### Support Subprocesses Management Using Process Libraries and Electronic Handbooks



(Where Shakespeare Meets Freud)



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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Develop Guidelines -Guidelines Review-	
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Review Guidelines	
Overall Organizations Manager: Approve Guidelines	
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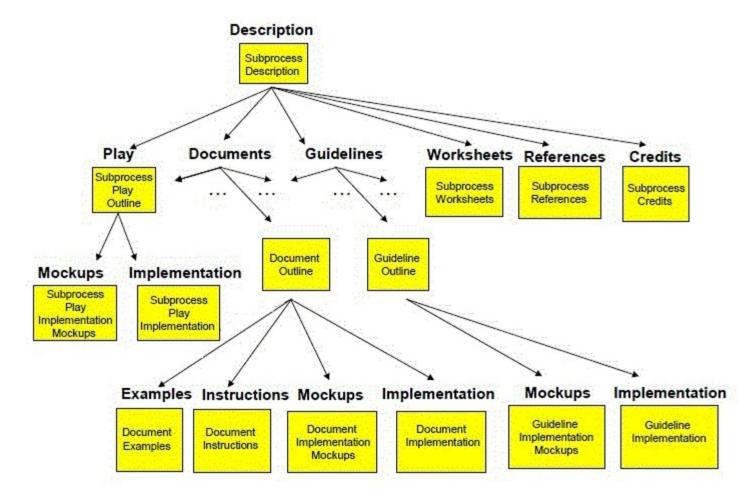
#### **Benefits:**

- 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,

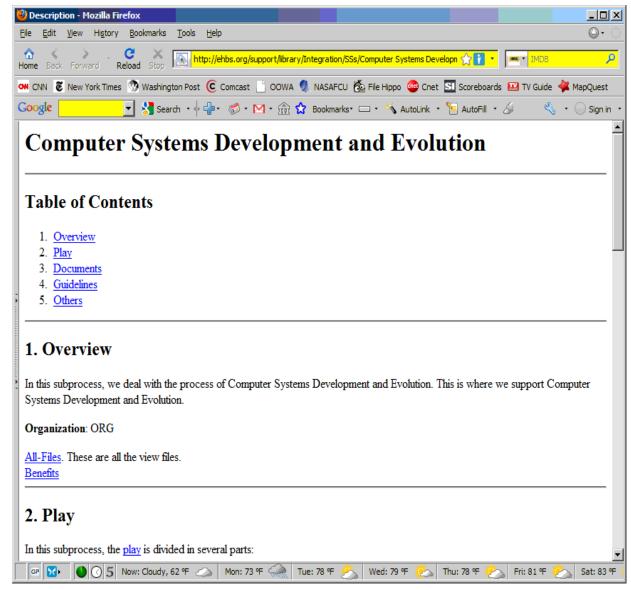
And one man in his time plays many parts,

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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<ol> <li>7. Analysis. This is where participants use report tools.</li> </ol>	<u> </u>
3. Documents In this subprocess, we have the following document types:	
Computer Systems Development and Evolution Guidelines. These are used to represent the Computer Systems	
Development and Evolution Guidelines.	
Task Records. These are used to represent the tasks.	
<ul> <li>4. Guidelines</li> <li>In this subprocess, we have the following Guidelines:</li> <li>Computer Systems Development and Evolution Manager. This is the person responsible for the Computer Systems</li> </ul>	
Development and Evolution subprocess.	<u>ہ</u>
Initiator. This is the person responsible for initiating the task.	
Executor. This is the person responsible for executing the task.	
Overall Organizations Manager. This is the person managing all the organizations.	
Organization Manager . This is the person managing an organization.	
Subprocess Manager. This is the person managing a subprocess.	
5. Others	💌 ۴ 🌮 که Sat: 83 ۴

### Guidelines describe user subprocesses.

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4. Guidelines	
In this subprocess, we have the following Guidelines:	
Commune Sectors Development of IT-statics Manager This is the sector state for the Commune Sectors	
<u>Computer Systems Development and Evolution Manager.</u> This is the person responsible for the Computer Systems Development and Evolution subprocess.	
Initiator. This is the person responsible for initiating the task.	
Executor. This is the person responsible for executing the task.	
Overall Organizations Manager. This is the person managing all the organizations.	
Organization Manager . This is the person managing an organization.	
Subprocess Manager. This is the person managing a subprocess .	
5. Others	
In this subprocess, we have the following other tools:	
Worldsheet This is the middlines for the menoger/director	
Worksheet. This is the guidelines for the manager/director. Credits. These are the people partaking in this organization's production.	_
References. These are other references.	
All-Files. These are all the view files.	
Related Links:	
Other Views;	
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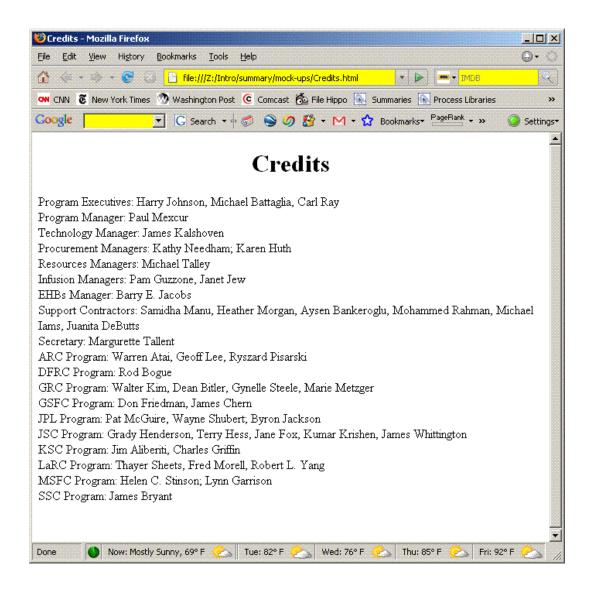
### Subprocess Worksheets facilitate subprocess manager communication with process developers and participants.

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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 Phase D: Project Development .	Task Lead, Subtask Lead, Subtask Lead, 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	Library: NS2034									
		Phase D Manager, Project Manager, Program Manager, Organization Manager,				Missile System Pre-Launch Safety Package (Update)	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034									
			Manager, Program	Manager, Program	Manager, Program	Manager, Program	Manager, Program								As-built Hardware and Software Documentation (Baseline)	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
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iger renna rivans	products for the Flight Project.	Overall Projects Manager, Task Lead,				06/23/07	en 06/23/07	06/23/07	06/23/07	06/23/07	06/23/07	Operations Handbook (Baseline)	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034			
		Subtask Lead, Reviewer, Approval				Reviews	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034									
		Official, Documents Manager				Approvals	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034									
reject Flanning, Cost, and Schedule Products		Phase D Manager, Project Manager, Program				Work Agreement for Next Phase (Baseline)	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034									
	The purpose of this task is to provide Planning, Cost, and Schedule products for the Flight Project.	Manager, Organization Manager	James Green	07/23/07	078/23/07	Reviews	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034									

#### **References list other related resources.**

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Templates:			
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Program Plan			
Program Life Cycle Diagram			
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Changes/Waivers:			
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### Credits acknowledge people's contributions.



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

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

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	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.			

#### **Outline of Presentation:**

-The Bottom Line--Objectives--Solution--Where Shakespeare Meets Freud--Some Applications--Things Supported--Examples--Final Thoughts-

### 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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	Product Realization Subprocesses Organizations	
	ACRIMSAT Mission Aura Mission	
	Cassini-Huygens Mission	
	Chandra X-ray Observatory	
	Cosmic Hot Interstellar Plasma Spectrometer (CHIPS)	
	Cluster ESA/NASA Mission	
	Deep Impact	
	ISS Expedition 10	
	Fast Auroral Snapshot Explorer (FAST)	
	Far Ultraviolet Spectroscopic Explorer (FUSE) Mission	
	Galaxy Evolution Explorer (GALEX) Mission	
Geostationary Operational	l Environmental Satellite Program (GOES) - Organization Subpr	rocess Formulation
	Geotail Mission	
	Gravity Probe B (GPB) Mission	
	Gravity Recovery and Climate Experiment High Energy Transient Explorer-2 (HETE-2) Mission	
	Hubble Space Telescope	
	Ice Cloud and Land Elevation Satellite (ICEsat) Mission	
Imag	er for Magnetopause-to-Aurora Global Exploration (IMAGE )	
TATE	James Webb Space Telescope (JWST)	
INT	Ernational Gamma-Ray Astrophysics Laboratory (INTEGRAL) Lunar Reconnaissance Orbiter (LRO)	
	Mars Exploration Rover - Opportunity	
	Mars Exploration Rover - Spirit	
	Mars Global Surveyor	
	Mars Reconnaissance Orbiter (MRO)	
MErcury, Surfac	e, Space Experiment, GEochemistry and Ranging (MESSENGE	R) Mission
	Muses-C	
	NOAA-M Environmental Satellite	
	Polar Mission	
Reuv	en Ramaty High Energy Solar Spectroscopic Imager (RHESSI)	

### Organizations execute the eight "Play Development" stages.

1) summarizing (descriptions),

2) playwriting (outlines),

3) staging (mockups),

4) dress rehearsal (implementations),

5) performance (implementations),

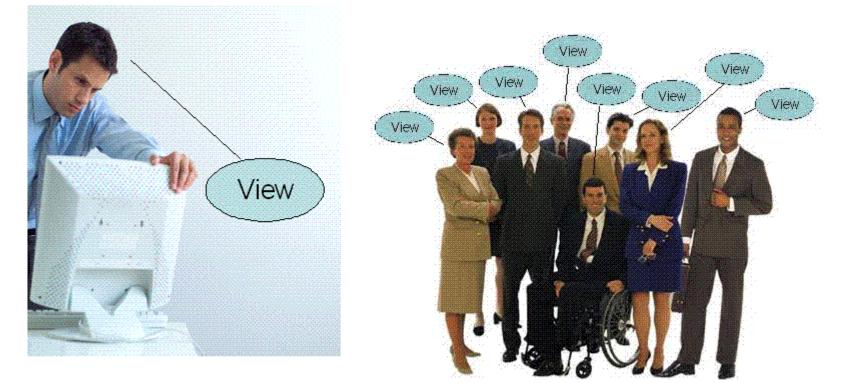
6) evaluations (implementations),

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"

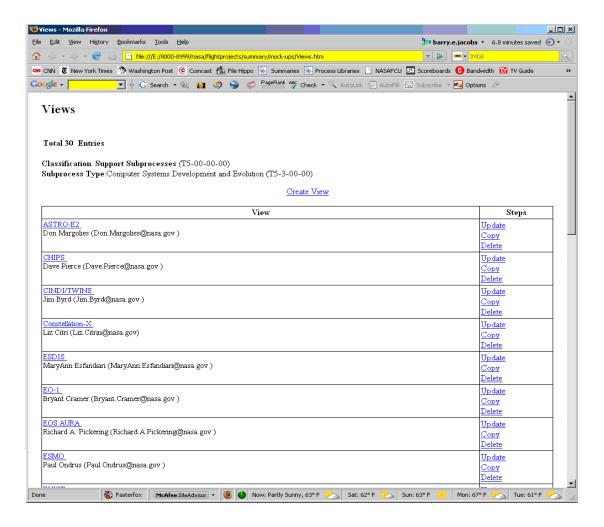




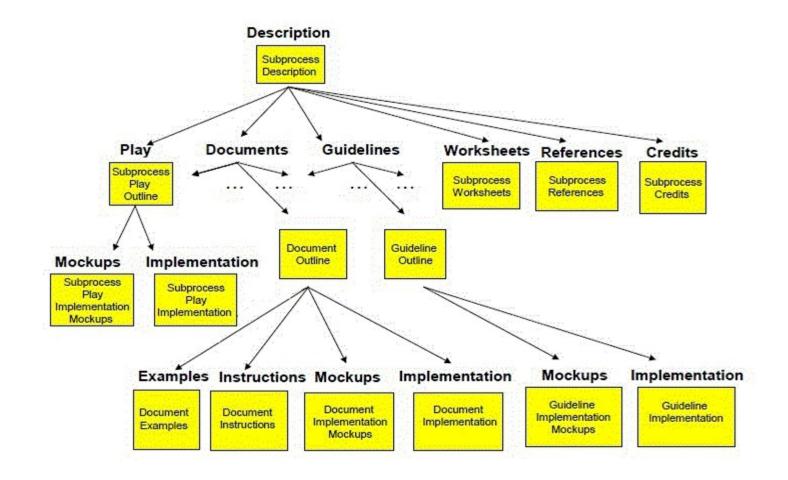
# Overview of how editable and cost-saving process documentation tools can solve problems.

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.



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



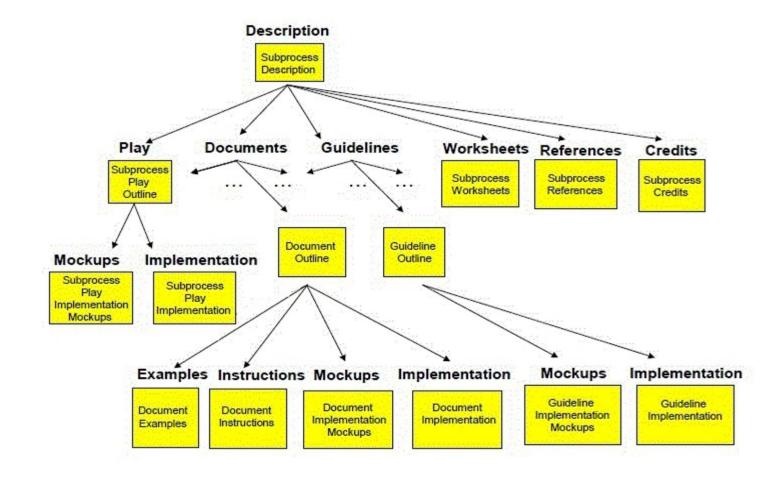
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	Test	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	Descriptions, Plays, Documents, Role Guidelines/EHBs, Subprocess Worksheets, References, and Credits.	
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For each subprocess, an "Integration View" is the integration or combination of other subprocess views. An "Integration View" facilitates intra- and inter-organization communication.





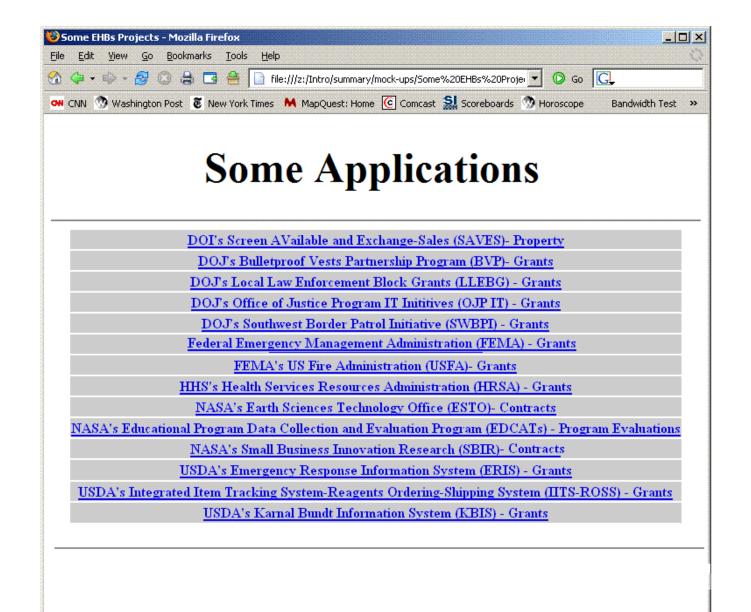
### Process Libraries (PLs) and Electronic Handbooks (EHBs) are where Shakespeare meets Freud.



- 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]

The approach uses a modernization of the Socratic Method or Dialogue to gain consensus between Teachers, Documentors, Managers, Implementors, and Participants.





# Subprocess Life-Cycle Views that are supported.

- Organization subprocess teachers want to quickly learn, integrate, test, and teach their own views of their subprocesses. (Critical) Organization subprocess teachers copy relevant organization subprocess Plays/Documents/Guidelines/Worksheets.
- Organization subprocess documentors want to quickly learn, integrate, test, and teach their own views of their subprocesses. (Critical) Organization subprocess documentors copy relevant organization subprocess Plays/Documents/Guidelines/Worksheets in the Process Library and then learn, integrate, test, and teach their new organization subprocess Plays/Documents/Guidelines/Worksheets.
- Organization subprocess managers want to quickly learn, integrate, test, and teach their own views of their subprocesses. (Critical) Organization subprocess managers copy relevant organization subprocess Plays/Documents/Guidelines/Worksheets in the Process Library and then learn, integrate, test, and teach their new organization subprocess Plays/Documents/Guidelines/Worksheets.
- Organization subprocess implementors want to quickly learn, integrate, test, and teach their own views of their subprocesses. (Critical) Organization subprocess implementors copy relevant
  organization subprocess Plays/Documents/Guidelines/Worksheets in the Process Library and then learn, integrate, test, and teach their new organization subprocess Plays/Documents/Guidelines/Worksheets.
- Organization subprocess participants want to quickly learn, integrate, and perform tasks that are part of their views. (Critical) Organization subprocess participants study the steps of their organization subprocess view Guidelines.
- Organization subprocess managers want to quickly monitor execution of tasks that are part of their views. Organization subprocess managers monitor the execution of tasks using their organization subprocess Plays/Documents/Guidelines/Worksheets.
- Organization subprocess teachers, documentors, managers, implementors, and participants want to quickly update, test and teach their subprocesses. Organization subprocess teachers, documentors, managers, implementors, and participants update, test, and teach their organization subprocess Plays/Documents/Guidelines/Worksheets.
- Organization subprocess teachers, documentors, managers, implementors, and participants want to quickly update, test, and teach using other organization's views. Organization subprocess teachers, documentors, managers, implementors, and participants update, test, and teach using other relevant organization subprocess Plays/Documents/Guidelines/Worksheets in the Process Library.
- Organization subprocess teachers, documentors, managers, implementors, and participants become hurt/angry when their views are not supported. Organization subprocess teachers, documentors, managers, implementors, and participants update, test, and teach their organization subprocess Plays/Documents/Guidelines/Worksheets.
- Organization subprocess implementors want to quickly update, test and teach tools that help facilitate execution of their subprocesses. Organization subprocess implementors update, test, and teach tools using requirements from Plays/Documents/Guidelines/Worksheets in the Process Library.
- Organization subprocess teachers, documentors, managers, implementors, and participants want to quickly leave when their views continue not to be supported. Organization subprocess teachers, documentors, managers, implementors, and participants archive their organization subprocess Plays/Documents/Guidelines/Worksheets.
- The Key Human Factor Issue: Communication Within and Across Organizations. Organization subprocess Plays/Documents/Guidelines/Worksheets in Process Libraries facilitate intra- and interorganization communication.

# Basic People Principles that are supported.

•Subprocesses determine tools. The approach supports people doing their jobs as they see it. Forcing additional tools on people only adds more burdens to their jobs and they will likely ignore them. Additional requirements should be integrated into existing subprocesses.

•Everyone's subprocesses should be supported as best as possible. The approach supports people seeing their jobs differently. This is often a good thing for subprocess improvement.

•Tools are role-based so that data is collected during subprocess execution. As people partake in the subprocesses, the approach supports data entry in the system. If data collection is done after the fact, the quality of the data generally suffers.

•Tools are people-based so that users require minimal training. The approach helps people to determine which steps to use. For each of the substeps (i.e., forms and documents), the approach should have clear templates, instructions, and samples.

•Tools are web-based so that all users can easily partake. The web-based approach supports the reduced need to install special software on user's computers. This is especially important in the case where the number of participants is large.

•Everyone helps build the tools. The approach supports joint ownership in the subprocesses and the underlying systems which is crucial for overall acceptance.

# Subprocess/Play Developments that are supported.

•**Presentation & Paper/Marketing.** The approach supports presentation & paper/marketing using the contents of Descriptions, Plays, Documents, Guidelines, Worksheets, Contacts, References, and Credits.

•Worksheet/Outlining. The approach supports worksheet/outlining using the drafting of Descriptions, Plays, Documents, Guidelines, Worksheets, Contacts, References, and Credits.

•**Temporal Flow/Playwriting.** The approach supports temporal flow/playwriting using the drafting of Descriptions, Plays, Documents, Guidelines, Worksheets, Contacts, References, and Credits.

•Examples/Rehearsal. The approach supports examples/rehearsals using the mockups of Descriptions, Plays, Documents, Guidelines, Worksheets, Contacts, References, and Credits.

•Implementation/Staging. The approach supports implementation/staging using the building of Descriptions, Plays, Documents, Guidelines, Worksheets, Contacts, References, and Credits.

•**Utilization/Performance.** The approach supports users utilization/performance using execution of Descriptions, Plays, Documents, Guidelines, Worksheets, Contacts, References, and Credits.

•**Revision/New Production.** The approach supports revision/new production using updates of the Descriptions, Plays, Documents, Guidelines, Worksheets, Contacts, References, and Credits.

•Closeout/End Production. The approach supports closeout/ end performance using storage of the Descriptions, Plays, Documents, Guidelines, Worksheets, Contacts, References, and Credits.

# Process Library Operations that are supported.

- **Organization Subprocess Formulation.** The approach supports the introduction of new organizations and their subprocesses into the library.
- **Organization Subprocess Implementation.** The approach supports implementation of common tools for organizations in the library.
- **Organization Subprocess Customer Support.** The approach supports user requests for the library.
- **Organization Subprocess Evaluation.** The approach supports organization subprocess evaluations.
- **Organization Subprocess Update.** The approach supports the updating of organizations and their subprocesses in the library.
- **Organization Subprocess Closeout.** The approach supports the closeouts of organizations and their subprocesses from the library.

### **Examples**

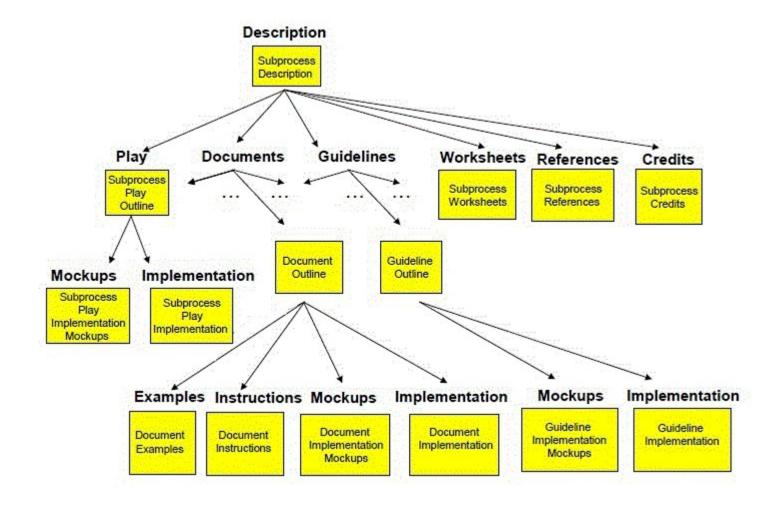
### Process Libraries are organized by subprocesses.

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Support Subprocesses Process Library
Overview (Demo)
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Home Page Management
Education and Outreach Activities
Facilities Management
Security
Small Systems Support
Visualizations
Program Support and Reporting
<u>Standards</u>
Quality Assurance (QA)
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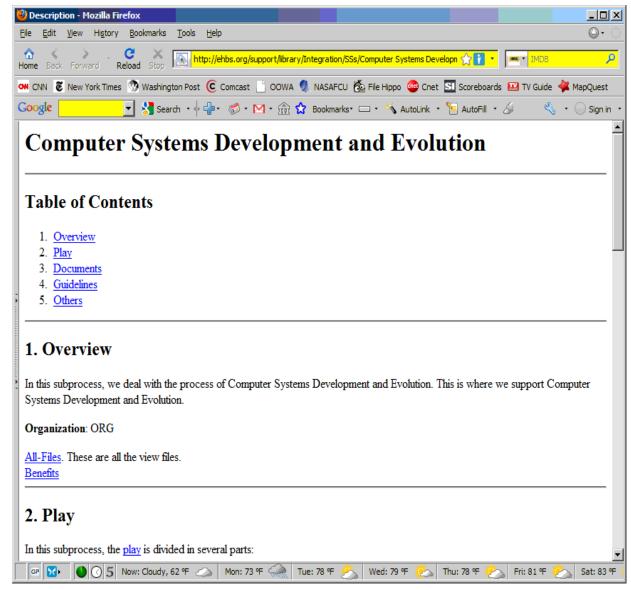
### View Tools show how organizations view their subprocesses.

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### Subprocess View Tools contain the envelope of related files.



### Descriptions summarize subprocesses.



#### Plays describe subprocess execution.

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

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<ol> <li>Closeout. This is where tasks are closed out.</li> <li>Analysis. This is where participants use report tools.</li> </ol>	<b></b>
3. Documents In this subprocess, we have the following document types:	
Computer Systems Development and Evolution Guidelines. These are used to represent the Computer Systems	
Development and Evolution Guidelines.	
Task Records. These are used to represent the tasks.	
<ul> <li>4. Guidelines</li> <li>In this subprocess, we have the following Guidelines:</li> <li>Computer Systems Development and Evolution Manager. This is the person responsible for the Computer Systems</li> </ul>	
Development and Evolution subprocess.	
Initiator. This is the person responsible for initiating the task.	
<u>Executor</u> . This is the person responsible for executing the task.	
Overall Organizations Manager. This is the person managing all the organizations.	
Organization Manager . This is the person managing an organization.	
Subprocess Manager. This is the person managing a subprocess.	
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### Guidelines describe user subprocesses.

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4. Guidelines	
In this subprocess, we have the following Guidelines:	
Commuter Sectors Development and Exclusion Manager. This is the neuron state for the Commuter Sectors	
<u>Computer Systems Development and Evolution Manager.</u> This is the person responsible for the Computer Systems Development and Evolution subprocess.	
Initiator. This is the person responsible for initiating the task.	
Executor. This is the person responsible for executing the task.	
Overall Organizations Manager. This is the person managing all the organizations.	
Organization Manager . This is the person managing an organization.	
Subprocess Manager. This is the person managing a subprocess.	
5. Others	
In this subprocess, we have the following other tools:	
Worksheet. This is the guidelines for the manager/director.	
<u>Credits</u> . These are the people partaking in this organization's production.	_
References. These are other references.	
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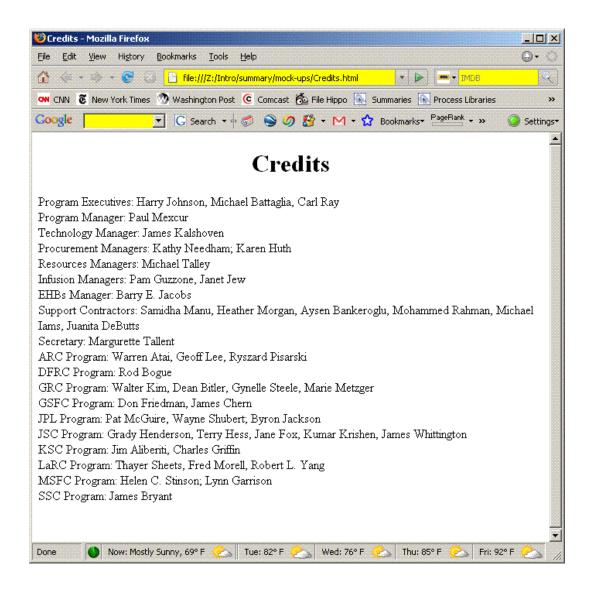
### Subprocess Worksheets facilitate subprocess manager communication with process developers and participants.

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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 Phase D: Project Development .	Task Lead, Subtask Lead, Subtask Lead, 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	Library: NS2034
		Phase D Manager, Project				Missile System Pre-Launch Safety Package (Update)	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
		Manager, Program Manager,				As-built Hardware and Software Documentation (Baseline)	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
roject Technical Products	The purpose of this task is to provide Technical	Organization Manager,	James	06/23/07	06/23/07	Verification and Validation Report (Baseline)	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
roject Technical Products	products for the Flight Project.	Overall Projects Manager, Task Lead,	Green	06/23/07	06/23/07	Operations Handbook (Baseline)	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
		Subtask Lead, Reviewer, Approval				Reviews	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
		Official, Documents Manager				Approvals	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034
		Phase D Manager, Project Manager, Program				Work Agreement for Next Phase (Baseline)	Instructions and Samples	James Green	06/23/07	07/23/07	<u>Library</u> : NS2034
roject Planning, Cost, and Schedule Products	The purpose of this task is to provide Planning, Cost, and Schedule products for the Flight Project.	Manager, Organization Manager, Overall Projects Manager, Task Lead,	James Green	07/23/07	078/23/07	Reviews	Instructions and Samples	James Green	06/23/07	07/23/07	Library: NS2034

#### **References list other related resources.**

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Templates:			
NPR 7123.1A (NODIS)			
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Program Life Cycle Diagram			
Project Plan			
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Key Decision Points			
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Waiver Form			

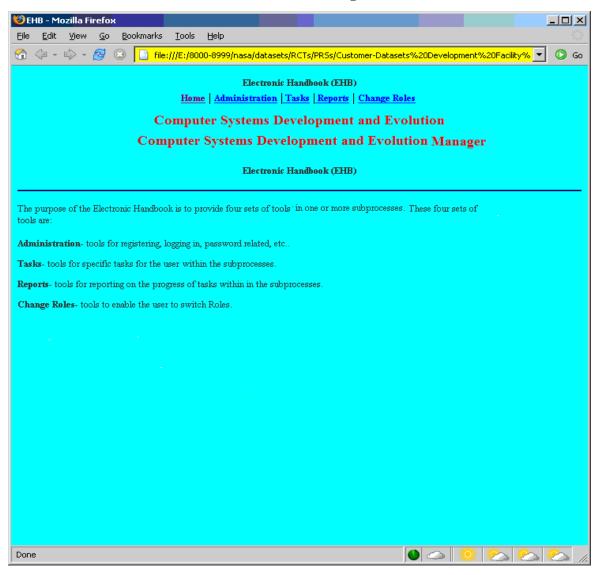
### Credits acknowledge people's contributions.



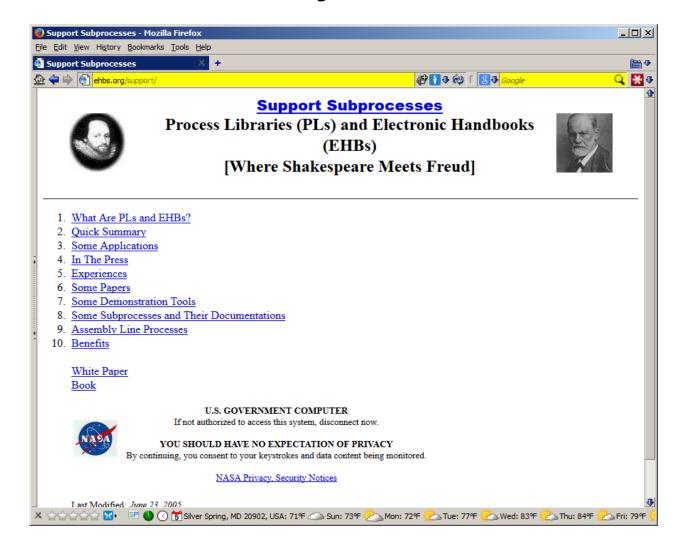
### Integration Tools facilitate subprocess integration.

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Date Updated	27-JUL-2006	
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<u>Gamma-Ra</u> Fetch - (Siz	<u>y Large Area Space Telescope (GLAST)</u> e: 7 KB)	28-NOV-2006 28-NOV-2006
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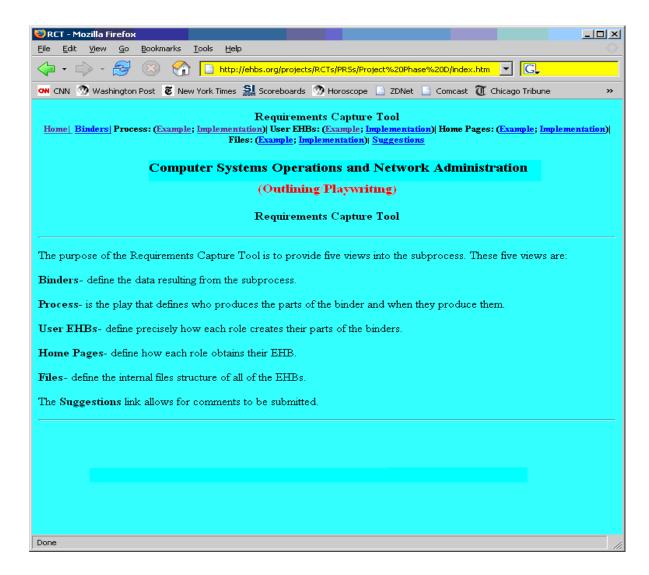
## Electronic Handbooks (EHBs) facilitate the execution of subprocesses.



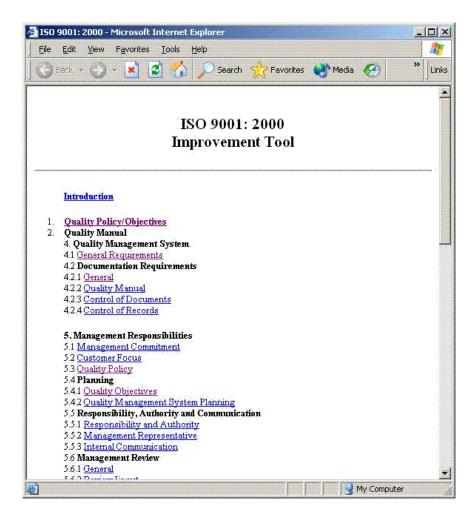
# Demonstration Tools introduce the concepts to a community in their terms.



## Requirements Capture Tools (RCTs) facilitate subprocess development.

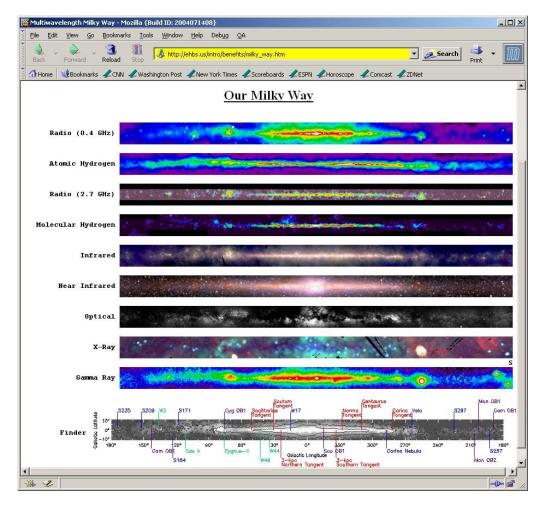


# Improvement Tools facilitate subprocess improvement.



### **Final Thoughts**

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



#### 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.

### **Some Effects of Separation**

- "Men hate each other because they fear each other;
- They fear each other because they don't know each other;
- They don't know each other because they can't communicate with each other;
- They can't communicate with each other because they are separated from each other. "

Dr. Martin Luther King Jr. September 3, 1957

#### **Theatre of Dionysus- Athens, Greece**



### For More Details

