



**SPD 2800.4 Rev A**  
**April 2015**

**National Aeronautics and  
Space Administration**

**John C. Stennis Space Center**  
**Stennis Space Center, MS 39529-6000**

## **COMPLIANCE IS MANDATORY**

### **John C. Stennis Space Center Policy Directive Information Technology Project Management**

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|--------------------------------------------------------------|---------------------------------|-------------|
| Stennis<br>Policy<br>Directive                               | SPD 2800.4                      | A           |
|                                                              | <i>Number</i>                   | <i>Rev</i>  |
|                                                              | Effective Date: April 10, 2015  |             |
|                                                              | Expiration Date: April 09, 2020 |             |
| Responsible Office: RA40/Office of Chief Information Officer |                                 | Page 2 of 5 |
| <b>SUBJECT: Information Technology Project Management</b>    |                                 |             |

### Document History Log

| Status/Change/<br>Revision | Change Date  | Originator/<br>Phone     | Description                                                                                                        |
|----------------------------|--------------|--------------------------|--------------------------------------------------------------------------------------------------------------------|
| Basic                      | January 2012 | Bonita Oliver<br>x8-3697 | Initial Release                                                                                                    |
| A                          | April 2015   | Bonita Oliver<br>x8-3697 | Changes in SSC's IT governance structure, clarification on relation to NPR 7120.7 and project management services. |
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## 1. POLICY

- a. This document provides the statement of policy and responsibility applied to National Aeronautics and Space Administration (NASA) John C. Stennis Space Center (SSC), for the management of information technology (IT) projects, under the authority of the SSC Chief Information Officer (CIO) as defined in NASA Policy Directive (NPD) 2800.1, *Managing Information Technology*, and subject to NASA Procedural Requirement (NPR) 7120.7 (currently NASA Interim Directive (NID) 7120.99), *NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements*.
- b. SSC Office of the Chief Information Officer (OCIO) will develop a ranking method and supporting processes for the selection of IT investments and IT projects to be a measure of priority that reflect SSC's core business values and strategic objectives. This method will be applied to enable decisions on:
  - IT investments and IT projects that require IT governance oversight,
  - Budget selection processes, and
  - IT projects to receive escalated project management support services by the IT Project Management Officer (PMO).
- c. SSC OCIO will establish IT project management services designed to promote effective and efficient execution of IT project management while adhering to NASA's and SSC's policies and procedures.
- d. The OCIO will establish and govern an IT project framework, a set of pre-authorized tailored IT project requirements commensurate with a project's measured priority.
- e. All SSC IT project management processes and services managed under the authority of the SSC CIO will be prepared and/or revised to be in compliance with this directive.

## 2. APPLICABILITY

- a. This policy directive is applicable to NASA SSC. This language also applies to NASA SSC contractors, grant recipients or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants or agreements.
- b. This directive is applicable to all NASA SSC IT investments and projects, under the authority of the SSC CIO. For existing IT projects, the requirements of this directive are applicable to the current phase and to the phases yet to be completed as determined by the cognizant Decision Authority (DA).
- c. This directive will not be applicable to highly specialized IT projects and investments, as defined in NPR 7120.7 (currently NID 7120.99), *NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements*.

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| Responsible Office: RA40/Office of Chief Information Officer |                                 | Page 4 of 5 |
| <b>SUBJECT: Information Technology Project Management</b>    |                                 |             |

### 3. AUTHORITY

- a. National Aeronautics and Space Act of 1958, as amended
- b. NASA Policy Directive (NPD) 2800.1, Managing Information Technology
- c. NPD 7120.4, NASA Engineering and Program/Project Management Policy
- d. NASA Procedural Requirement (NPR) 7120.5, NASA Space Flight Program and Project Management Requirements
- e. NPR 7120.7 (currently NID 7120.99), NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements
- f. Stennis Policy Directive (SPD) 1107.1, SSC Organization Mission and Responsibilities
- g. SPD 2800.1, Provision of Institutionally Funded IT Resources and Services

### 4. APPLICABLE DOCUMENTS

All citations are assumed to be the latest version unless otherwise specified.

- a. NPR 2800.1, Managing Information Technology

### 5. ROLES AND RESPONSIBILITIES

- a. The SSC CIO is responsible for establishing policies, standards, best practices, and guidance in the area of IT Project Management described under this policy directive. The SSC CIO shall coordinate efforts to maximize the commonality, clarity and effectiveness of SSC IT Project Management practices.
- b. The SSC CIO will appoint an IT PMO within the OCIO to lead execution and provisioning of SSC OCIO's IT project management services.
- c. The SSC CIO serves as the DA over all SSC IT projects and IT project management services and related supporting processes with the responsibility as described in NPD 2800.1, *Managing Information Technology*.
- d. The SSC IT PMO is responsible for all IT project management services, resources and processes provisioned to the NASA SSC community.
- e. The SSC IT PMO is responsible for providing IT project management expertise and Agency-supported best practices reflected within NPR 7120.7 (currently NID 7120.99) in servicing the NASA SSC community.
- f. The SSC IT Project Manager is responsible for ensuring SSC's IT project lifecycle reviews are appropriately scheduled and conducted by an SSC IT project review committee.

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| Responsible Office: RA40/Office of Chief Information Officer |                                 | Page 5 of 5 |
| <b>SUBJECT: Information Technology Project Management</b>    |                                 |             |

- g. SSC's IT PMO, IT Project Managers and IT Project Leads will be responsible for coordinating and monitoring compliance with this directive.

## 6. MEASUREMENT/VALIDATION

- a. Compliance with the policy contained in this document will be verified through audits, observations and/or self-assessments by the SSC OCIO.

## 7. CANCELLATION

SPD 2800.4 Revision Basic dated January 2012.



Richard J. Gilbrech, Ph.D.  
Director

## DISTRIBUTION

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