

ORGANIZATIONAL WORK INSTRUCTION

PLANS AND SYSTEMS ANALYSIS OFFICE

INTEGRATED FINANCIAL MANAGEMENT PROGRAM IMPLEMENTATION SUPPORT TEAM

**APPROVING
AUTHORITY**

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
_____ David Jeffreys	Chief, Plans & Systems Analysis Office	CD02	05/14/03

CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Organizational Work Instruction Plans and Systems Analysis Office		
Integrated Financial Management Program Implementation Support Team	CD02-OWI-006	Revision: B
	Date: May 14, 2003	Page 2 of 4

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Draft		August 9, 2001	
Baseline		August 15, 2001	
Revision	A	May 23, 2002	General Revisions
Revision	B	May 14, 2003	General Revisions

Organizational Work Instruction Plans and Systems Analysis Office		
Integrated Financial Management Program Implementation Support Team	CD02-OWI-006	Revision: B
	Date: May 14, 2003	Page 3 of 4

1. PURPOSE

This Organizational Work Instruction (OWI) establishes procedures and responsibilities for the Plans and Systems Analysis Office (CD02) that relate to the Integrated Financial Management Program (IFMP). This instruction extends information from the Marshall Management System (MMS) as defined by MPD 1280.1 Marshall Management Manual (MMM). The purpose of this instruction is to document the process to by which the Plans and Systems Analysis Office conducts business.

2. APPLICABILITY

This OWI applies to MSFC Personnel in the Plans and Systems Analysis Office.

3. APPLICABLE DOCUMENTS

(All use is current Revision unless there is overriding authority)

MPD 1280.1 Marshall Management Manual

3.1 APPLICABLE DOCUMENTS

(All use is current Revision unless there is overriding authority)

MPG 1410.1	Document and Data Control for Organizational Issuance
MPG 1440.2	MSFC Records Management Program
NPG 1441.1	NASA Records Retention Schedules
MPD 1150.1	Establishment of Councils, Boards, and Committees
MC-14	MSFC Integrated Financial Management (IFM) Program Customer Board

4. DEFINITIONS

OWI – Organizational Work Instruction

OJT – On the Job Training

MMS – Marshall Management System

Organizational Work Instruction Plans and Systems Analysis Office		
Integrated Financial Management Program Implementation Support Team	CD02-OWI-006	Revision: B
	Date: May 14, 2003	Page 4 of 4

5. INSTRUCTIONS

Management Responsibility - CD02 Chief will ensure adequacy of the OWI, assure overall implementation of the OWI, may appoint personnel to serve on various MMS panels, and will, as a minimum, conduct semi—annual management reviews to ensure the continuing suitability and effectiveness of the CD02 quality system in satisfying applicable elements of the Marshall Management System and objectives specified in MMM.

The Implementation Support Team (IST) serves as a standing group that integrates with and supports all module Project Teams for the Integrated Financial Management Program (IFMP). The IST provides information technology and change management support to the Project Teams. For the duration of the IFM Program at the Center, the IST will serve as the “IFM knowledge repository” for experience. The IST will capitalize on lessons learned from earlier implementations; be familiar with the tools and language of IFM; serve as liaison between the Center and the IFM Program Office prior to, in between, and after module implementations.

6. NOTES – None

7. SAFETY PRECAUTIONS AND WARNING NOTES – None

8. APPENDICES, DATA, REPORTS, AND FORMS – None

9. RECORDS – None

10. TOOLS, EQUIPMENT, AND MATERIALS – None

11. PERSONNEL TRAINING AND CERTIFICATION – On the Job Training (OJT)

Organizational Work Instruction Plans and Systems Analysis Office		
Integrated Financial Management Program Implementation Support Team	CD02-OWI-006	Revision: B
	Date: May 14, 2003	Page 5 of 4

12. FLOW DIAGRAM – None