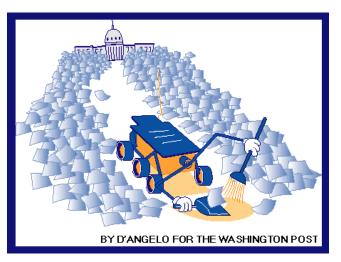
NASA/JPL Contract Task Management Using Process Libraries and Electronic Handbooks

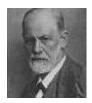
(Where Shakespeare Meets Freud)



Quick Summary



Dr. Barry E. Jacobs barry.e.jacobs@comcast.net



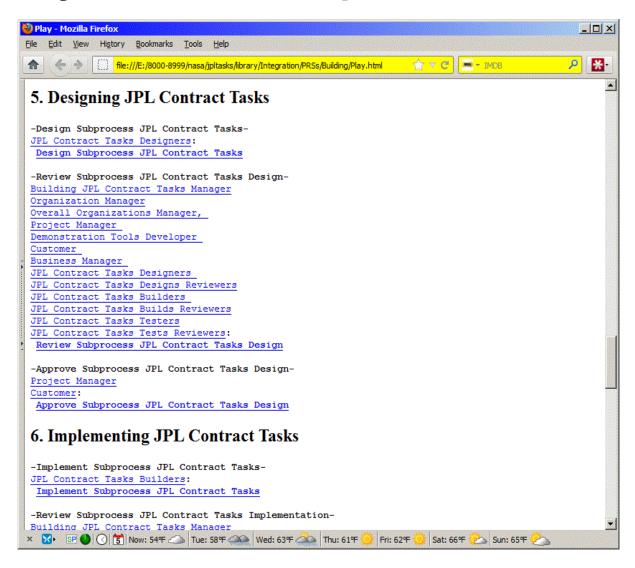
The Bottom Line:

We believe that to truly understand one's universe, one must see it thru multiple "eyes" and also have tools to "communicate" these views.

To do this, we propose editable and cost-saving process documentation "plays" for process developers and participants to help them quickly and effectively learn, integrate, test, teach, and work together.

These "plays" may be added to new or existing systems.

Plays describe subprocess execution.



Benefits:

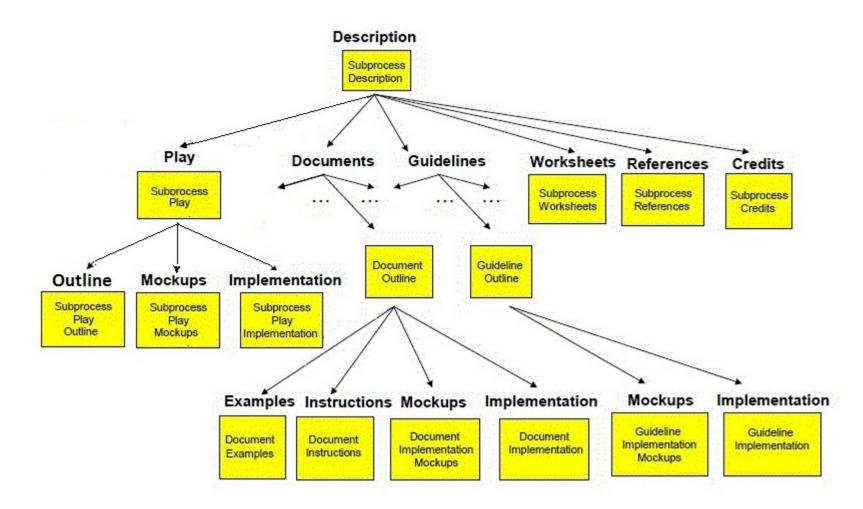
- Facilitates the collection of system and organizational requirements,

- Does not anger/upset people whose opinions are heard,

and

- Increases the interaction between managers, process developers, and participants.

For each subprocess, an "Integration View" is the integration or combination of other subprocess views. An "Integration View" facilitates intra- and inter-organization communication.



All the world's a stage ...

Jaques:

All the world's a stage,

And all the men and women merely players;

They have their exits and their entrances,

And one man in his time plays many parts,

His acts being seven ages.

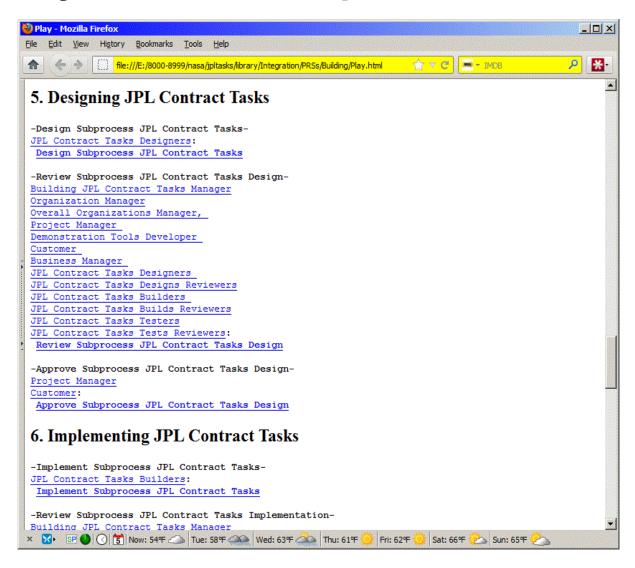
William Shakespeare As You Like It, Act 2, Scene 7. The approach uses a modernization of the Socratic Method or Dialogue to gain consensus between Teachers, Documentors, Managers, Implementors, and Participants.



Descriptions summarize subprocesses.

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Building Tasks
Dunding Tasks
Table of Contents
1. <u>Overview</u> 2. Play
3. Documents
4. <u>Guidelines</u>
5. <u>Others</u>
1. Overview
In this subprocess, we deal with the process of Building Tasks. This is where Projects design, build, and test their Tasks.
Organization: ORG
Organization. OKG
All-Files. These are all the view files.
Benefits
2. Play
2. 1 lay
In this subprocess, the play is divided in several parts:
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Plays describe subprocess execution.



Documents describe subprocess data.

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		-
3. Do	cuments	
In this sul	process, we have the following document types:	
De	emonstration Tools. These are used to represent the Demonstration Tools.	
	sks Contract. These are used to represent the Tasks Contract.	
	ocess Library. These are used to represent the Process Library.	
	plementation Plans. These are used to represent the Implementation Plans.	
	sks Designs. These are used to represent the Tasks Designs.	
	sks Designs Reviews. These are used to represent the Tasks Designs Review.	
Ta	sks Builds. These are used to represent the Tasks Builds.	
Ta	sks Builds Reviews. These are used to represent the Tasks Builds Reviews.	
Ta	sks Tests. These are used to represent the Tasks Tests.	
Ta	sks Tests Reviews. These are used to represent the Tasks Tests Reviews.	
<u>Ta</u>		
1. Ou	lucinics	
In this sul	pprocess, we have the following roles:	
Bu	ilding Tasks Manager. This is the person managing the Building Tasks subprocess.	
Pr	oject Manager. This is the person managing the Project.	
De	monstration Tools Developer. This is the person managing the Demonstration Tools Development.	
Cu	ustomer. This is the customer for the Tasks.	
Bu	siness Manager. This is the person managing the procurements for the .Development Facility	
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GP 🔀	🛛 🕒 🔿 5 Now: Mostly Sunny, 68 👎 💫 🛛 Mon: 73 👎 🔗 Tue: 78 👎 🖄 Wed: 79 👎 🐑 Thu: 78 👎 🧞 Fri: 81	ኖ 🐑 🛛 S

Guidelines describe user subprocesses.

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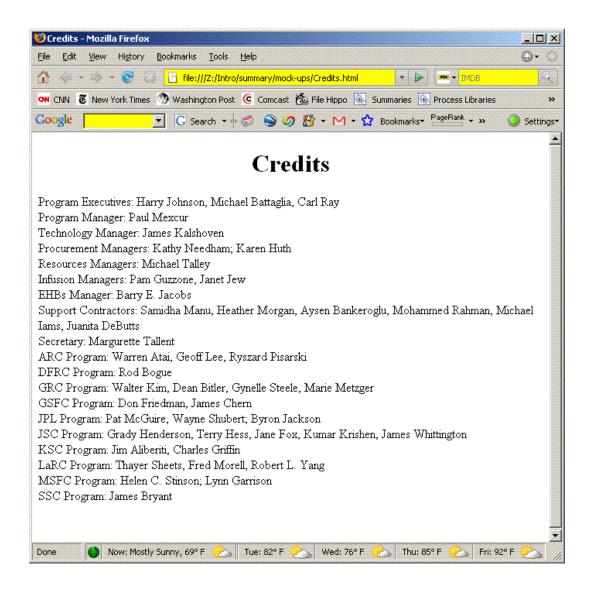
Subprocess Worksheets facilitate subprocess manager communication with process developers and participants.

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ubprocess: Building this subprocess, we d suniantion: Division C	Tasks leal with the process of Building Task		-		s Work m, build, and						
				Estimated	Actual		Doc	uments			
Task	Purpose	Suggested Roles	Task Lead(s)	Completion Date	Completion Date	Document	Instructions and Samples	Document Lead(s)	Estimated Completion Date	Actual Completion Date	Document Location(s)
Administration	The purpose of this task is to administer Project Development .	Task Lead, Subtask Lead, Subtask Member, Reviewer, Approval Official, Project Manager, Documents Manager	James Green	07/23/07	08/23/07	Document Library	Instructions and Samples	James Green	06/23/07	07/23/07	<u>Library</u> : NS2034
		Task Lead, Subtask Lead, Subtask Member,				Critical Design Review (CDR)Documents	Instructions and Samples	James Green	06/23/07	07/23/07	<u>Library</u> : NS2034
rifical Design Review (CDR)	The purpose of this task is to administer Critical Design Review (CDR)	Reviewer, Approval Official, Project	James Green	06/23/07	06/23/07	Draft Project Requirements Document	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
		Manager,				Partice Plan	Instructions and	James	06/23/07	07/23/07	Library: NS2034
		Documents Manager				Project Plan	Samples	Green			N52034
		Documents				Project Plan Resource Analysis Office (RAO) Data Dump Documents Project Plan	Samples <u>Instructions and</u> Samples Instructions and	Green James Green James	06/23/07	07/23/07	NS2034 Library: NS2034 Library:

References list other related resources.

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Templates:			
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Program Life Cycle Diagram			
Project Plan			
Project Life Cycle Diagram			
Formulation Authorization Doc			
Program Gate Products			
Program Commitment Agreeme	<u></u>		
Project Gate Products			
Changes/Waivers:			
Project Categorization			
<u>General Waivers</u>			
Key Decision Points			
Waivers to NPR 7120.5D			
Fechnical Authority			
Waiver Form			

Credits acknowledge people's contributions.



Tools that can be focused on during stagesby tool.

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-	Documents	Learn, Integrate, Test, Teach, Work Together	Learn, Integrate Document: Using Role Guidelines/ZHBs, Test, Tesch, Work Together	
	Role Guidelines/EHBs	Learn, Integrate, Test, Tesch, Work Together	Learn, Integrate Document: Using Role Guidelines/IHBs, Test, Tesch, Work Together	
	Subprocess Worksheets	Learn, Integrate, Test, Tesck, Work Together	Learn, Integrate Documents Using Role Guidelines/ZHBs, Test, Teach, Work Together	
	References	Learn, Integrate, Test, Tesch, Work Together	Learn, Integrate Documents Uning Role Guidelines/ZHBs, Test, Tesch, Work Together	
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Tools that can be focused on during stagesby stage.

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		Tools To Focus On Dur	ing Stages- By Stage.	
	Stage	Process Developer	Process Participant	
	Learn	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	
	Integrate	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Documents Using Role Guidelines/EHBs.	
	Test	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	
	Teach	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	
	Work Together	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	

Objective: Develop Internet-based tools to support the paperless documentation and management of complex distributed processes.

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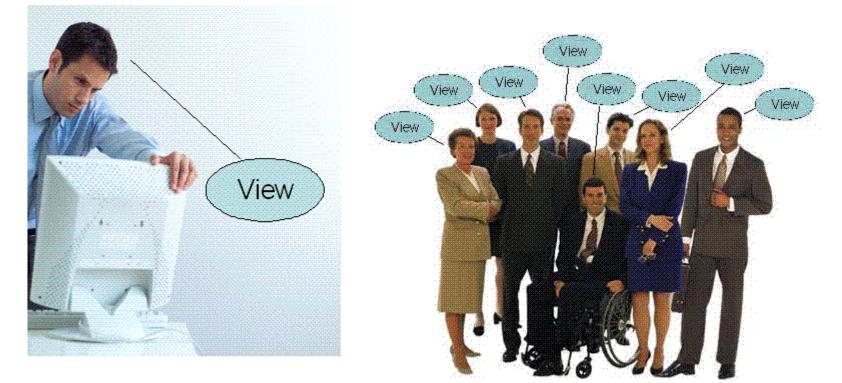
Organizations provide different views of the subprocesses, some of which may be proprietary.

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	Office of Chief Information Officer	
	Office of Chief Engineer	
	Office of Equal Opportunity	
	Office of Institutions and Management	
	Office of Education	
	Office of Safety and Mission Assurance	
	Office of General Council	
	Office of Strategic Communications	
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Organizations execute the eight "Play Development" stages.

- 1) summarizing (descriptions),
- 2) playwriting (outlines),
- 3) staging (mockups),
- 4) dress rehearsal (implementations),
- 5) performance (implementations),
- 6) evaluations (implementations),
- 7) revisions (outlines, mockups, implementations),
- and
- 8) closing.

People in organizations provide different views of the subprocesses



Subprocess Documentor's View

Subprocess Teacher's, Manager's, Implementor's and Participant's Views

Organizations generate Subprocess Life-Cycle* Views

- Organization subprocess teachers want to quickly learn, integrate, test, and teach their own views of their subprocesses. (Critical)
- Organization subprocess documentors want to quickly learn, integrate, test, and teach their own views of their subprocesses. (Critical)
- Organization subprocess managers want to quickly learn, integrate, test, and teach their own views of their subprocesses. (Critical)
- Organization subprocess implementors want to quickly learn, integrate, test, and teach their own views of their subprocesses. (Critical)
- Organization subprocess participants want to quickly learn, integrate, and perform tasks that are part of their views. (Critical)
- Organization subprocess managers want to quickly monitor execution of tasks that are part of their views.
- Organization subprocess teachers, documentors, managers, implementors, and participants want to quickly improve, test, and teach their subprocesses.
- Organization subprocess teachers, documentors, managers, implementors, and participants want to quickly improve, test, and teach using other organization's views.
- Organization subprocess teachers, documentors, managers, implementors, and participants become hurt/angry when their views are not supported.
- Organization subprocess implementors want to quickly update, test, and teach tools that help facilitate execution of their subprocesses.
- Organization subprocess teachers, documentors, managers, implementors, and participants want to quickly leave when their views continue not to be supported.

* Also, called the "Universal Subprocess".

The "Game of Telephone" Syndrome: Where People Pass-On Only Parts of the "Message"





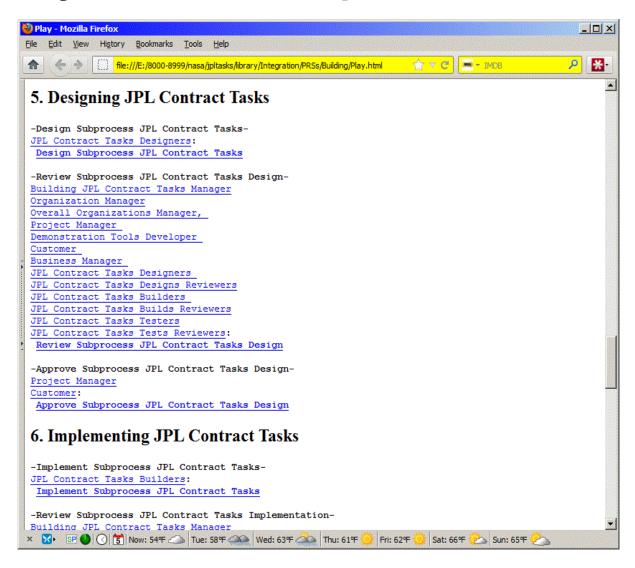
Overview of how editable and cost-saving process documentation tools can solve problems.

Problem	Solution
Develop Internet-based tools to support the paperless documentation and management of complex distributed processes.	Editable process documentation tools can be tailored to each subprocess.
Organizations provide different views of the subprocesses.	Editable process documentation tools can be tailored to reflect different organization's views of the subprocess.
Organizations execute the eight "play development" stages.	Editable process documentation tools can be tailored to reflect the eight "play development" stages.
People in organizations provide different views of the subprocesses.	Editable process documentation tools can be tailored to communicate different people's views of the subprocess.
Organizations generate Subprocess Life-Cycle Views.	Editable process documentation tools can be tailored to reflect different Life-Cycle views of the subprocess.
The "Game of Telephone" Syndrome: Where People Pass-On Only Parts of the "Message".	Editable process documentation tools can be tailored to layer below different people's views of the subprocess.

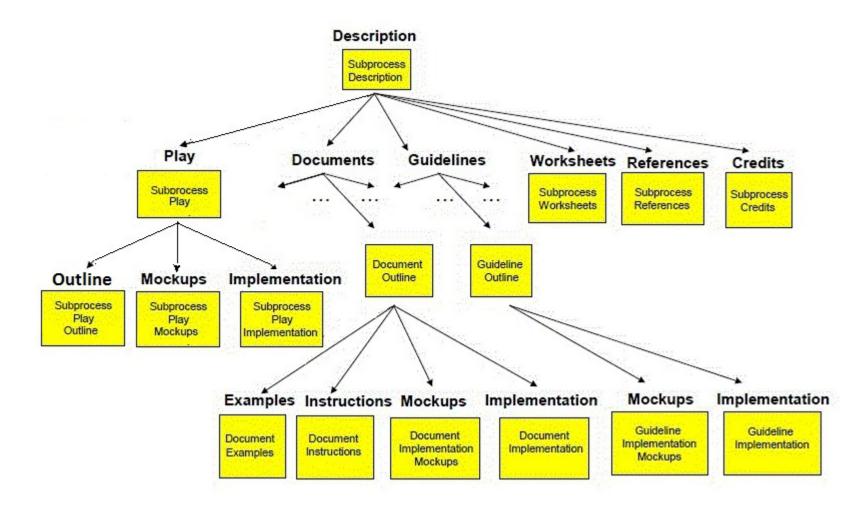
Solution: Process Libraries maintain organization's views of the subprocesses.

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Plays describe subprocess execution.



Our basic approach is to wrap organization's subprocesses in a common envelope containing "communication vehicles" that facilitate intra- and inter-organization communication.



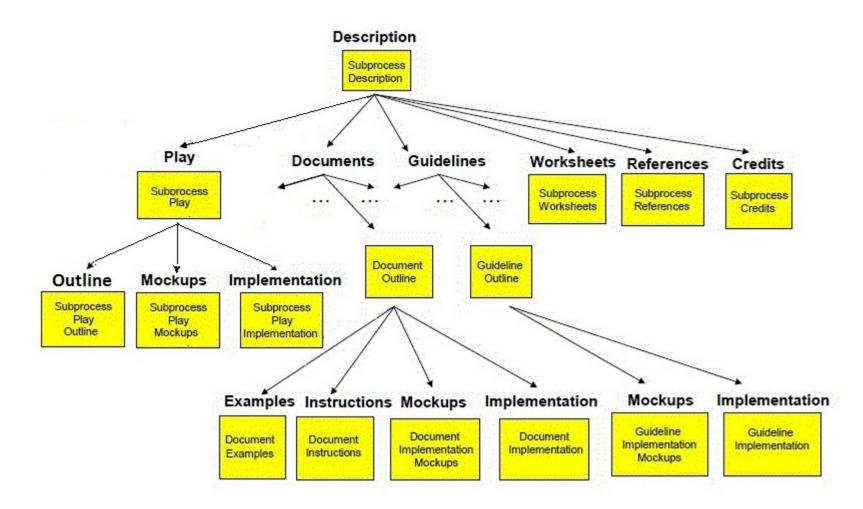
Tools that can be focused on during stagesby tool.

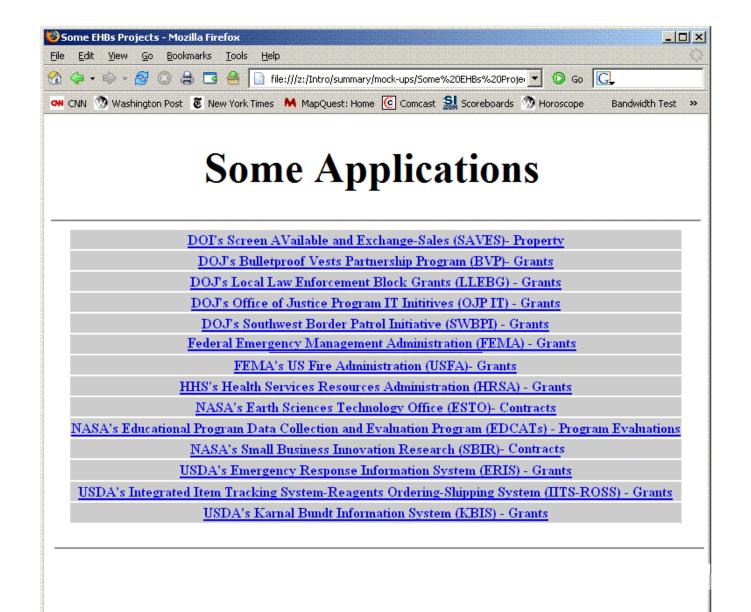
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	Plays	Learn, Integrate, Test, Tesch, Work Together	Learn, Integrate Documents Using Role Guidelines/ZHBs, Test, Tesch, Work Together	
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	Subprocess Worksheets	Learn, Integrate, Test, Teack, Work Together	Learn, Integrate Documents Using Role Guidelines/ZHBs, Test, Teach, Work Together	
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Tools that can be focused on during stagesby stage.

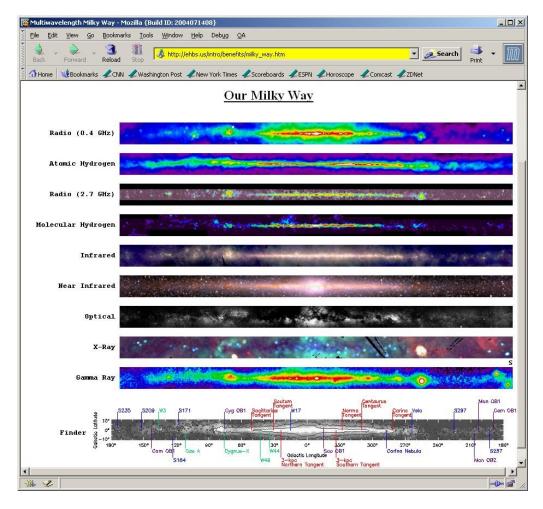
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		Tools To Focus On Dur	ing Stages- By Stage.	
	Stage	Process Developer	Process Participant	
	Learn	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	
	Integrate	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Documents Using Role Guidelines/EHBs.	
	Test	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	
	Teach	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	
	Work Together	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	

For each subprocess, an "Integration View" is the integration or combination of other subprocess views. An "Integration View" facilitates intra- and inter-organization communication.



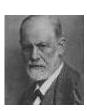


We believe that to truly understand one's universe, one must see it thru multiple "eyes" and also have tools to "communicate" these views.





Process Libraries (PLs) and Electronic Handbooks (EHBs) are where Shakespeare meets Freud.



- In Process Libraries (PLs), subprocesses are represented as "plays" where "actors" communicate thru the Internet. Each organization puts on its own "productions". For each role, Electronic Handbooks (EHBs) (also called Guidelines) guide "actors" thru their parts. Managers are "directors" using Worksheets as learning/management tools. Documentors serve as "playwrights". [Shakespearean]
- Organizations are represented as "families" having "multiple personalities". Subprocess "plays" and its "components" provide communication vehicles between members of the same family, different families, and families from different subprocesses. Documentors also serve as "family therapists". [Freudian]

All the world's a stage ...

Jaques:

All the world's a stage,

And all the men and women merely players;

They have their exits and their entrances,

And one man in his time plays many parts,

His acts being seven ages.

William Shakespeare As You Like It, Act 2, Scene 7. The approach uses a modernization of the Socratic Method or Dialogue to gain consensus between Teachers, Documentors, Managers, Implementors, and Participants.



Theatre of Dionysus- Athens, Greece



For More Details

