentation and 3 rd -Party certification of the Processes used for Planning incorporating Best Practices | Annual |
| 4. Functional Data Products | Monthly |
| a. Cost and workforce variance reports | |
| b. Program Master Schedule | |
| c. Schedule variance report | |
| d. Schedule reports for CAMs | |
| e. Earned Value assessments report | |
| f. Assumption validity report | |
| g. Risk assessment report | |
| h. Forecasts of technical, schedule and cost performance | |
| i. Independent assessments of technical, schedule and cost performance | |
| 5. Presentations | Monthly |

INSTRUCTION

1. Review functional data products with each respective NRO. Within 30 days after contract award, report findings and recommendations for improvement along with metrics proposed to measure and track operational effectiveness of the functional data products in characterizing current and future Program performance. Provide examples of a) any new functional data products recommended for inclusion into the Performance Data Set and b) of the metrics that will be reported. Repeat review and recommend annually, as a minimum.
2. Review the processes used to develop functional data products and recommend improvement to include incorporation of CMMI Best Practices. Document processes and obtain and maintain 3rd-Party certification.
3. Capture cost and workforce functional data products from the RMO and store in the Performance Data Set
4. Using planning and reported data, develop schedule reports and EVM, assumption, and risk assessment reports; and store in the Performance Data Set
5. Forecast future technical, schedule, and cost performance and store in the Performance Data Set
6. Obtain independent assessment of current and future technical, schedule, and cost performance, including those provided by the Government, and store in the Performance Data Set
7. Report functional data products, forecasts, independent assessments, and user metrics monthly at the PP&C Review and quarterly as input to PP&C content of the Quarterly Program Performance Review (QPPR)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

Instructions for Completing JSC Form 2341

General. JSC Form 2341 will be prepared to describe the content and provide preparation information for data required to support of JSC programs. For more detailed instructions, see JSC STD-123.

1. **DRD Title.** Enter the title of data or document required. The title should include a principal noun which best establishes the basic concept of the data.
2. **Date of current DRD version.** If an existing DRD is revised, enter the revision date. For a new DRD, enter origination date.
3. **DRL Line Item.** Enter the individual line item number from block 1 of JSC Form 2323, "JSC Data Requirements List," as completed for a specific procurement.

RFP/Contract No. The assigned procurement office enters the number of the specific procurement document to which the DRD is attached.

4. **Use.** Enter a synopsis of the intended use of the document. Include the reason for the requirement and identify the using organization if necessary.
5. **DRD Category.** Check the type of information described. SR&QA DRD's must be approved by a representative of the JSC Safety, Reliability, and Quality Assurance Office.
6. **References (Optional).** List applicable documents (NASA or JSC manuals, military specifications, Federal standards, NASA procurement regulations, etc.) containing additional information concerning the data requirements. If original DRD refers to obsolete documents, these should be deleted when the DRD is revised.
7. **Interrelationships (Optional).** Enter other data requirements or passages in the same SOW that will affect or be affected by this DRD. References to paragraphs in the SOW may not be substituted for the information in block 8.
8. **Preparation Information.** Provide instructions for preparation of the data required. JSC STD-123 contains suggestions for completing this section.

-DRAFT-

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

1. DRD Title Integrated Analysis	2. Date of current version February 21, 2012	3. DRL Line Item No. MPIC-PC-04	RFP/Contract No. (Procurement completes) NNJ1241367L
4. Use (Define need for, intended use of, and/or anticipated results of data) Define threats to Program performance to inform the Program Manager and to focus discussion and decision-making		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) MPCV Program Plan, Section 3.1	7. Interrelationships (e.g., with other DRDs) (Optional) DRD MPIC-PC-02, Performance Data Set DRD MPIC-PC-03, Functional Data Products		
8. Preparation Information (Include complete instructions for document preparation)			

SCOPE

Integrated analysis provides a summary of the current status and forecast performance of the overall Program with regard to technical, schedule, and cost plans and commitment made to the Agency by the Program Manager. Analyses are performed by PP&C and contractor staff. Results are reviewed with the Control Account Managers to solicit insights and to obtain feedback. Following coordination, results are presented to the Program Manager at quarterly, monthly and weekly Review Forums.

The NASA Responsible Official is the Lead for the Monitor and Control function within the Program Planning and Control Office of the MPCV Program Office.

CONTENT

An integrated analysis produces a characterization of current and future Program-wide performance that informs management of where the program is at risk of 1) meeting its objectives, 2) complying with work product plans, or 3) exceeding allocated budgets. Functional Data Products (MPIC-PC-03) including evaluations of the continuing validity of assumptions, assessments of past Program performance, forecasts of future performance, and independent assessments are all used to determine and characterize Program-wide performance. Analysis is performed monthly following the PP&C led review of business rhythm and reported performance. Results are documented as direction and Guidelines for Prime Contractor and Supplier content to be provided at the next Quarterly Program Performance Review (QPPR). The results of integrated analysis are review and revised monthly based on information reported by the Prime Contractor and NASA participating organizations in accordance with contract and agreement Data Requirements Descriptions. The results of integrated analysis are captured, stored and distributed via the Performance Data Set.

The deliverable items are:

- | | |
|---|---|
| 1. Review and Recommendations Report | 30 Days after award then annual |
| 2. User Metrics Reports | Monthly |
| 3. Documentation and 3 rd -Party certification of the Processes used for Planning incorporating Best Practices | Annual |
| 4. Integrated Analysis Results | Monthly as Performance Data Set content |
| 5. Direction and Guidelines | Monthly |
| 6. Presentations | Quarterly, Monthly, Weekly |

-DRAFT-

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

INSTRUCTION

1. Review process and procedures used to perform integrated analysis and the results obtained. Within 30 days after contract award, report findings and recommendations for improvement to include incorporation of CMMI Best Practices. Document processes and obtain and maintain 3rd-Party certification. Repeat review and recommend annually, as a minimum.
2. Together with the NRO, perform integrated analysis and prepare results, direction and Guidelines; capture and store results in the Performance Data Set.
3. Together with the NRO, present the results of integrated analysis to Program management and obtain feedback on content and value. Improve subsequent versions of integrated analysis based on feedback received. Include feedback and improvements in user metrics.

-DRAFT-

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

Instructions for Completing JSC Form 2341

General. JSC Form 2341 will be prepared to describe the content and provide preparation information for data required to support of JSC programs. For more detailed instructions, see JSC STD-123.

1. **DRD Title.** Enter the title of data or document required. The title should include a principal noun which best establishes the basic concept of the data.
2. **Date of current DRD version.** If an existing DRD is revised, enter the revision date. For a new DRD, enter origination date.
3. **DRL Line Item.** Enter the individual line item number from block 1 of JSC Form 2323, "JSC Data Requirements List," as completed for a specific procurement.

RFP/Contract No. The assigned procurement office enters the number of the specific procurement document to which the DRD is attached.

4. **Use.** Enter a synopsis of the intended use of the document. Include the reason for the requirement and identify the using organization if necessary.
5. **DRD Category.** Check the type of information described. SR&QA DRD's must be approved by a representative of the JSC Safety, Reliability, and Quality Assurance Office.
6. **References (Optional).** List applicable documents (NASA or JSC manuals, military specifications, Federal standards, NASA procurement regulations, etc.) containing additional information concerning the data requirements. If original DRD refers to obsolete documents, these should be deleted when the DRD is revised.
7. **Interrelationships (Optional).** Enter other data requirements or passages in the same SOW that will affect or be affected by this DRD. References to paragraphs in the SOW may not be substituted for the information in block 8.
8. **Preparation Information.** Provide instructions for preparation of the data required. JSC STD-123 contains suggestions for completing this section.

- DRAFT -

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

1. DRD Title Professional Services	2. Date of current version February 21, 2012	3. DRL Line Item No. MPIC-PC-05	RFP/Contract No. (Procurement completes) NNJ1241367L
4. Use (Define need for, intended use of, and/or anticipated results of data) Support the operation of the MPCV Program Office		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) MPCV Program Plan, Sections 3.9, 3.10, 3.15, 3.16 and 3.18	7. Interrelationships (e.g., with other DRDs) (Optional) DRD MPIC-PC-02, Functional Data Products DRD MPIC-PC-03, Performance Data Set		

8. Preparation Information (Include complete instructions for document preparation)

SCOPE

Professional services are performed at the MPCV Program Office at the Johnson Space Center, but extend to program participants throughout the United States.

The NASA Responsible Official (NRO) is the Lead for Data Management w/ information systems & technology. Each service is currently being performed and each has a defined process—and for some instructions—detailing how work is to be performed.

CONTENT

Six services are required: 1) configuration management, 2) data management including records management, 3) meeting support, 4) information technology management, 5) security management, and 6) supplier management. Configuration Management identifies, controls, statuses, and verifies the consistency of a product and its attributes performance, functional, and physical characteristics. Data Management is the systematic collection, organization, and processing of information in order to provide information securely to stakeholders and consumers. Records Management identifies, classifies, archives, preserves, and destroys Program records. Meeting Support plans and coordinates logistics for meetings including teleconference, WebEx, room locations, running the meeting, etc. Information Technology Management manages all the technology resources of the Program in accordance with its needs and priorities. These resources may include computer hardware, software, data, and networks. Security Management involves asset management, physical security and human resource safety functions. It entails the identification of an organization's information assets and the development, documentation and implementation of policies, standards, procedures, and guidelines. Supplier Management includes responsibility for completing Internal Task Agreements with NASA participating organizations annually.

Deliverable Items are:

1. Documentation and 3rd-Party certification of the services processes used incorporating Best Practices Annual
 - a. Configuration Management
 - b. Data Management and Records Management
 - c. Information Technology Management
 - d. Risk Management

- DRAFT -

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

- | | |
|--------------------------------|---------|
| e. Supplier Management | |
| f. Security Management | |
| 2. User Metrics reports | Monthly |
| 3. Security Management Reports | TBD |
| 4. IT Management Reports | TBD |
| 5. Presentations | Monthly |

INSTRUCTION

1. Review the processes used to perform each of the above professional services. Within 30 days after contract award recommend improvement to include incorporation of CMMI Best Practices. Document processes and obtain and maintain 3rd-Party certification.
2. Review the metrics used to characterize and report volume and quality of services provided.
3. Provide services and report metrics monthly at the PP&C Review
4. Provide Security Management products including:
 - a. Technology Protection Plans, Reports and Presentations: IT Security; Counterintelligence; Counterterrorism; and Threat and Vulnerability Assessments
 - b. Physical Security and Facility Management
 - c. Security Validation Reports
5. Provide Information Technology Management Reports for Property and Equipment

-DRAFT-

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

Instructions for Completing JSC Form 2341

General. JSC Form 2341 will be prepared to describe the content and provide preparation information for data required to support of JSC programs. For more detailed instructions, see JSC STD-123.

1. **DRD Title.** Enter the title of data or document required. The title should include a principal noun which best establishes the basic concept of the data.
2. **Date of current DRD version.** If an existing DRD is revised, enter the revision date. For a new DRD, enter origination date.
3. **DRL Line Item.** Enter the individual line item number from block 1 of JSC Form 2323, "JSC Data Requirements List," as completed for a specific procurement.

RFP/Contract No. The assigned procurement office enters the number of the specific procurement document to which the DRD is attached.

4. **Use.** Enter a synopsis of the intended use of the document. Include the reason for the requirement and identify the using organization if necessary.
5. **DRD Category.** Check the type of information described. SR&QA DRD's must be approved by a representative of the JSC Safety, Reliability, and Quality Assurance Office.
6. **References (Optional).** List applicable documents (NASA or JSC manuals, military specifications, Federal standards, NASA procurement regulations, etc.) containing additional information concerning the data requirements. If original DRD refers to obsolete documents, these should be deleted when the DRD is revised.
7. **Interrelationships (Optional).** Enter other data requirements or passages in the same SOW that will affect or be affected by this DRD. References to paragraphs in the SOW may not be substituted for the information in block 8.
8. **Preparation Information.** Provide instructions for preparation of the data required. JSC STD-123 contains suggestions for completing this section.