



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

EM03-OWI-002
11/18/04

ORGANIZATIONAL WORK INSTRUCTION

EM03

PROJECT MANAGEMENT REVIEW PROCESS

Baseline

<u>RELEASE AUTHORITY</u>	<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
Office of Primary Responsibility	Richard Wegrich	M&P Lead Engineer Office	EM03	11/18/03

CHECK THE MASTER LIST--ONLY THE LATEST VERSION IS VALID

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DOCUMENT HISTORY LOG

Revision	Date	Originator	Description
BASELINE	06/15/99	T. Vaughn	Baseline version of document converted from EH41-OWI-048. Previous history retained in system as part of canceled or superseded ISO Document files for one year.
Rev. A	04/10/00	T. Vaughn	Replaced deleted MPG 1441.1 references with MPG 1440.2
Rev. B	02/03/04	T. Vaughn	Updated Applicable Documents to show MSFC-STD-555. Name changed in latest revision to MULTIPROGRAM/PROJECT COMMON-USE DOCUMENT
Rev. C	08/05/04	T. Vaughn	Changed all will statements to shall, and updated MPG references to MPR. Records section updated to reflect permanent retention of MUAs and MAEB minutes from Jan. 1, 2000 and forward. Other Office documentation procedures added to show 3 year retention time.
BASELINE	11/18/04	R. Wegrich	Document has been changed from ED35-OWI-002C to a baseline EM03-OWI-002 as a result of Organization changes. Also changed OPR from T. Vaughn to R. Wegrich

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PROJECT MANAGEMENT REVIEW PROCESS

1. SCOPE

1.1 Scope. This document provides project management review process for the Materials and Processes (M&P) Laboratory, Lead Engineer Office, EM03.

1.2 Purpose. TO establish a consistent review process for projects assigned to EM03.

1.3 Applicability. This applies to the M&P Lead Engineer Office, EM03.

2. APPLICABLE DOCUMENTS

MPD 1280.1	Marshall Management Manual
MPR 1050.1	Agreement Selection Process
MPR 8060.1	Flight Systems Design/Development Control
MPR 1410.1	Documentation & Data Control for Organizational Issuance
MPR 1440.2	MSFC Records Management Program
MSFC-PROC-1301	Guidelines for the Implementation of Required Materials Control Procedures
MSFC-STD-555	Multiprogram/Project Common-Use Document

3. DEFINITIONS

3.1 DCB. Document Control Board.

3.2 MAEB. Material Application Evaluation Board.

3.3 MAPTIS. Materials And Process Technical Information System.

3.4 RID. Review Item Discrepancy.

4. INSTRUCTIONS

Refer to flowchart

5. NOTES

None

6. SAFETY PRECAUTIONS AND WARNING NOTES

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None

7. APPENDICES, DATA, REPORTS, AND FORMS

None

8. RECORDS

8.1 The following shall be considered Records and shall be maintained permanently:

- a. Completed MUA forms with associated documentation forms from January 1, 2000 forward.
- b. MAEB minutes from January 1, 2000 forward.
- c. MUAs and MAEB minutes prior to January 1, 2000 are considered historical records for information and shall be maintained permanently.
- d. Other Office memorandums and documentation maintained by this Office shall be retained for 3 years and then considered historical records for information.

8.2 Engineering documentation (including drawings), which are not controlled and archived by ED35, are maintained by the appropriate project or program office.

9. TOOLS, EQUIPMENT, AND MATERIALS

None

10. PERSONNEL TRAINING AND CERTIFICATION

None required.

11. FLOW DIAGRAM

See next page.

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EXAMPLES:

Task requirements

Supervisor/mgt. requests,
customer request, MPG 1410.1,
Memo(s), CAITS, etc.

Tasks

Trade study, MUA evaluation,
MIUL build, MAEB, attend meeting,
materials selection,
coordinate Lab activities, etc.

Documentation

MSFC Form 551 (MUA form) and
MUA Memos

