



Program Office Overview

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LWS/STP Deputy Program Manager

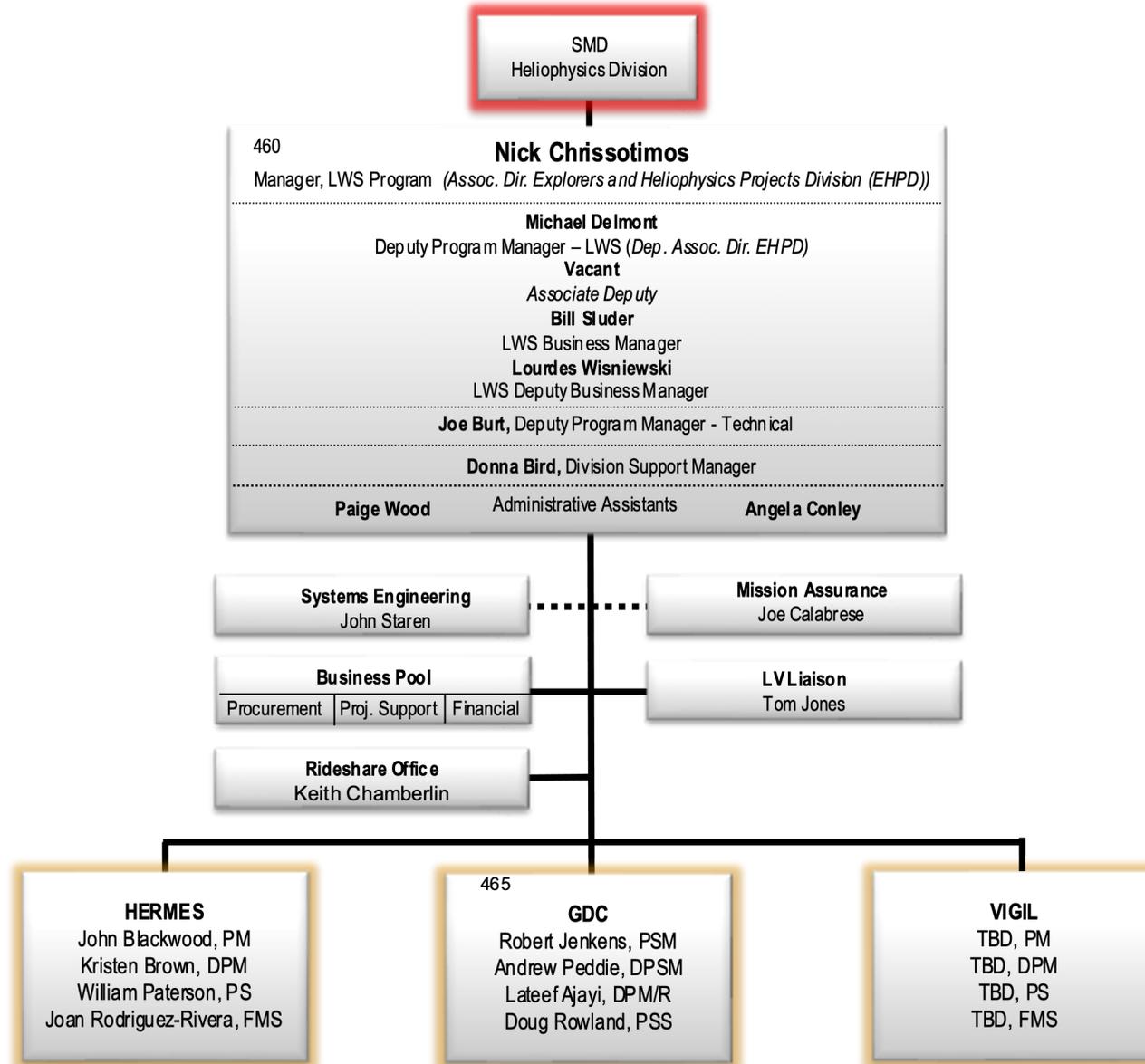


VIGIL Focused Mission of Opportunity Pre-Proposal Conference

July 13, 2023



LWS Program Organization Chart





Mission Development Responsibilities

- **NASA responsibility**

- Program administration
- Insight/oversight
- Project review process
- Technical Authority
- Launch vehicle procurement/ rideshare accommodation (LSP) - N/A for VIGIL

- **PI responsibility**

- Level-1 science requirements/Vigil Complementary Observations/design concept
- Level -2 requirements
- Mission implementation
- Technical, cost, and schedule performance
- Peer reviews
- Safety and mission assurance
 - › Develop and execute a Mission Assurance Implementation Plan based on class D Mission Assurance Requirements.



Program Office Responsibilities

- **All Phases – Assess Performance**

- Independently evaluates project technical, schedule and cost performance.
- Report issues and risks to Helio Division and center management
- Provides support to independent review boards
- Provides evaluation and recommendation at DPMC meetings concerning readiness of the project to pass KDP gates.
- Provide Planning, Programming Budgeting and Execution (PPBE) budget coordination and responses
- Provides support for audits conducted by NASA and external agencies.
- Supports technical support and problem resolution

- **Phase A**

- Supports HQ in preparation of domestic and foreign agreements as applicable (MOUs, MOAs, LOAs and IAs)
- Receive feedback from selection team



Program Office Responsibilities

- **Phase B - Formulation**

- Approves Project Plan
- Participates in Risk Management Process
- Coordinates and approves project level documentation required to begin implementation (e.g. WBS, project plan, budgets, schedule, SOW's and RFP)

- **Phase C,D,E - Implementation**

- Works with Project Manager to achieve project milestone.
- Oversees project budgets and works with PMs to obtain required project funding.
- Ensures compliance with applicable Federal law, regulation, Executive Order and Agency directives.



Additional Information

LWS Website:

<http://LWS.gsfc.nasa.gov>

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