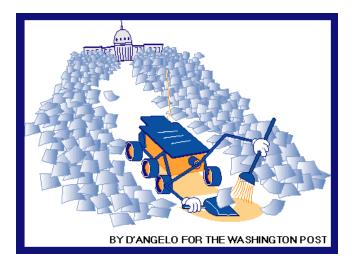
### NASA SBIR Technologies Management Using Process Libraries and Electronic Handbooks

(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.

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-Submit Deliverables- Contract Specialist: Call For Deliverables		
Awardee: Submit Deliverables		
ContractSpecialist:Review For Late DeliverablesNotify Awardees of Late Deliverables		
-Technical Intermediary Deliverables- <u>Contract Specialist:</u> <u>Notify COTR to Review Deliverables</u>		
COTR: Review Deliverables		
Contract         Specialist:           Examine         Review of Deliverables           Notify         Awardees         To Resubmit         Deliverables		
Contract Specialist: Approve Deliverables		
-Financial Intermediary Deliverables- <u>Contract Specialist:</u> <u>Notify Field Center Contracting Officer to Review Vouchers</u>		
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#### Benefits:

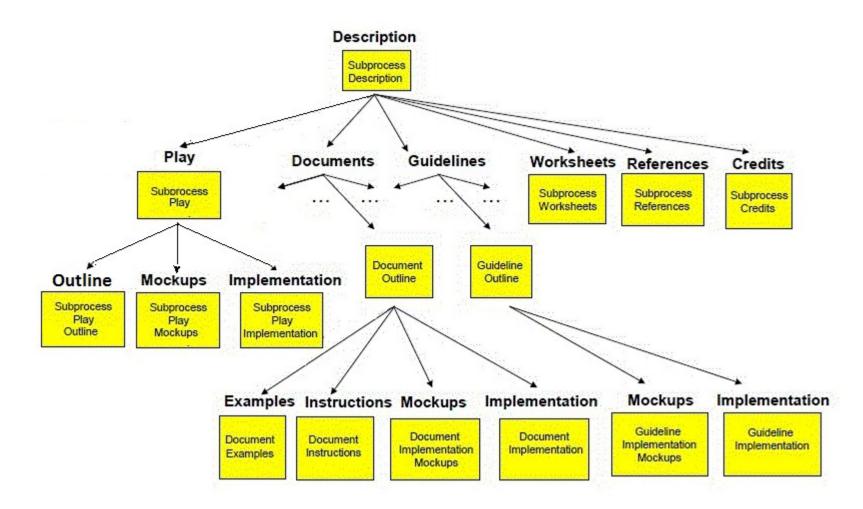
### - Facilitates the collection of system and organizational requirements,

- 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,

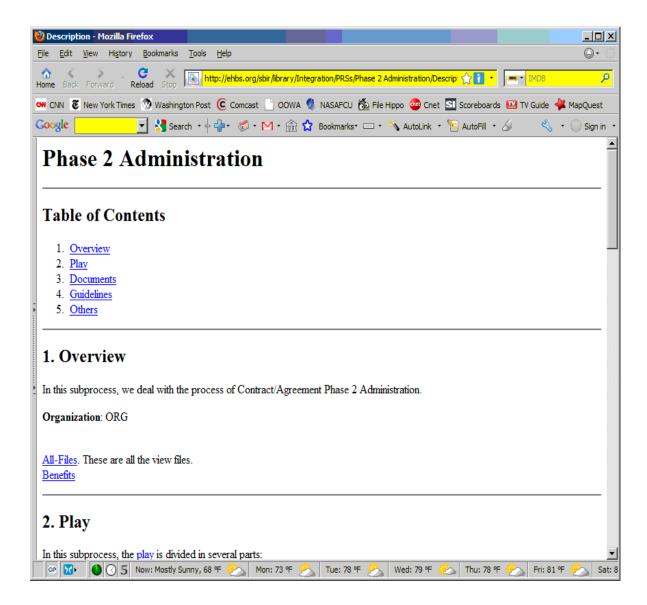
And one man in his time plays many parts,

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.



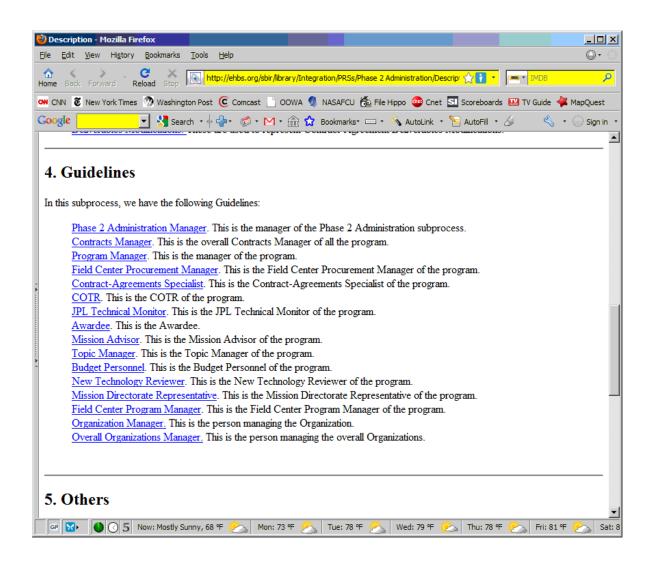
### Plays describe subprocess execution.

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### **Documents describe subprocess data.**

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<ul> <li>5. Contract/Agreement &amp; Deliverables Modifications. This is where Contract/Agreements &amp; Deliverables are modified.</li> <li>6. Analysis. This is where participants use report tools.</li> </ul>	.ed.
3. Documents	
In this subprocess, we have the following document types:	
Registrations.       These are used to represent user Registrations.         Contracts.       These are used to represent Contracts folders.         Deliverables       These are used to represent Deliverables Tables.         Deliverables.       These are used to represent Deliverables.         Advisors.       These are used to represent Grant Advisors.         Contract-Agreement Modifications.       These are used to represent Contract-Agreement Modifications.         Deliverables       Modifications.         These are used to represent Contract-Agreement Modifications.	
4. Guidelines	
In this subprocess, we have the following Guidelines:	
Phase 2 Administration Manager. This is the manager of the Phase 2 Administration subprocess.	
<u>Contracts Manager</u> . This is the overall Contracts Manager of all the program. <u>Program Manager</u> . This is the manager of the program.	
Field Center Procurement Manager. This is the Field Center Procurement Manager of the program.	
Contract-Agreements Specialist. This is the Contract-Agreements Specialist of the program.	
COTR. This is the COTR of the program.	-
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#### Guidelines describe user subprocesses.



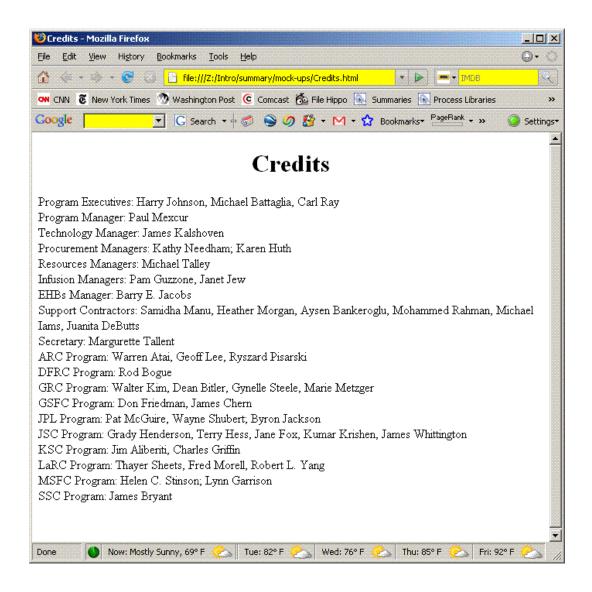
### Subprocess Worksheets facilitate subprocess manager communication with process developers and participants.

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Subprocess: Phase II Contract Administration Purpose: The purpose of this subprocess is to manage SBIR/STTR Phase II Contract Administration . Organization: MSFC SBIR/STTR Program												
								Documen	ts			
Task	Ршрозе	Suggested Roles	Task Lead(s)	Estimated Completion Date	Actual 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 the design of SBIR/STTR Phase II Contract Administration.	Procurement Manager, Contracting Officer, Contract Specialist, Procurement Reviewer, COTR, JPL Technical Monitor, Advates, Advisor, Directante Representative, Topic Mission Directante Representative, Topic Manager, Subtopic Manager, Field Center Program Manager, Technology Infusion Manager, Budget Personnel	Helen Stinson	07/23/07	08/23/07	Document Library	Instructions and Samples	Helen Stinson	06/23/07	07/23/07	Library: NS2034	
		Procurement Manager, Contracting Officer, Contract Specialist, Procurement Reviewer,				Planning Document	Instructions and Samples	Helen Stinson	06/23/07	07/23/07	Library: NS2034	
Planning		Helen Stinson	06/23/07	06/23/07	Draft Project Requirements Document	Instructions and Samples	Helen Stinson	06/23/07	07/23/07	Library: NS2034		
Administration. 2	Program Manager/Program Executive, Mission Directorate Representative, Topic Manager, Subtopic Manager, Field Center Program Manager, Technology Infusion Manager,				Project Plan	Instructions and Samples	Helen Stinson Helen	06/23/07	07/23/07	Library: NS2034		
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### **References list other related resources.**

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Program/Project On-Line Libi	rary and Resource Information Sustm (Polaris)		
NPR 7120.5D (NODIS)			
Templates:			
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Program Plan			
Program Life Cycle Diagram			
Project Plan			
Project Life Cycle Diagram			
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Program Commitment Agreeme	<u></u>		
Project Gate Products			
Changes/Waivers:			
Project Categorization			
<u>General Waivers</u>			
Key Decision Points			
Waivers to NPR 7120.5D			
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Waiver Form			

### Credits acknowledge people's contributions.



### Tools that can be focused on during stagesby tool.

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	Tool	Process Developer	Process Participant	
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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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	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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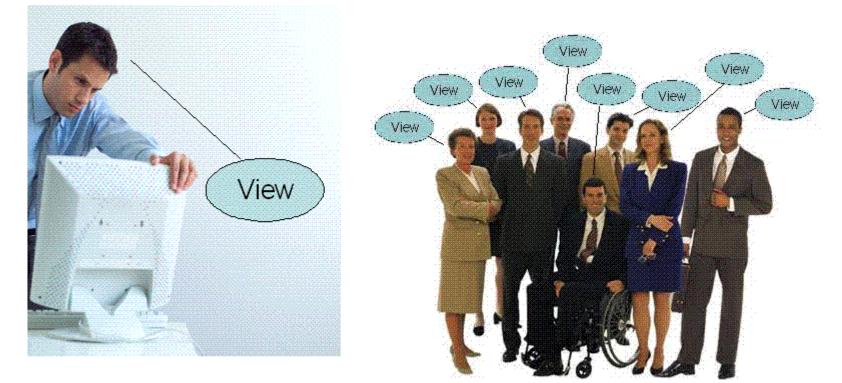
## Organizations provide different views of the subprocesses, some of which may be proprietary.

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	MSFC SBIR/STTR Office		
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	Office of Aeronautics Research SBIR/STTR Offices		
	Office of Science SBIR/STTR Offices		
	Office of Space Operatons SBIR/STTR Offices		
	SBIR/STTR PMO Office		
	SSC SBIR/STTR Office		
	Product Distribution Subprocesses Organizations		
	ARC IPP Office		
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	GRC IPP Office		
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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.

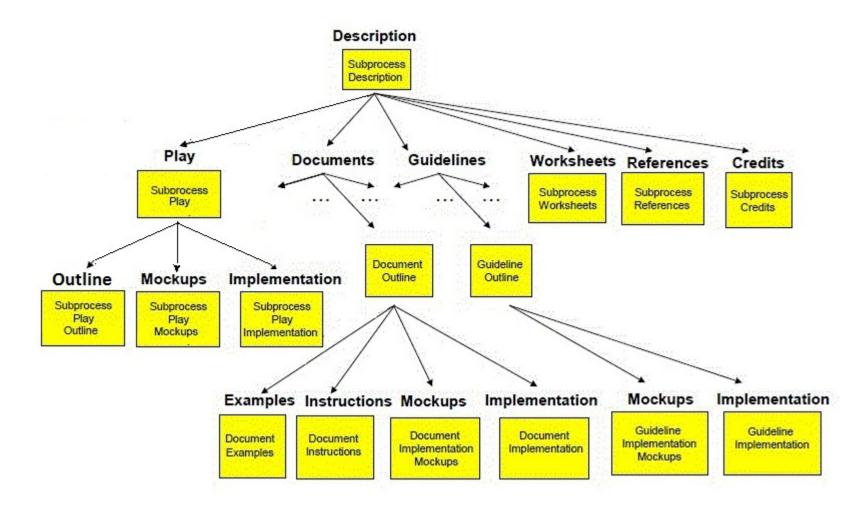
### Solution: Process Libraries maintain organization's views of the subprocesses.

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Subprocess: Phase II Contract Administration (T4-3-00-00)	
Create View	
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ARC Lee, Geoff (geoff.lee@nasa.gov)	Update Copy Delete
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<u>GRC</u> Kim, Walter S. (walter.s.kim@nasa.gov)	<u>Update</u> <u>Copy</u> <u>Delete</u>
GSFC Chern, Dr. E. James (Engmin.J.Chern@nasa.gov)	Update Copy Delete
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### Plays describe subprocess execution.

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



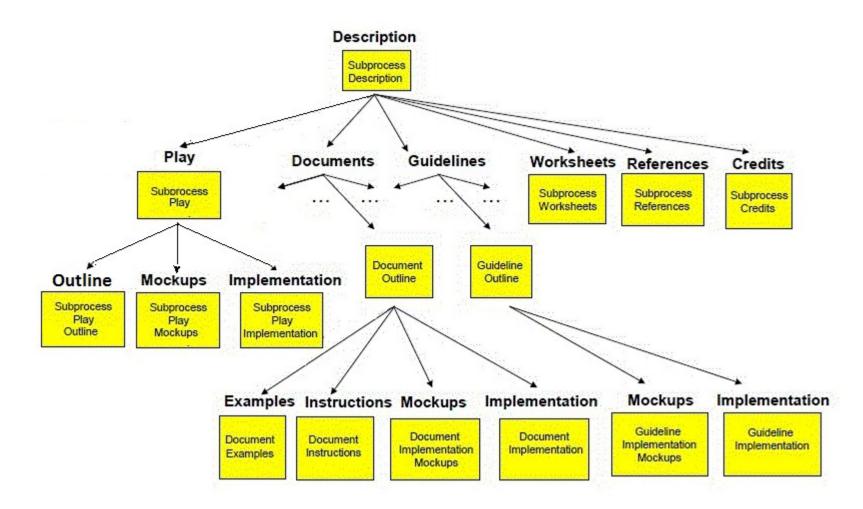
### Tools that can be focused on during stagesby tool.

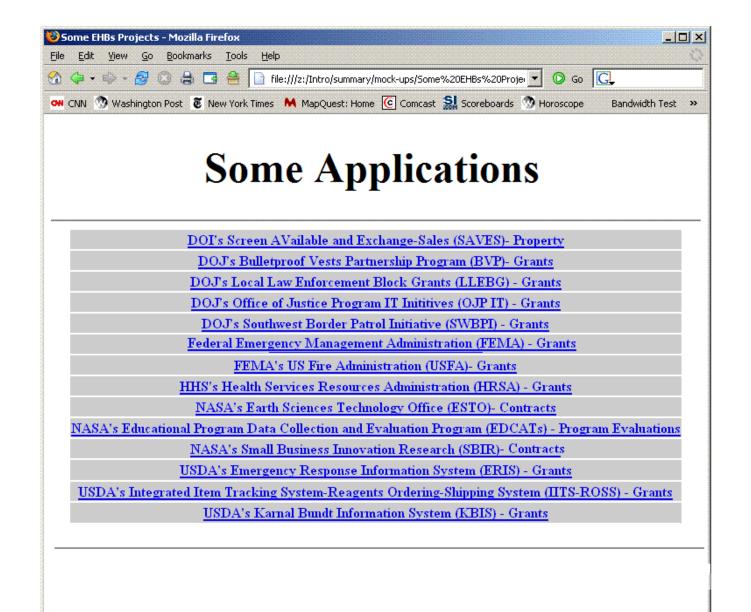
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	Tools To Focus On During Stages- By Tool.			9
	Tool	Process Developer	Process Participant	
	Descriptions	Learn, Integrate, Test, Teach, Work Together	Learn, Integrate Documents Using Role Guidelines/THBs, Test, Teach, Work Together	
	Plays	Learn, Integrate, Test, Tesch, Work Together	Learn, Integrate Documents Using Role Guidelines/ZHBs, Test, Tesch, Work Together	
	Documents	Learn, Integrate, Test, Teach, Work Together	Learn, Integrate Document: Using Role Guidelines/ZHBs, Test, Tesch, Work Together	
	Role Guideline:/EHB:	Learn, Integrate, Test, Tesch, Work Together	Learn, Integrate Document: Using Role Guidelines/ZHBs, Test, Tesch, Work Together	
	Subprocess Worksheets	Learn, Integrate, Test, Teack, Work Together	Learn, Integrate Documents Using Role Guidelines/ZHBs, Test, Tesch, Work Together	
	References	Learn, Integrate, Test, Teach, Work Together	Learn, Integrate Document: Using Role Guidelines/IHBs, Test, Tesch, Work Together	
	Credits	Learn, Integrate, Test, Teach, Work Together	Learn, Integrate Document Using Role Guidelines/IHBs, Test, Tesch, Work Together	

### Tools that can be focused on during stagesby stage.

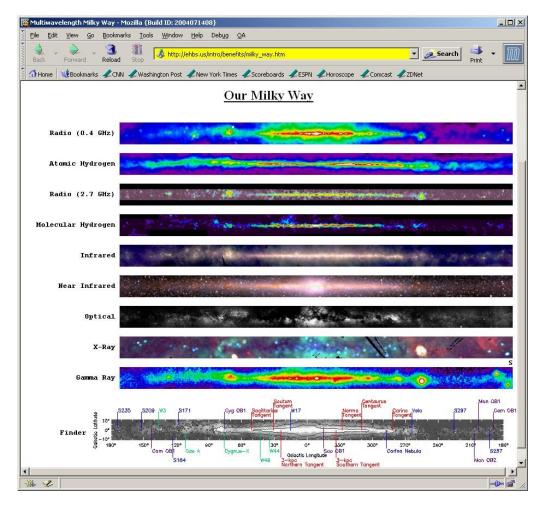
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		Tools To Focus On Dur		
	Stage	Process Developer	Process Participant	
	Learn	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, 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**

