

ABSTRACT AND BIOGRAPHY

Preparing for a Remote-Site Life-Cycle Review

Your project needs to begin thinking about your next NPR 7120.5D life-cycle review. Beyond the project planning, technical design, and cost estimating work, there are key areas you can't overlook: advance coordination with the Standing Review Board (SRB), generation and publication of gate products, preparation and review of presentation materials, identifying and working IT issues, and juggling a myriad of logistical issues. These range from high-level concerns (like negotiating the addendum ToR for the specific review) to items that are too often an afterthought (e.g., dealing with export control markings and foreign persons). Where do you start?

The GRAIL Project built upon its own lessons learned and the experiences of others to create a detailed CDR review preparation plan and organization. Personnel were assigned to the key roles of Review Captain and leads for documentation, information systems, and logistics. Aids were produced, including a detailed preparation schedule and a comprehensive gate products production table. Lessons learned the hard way from the Project PDR and SRB interactions were factored into the process. Principal Investigator (PI) and Project Manager (PM) involvement and institutional support were key success factors. Additional steps were required to support holding the review at a remote site (a hotel near the PI's home institution).

This nuts-and-bolts presentation will provide practical advice to help with your next life-cycle review.

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Mr. Taylor is the Gravity Recovery and Interior Laboratory (GRAIL) Project Acquisition Manager and served as the Review Captain for the project's JPL Project Mission System Review (PMSR) and NASA Preliminary Design Review (PDR) and upcoming Critical Design Review (CDR).

Prior to this position, Mr. Taylor served JPL in numerous capacities including: Prometheus Project Acquisition Manager, Mars Pathfinder Procurement Manager, Resource Management System Task Manager, and line management positions. He also served on the NASA 7120.5A, 5B, and 5D teams and on the NASA Integrated Action (NIAT) Team.

Mr. Taylor is a Certified Professional Contracts Manager (CPMC) and a member of the State Bar of California. He was awarded the NASA Exceptional Service Award for his work on Mars Pathfinder.