SAO Program Management Council Charter

Introduction

The SAO Program Management Council (PMC) will provide support to the SAO Director in the oversight of SAO project and program management; undertake related tasks as delegated by the Director, and act as a management resource to SAO Staff.

This Charter defines the PMC’s authority, organization, roles, responsibilities, operating rules, and procedures. The PMC will have specific authority to act on behalf of the SAO Director as described below. Creation of the SAO Program Management Council continues the development of an integrated SAO management system.

For joint SAO/Harvard projects, the PMC will provide support as required.

1. SAO Program Management Council (PMC)

1.1 PURPOSE

The Program Management Council serves as SAO’s senior advisory body regarding programs and projects. Its purpose is to assess project and program performance to enable the successful achievement of SAO’s strategic goals, and to act as a management resource to SAO staff. Further, the Council will reinforce the linkages among the SAO Strategic Plan, Performance Plan, and budget process.

Primary responsibilities of the Council include:

- Oversee program management activities including planning, reporting, and accountability, resource usage, budgets, schedules and decision-making.
- Work in cooperation with the export control officer to advise projects on ITAR and EAR compliance.
- Act as a resource for the SAO community on program and project management.

Additional responsibilities of the Council include:

- Ensure that Observatory scientists make the best use of existing SAO Central Engineering core competencies in the formulation of new projects.
- Support the DO in the evaluation of B&P requests.
- Advising the DO on IR&D efforts, as requested.
- Other functions deemed necessary by the SAO Director.

1.2 APPLICABILITY/SCOPE

The scope of the PMC encompasses all program- and project-related institutional activities at SAO. The PMC establishes a support system to enable greater project success through formal program and project management oversight.
The PMC is responsible for evaluating concepts for new initiatives, projects, and programs; and providing recommendations to the SAO Director.

The PMC will assess existing programs to evaluate cost, schedule, risk and technical content to ensure that SAO is meeting its commitments. It is expected that the PMC will focus on the larger programs, typically those working to a Work Breakdown Structure, or those NASA programs that require the submission of a 533M monthly financial report, and smaller programs with significant impact.

The PMC will provide assistance in preparing large proposals and support for major reviews.

Specific PMC activities and duties include:

1.2.1 Program Management
   a. Ensuring SAO meets the commitments specified in the relevant management and contractual documents for program/project performance and mission assurance.
   b. Reviewing projects/programs routinely, including the institution’s ability to support program/project commitments; and assessing programs/projects status prior to entry into subsequent life-cycle phases.
   c. Monitoring projects’ progress with respect to cost, schedule, and performance baselines.
   d. Reviewing each project’s risks, and reserve allocation approach and usage.
   e. Conducting, or participating in, pre-milestone reviews.
   f. Overseeing compliance audits for project management.
   g. Evaluating implementation and compliance with NASA, NSF and other sponsoring Agency program and project management processes and requirements.
   h. Reviewing and developing engineering, and program and project management policies and communicating these policies and processes to the SAO community.
   i. Recommending program and/or project management process improvements and/or new processes.
   j. Reviewing Teaming Agreements, LOAs, PCA’s and MOUs.
   k. Assessing the risk associated with SAO’s programs and projects at the enterprise level.
   l. Maintaining, as part of the PMC website: SAO project management policy documents, templates and lists of best practices.

1.2.2 Resource Usage & Budget Planning
   m. Evaluating project resource allocation issues, including those that cross division or department lines, and providing advice on their resolution.
   n. Reviewing all projects to ensure adequate/appropriate assignment of personnel and material resources.
1.2.3 ITAR and EAR Compliance

- Reviewing ITAR and EAR processes and assessing SAO compliance in cooperation with the Export Compliance Officer.
- Recommending ITAR and/or EAR process improvements and/or new processes (e.g., clearance review of publications for ITAR concerns).

1.2.4 B&P

- Supporting the SAO Director in the evaluation of B&P proposals.

1.2.5 Patents

- Supporting the Director’s Office in establishing and conducting of the Patent/invention Advisory Committee per Smithsonian Directive SD-102.

2. PMC MEMBERSHIP

2.1. Standing Membership

The standing membership of the PMC shall include the following positions:

- SAO Deputy Director
- Senior Program Manager – Space-based
- Senior Program Manager – Ground-based
- Director of Central Engineering
- Financial Management Department’s Manager or designee
- Sponsored Programs and Procurement Department’s Manager or designee

The PMC shall be chaired by the SAO Deputy Director or designee.

2.2. Ad Hoc members

Membership may be extended to allow for specific expertise in other areas, either for single meetings, or to support an on-going study effort as directed by the PMC.

2.3. Executive Secretary

An Executive Secretary will be appointed to facilitate the activities of the PMC, coordinate meeting agendas, distribute minutes, and ensure that information required for Council deliberations is distributed to the members on a timely basis. The Executive Secretary shall ensure that the PMC website remains current.

3. MEETINGS & COMMUNICATIONS
The PMC shall meet once a month for regular sessions and as necessary for emergent, time-critical matters. Meetings may be held by telecon if required. Meetings are typically closed because of the sensitivity of the issues discussed, but public meetings may be held at the discretion of the committee.

4. RECORDS

The Executive Secretary is responsible for the maintenance of all records associated with the PMC, including this charter. The Executive Secretary is also responsible for the maintenance of the website.

4.1 Agendas, Minutes and Presentations

The core documentation associated with the PMC are the Agendas announcing meeting dates, times, and presenting project(s), the presentations to the PMC, and the resulting Minutes of the PMC that may contain recommendations to the presenting project(s).

In addition, the PMC may from time to time generate documents and/or recommendations to modify existing processes or implement new processes.

4.2 Maintenance and Distribution

Meeting agendas will typically be distributed via email to the PMC members at least 48 hours prior to a meeting and archived on the PMC website.

Presentations to the PMC will typically be distributed to PMC members via email at least 24 hours before the meeting. Presentations will be archived.

Meeting Minutes will typically be distributed via email to the PMC membership within 48 hours of the meeting, and archived.

4.3 Website

The PMC website shall reside on the Director’s Office page. The website shall include:

a. The PMC charter
b. PMC meeting dates and agendas
c. Notices, findings, and publications of the PMC
d. Management process and policy documents, templates and best practices.
5. ACRONYMS

AD  Associate Director
B&P  Bid and Proposal
EAR  Export Administration Regulations
LOA  Letter of Agreement
IR&D  Internal Research and Development
ITAR  International Trafficking in Arms Regulations
MOU  Memorandum of Understanding
PCA  Program Commitment Agreement
PMC  Program Management Council