

### ABSTRACT AND BIOGRAPHY

#### **Step by Step: Planning and Conducting an IBR**

As the Project Business Manager for the Kepler Project, I assumed the responsibility for planning and running an Integrated Baseline Review (IBR) for the project that had just experienced a significant design change and established a new cost and schedule baseline. The IBR involved team members from NASA Headquarter, the Discovery Program Office at Marshall, Project team members from Ames Research Center and JPL. The review was conducted on the Spacecraft and Instruments contracts with Ball Aerospace.

The paper discusses how to coordinate all the activities for conducting a review, designing each day of the review, and train contractor and review team members. I also developed a method to quantify the results of the interviews conducted by the team members. This method allowed for a robust and insightful caucus session between team members as well as provided objective data of issues and concerns to the contractor.

This is a step by step approach:

- Why do the IBR
- Defining the scope of the IBR
- Planning for the IBR
- Training review team
- Developing surveys and questionnaires
- Managing the stakeholders (NASA, Program Office, Contractor, Project Team)
- Conducting the pre review briefings
- Discussing logistics
- Facilitating the review
- Conducting Interviews
- Conducting a caucus session with interview teams
- Developing objective metrics to discern risks
- Conducting an out-brief with the contractor

**Matthew Gonzales**  
*Project Business Manager*  
NASA Jet Propulsion Laboratory

NASA experience: Project Business Manager for the Mars Reconnaissance Orbiter and Kepler Projects. Recipient of NASA's Exceptional Achievement Medal for EVM implementation on the MRO project. 25 years experience in aerospace and 20 years experience in Earned Value Management implementation on DoD, NASA and commercial projects. Planned and conducted every aspect of an Integrated Baseline review for the Kepler project.