

 Independent Verification & Validation Facility	Work Instruction for Baseline Revision Form Procedure	IVV 07-1 Revision: D Effective Date: November 17, 2006
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	IMS Representative	11/14/2006

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Mike Powers	04/01/2004
A	Updating to incorporate electronic process	Mike Powers	03/22/2005
B	Updating section 6.2 and IEMP	Mike Powers	09/26/2005
C	Updating section 5.0 Responsibilities and Annual Review.	Mike Powers	02/03/2006
D	Update section 6.2	Mike Powers	11/17/2006

REFERENCE DOCUMENTS	
Document Number	Document Title
IVV QM	IV&V Quality Manual
IVV 16	Control of Quality Records
NPR 1441.1	NASA Records Retention Schedules

CHECK THE MASTER LIST at <http://ims.ivv.nasa.gov/>
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1.0 Purpose

The purpose of this work instruction (WI) is to establish a consistent and documented method for establishing, updating, and modifying project baselines at the NASA IV&V Facility.

2.0 Scope

This WI applies to establishing, updating, and modifying all project financial baselines and associated financial data at the NASA IV&V Facility.

3.0 Definitions and Acronyms

Official NASA IV&V Facility roles and terms are defined in the [Quality Manual](#). Specialized definitions identified in this WI are defined below.

3.1 Baseline Revision Form

The Baseline Revision Form is a document or web-based form used to establish or update a project's baseline and associated financial data.

3.2 Director's Discretionary Fund (DDF)

DDF is monitored and distributed by the Director of the NASA IV&V Facility. DDF is used for, but not limited to, augmenting research, forward funding projects, and enhancing the NASA IV&V Facility's infrastructure.

3.3 Operations and Maintenance (O&M) Funding

O&M funding is monitored and distributed by the Associate Director of Operations. O&M funding supports, but is not limited to, all services provided by the West Virginia University (WVU) Research Corporation (WVURC) (i.e., utilities, security, janitorial services, etc.).

3.4 Project

A project is any IV&V, systems/software engineering, research, or other task being performed by the NASA IV&V Facility for a Customer.

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3.5 Resource Site Administrator (RSA)

The RSA is a NASA IV&V Facility civil service employee responsible for maintaining the Resource Management Office (RMO) web site. The RSA will make updates and changes to the site as required.

3.6 Acronyms

CTD	Cumulative To Date
COTR	Contracting Officer's Technical Representative
DDF	Director's Discretionary Fund
FRC	Federal Records Center
FY	Fiscal Year
G&A	General and Administrative
IEMP	Integrated Enterprise Management Program
IMS	NASA IV&V Facility Management System
NPR	NASA Procedural Requirements
O&M	Operations and Maintenance
PA	Program Analyst
PM	Project Manager
QM	Quality Manual
RM	Resource Manager
RMO	Resource Management Office
RSA	Resource Site Administrator
WI	Work Instruction
WVU	West Virginia University
WVURC	West Virginia University Research Corporation

4.0 Flow Chart

A flow chart is not applicable to this WI.

5.0 Responsibilities

5.1 Program Analyst (PA)

The PA shall:

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- Enter the approved Baseline Revision Form data into the NASA IV&V Facility Financial System.

5.2 Project Manager (PM)

The PM shall:

- Establish and generate a Baseline Revision Form showing his or hers project's financial monthly spend plan, including contract dollars, Operations and Maintenance (O&M) funding, Director's Discretionary Funding (DDF), out-year funding plan, task order value, and end date.

5.3 Resource Manager (RM)

The RM shall:

- Verify the Baseline Revision Form data before approving or denying it.

5.4 Deputy Director

The Deputy Director shall:

- Be the final approver on the PM's Baseline Revision Form.

6.0 Procedure

6.1 Project Baseline Revision Form Process

The Baseline Revision Form can be accessed by clicking "RMO", under "Help and Support", on the NASA IV&V Facility Portal web site. Select "BR Form" under the "Forms" section to log in. Then, type in the user name and password to bring up the Baseline Revision Form. New users should click "New User" or "Request Account" on the RMO web site to obtain access.

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6.2 Project Baseline Establishment

The Project Manager (PM) shall submit an initial Baseline Revision Form for the project he or she will be managing. To get started, click “BR Form.” Then, click “Submit a Baseline Revision.” In the “Contract” menu, select the appropriate contract number. In the “Project” menu, select the appropriate project.

To add a new contract and/or project, click “Here” to add the contract and/or project. If a new contract or project is added, approval by the Resource Site Administrator (RSA) must be obtained before a Baseline Revision Form can be generated for the new contract or project. Upon approval, the initiator will receive an auto-generated email containing the approval or denial. If approved, the RMO system will add the contract number to the “Contract” menu and/or the project to the “Project” menu.

The PM shall enter project financial plan data into the Baseline Revision Form. This data includes:

- Any DDF or O&M funding allocations
- Any other project funding (funding from another center) and tax percentage. Work with RM for the full cost tax dollar amount..
- Name of the project, PM, and Contracting Officer’s Technical Representative (COTR)
- Task Order Number
- Task Order or Grant Value
- Task Order End Date
- Monthly Cost Plan (should match the Mission Model for IV&V projects only – research and O&M/DDF efforts do not apply). The cost plan should only represent work to be performed in that fiscal year (FY). Do not add any unfilled order costs from a prior year to the current cost plan.
- Planned Out-Year Cost (should match the Mission Model for only IV&V Projects only)
- Comments (if necessary)

Once the PM completes the Baseline Revision Form, it can be processed by clicking “Submit.” The Baseline Revision Form will be electronically sent to the COTR for approval. Upon COTR approval, the Baseline

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Revision Form will be sent to the Resource Manager (RM). If required, the RM will allocate the corporate General and Administrative (G&A), assign prior year carryover, and review the baseline data for correctness. Once the RM approves the baseline data, the Baseline Revision Form will be electronically sent to the Deputy Director for final approval or denial. After the Deputy Director approves or denies the Baseline Revision Form, the initiator and RMO staff will receive an electronic notification from the RMO web site. If approved, the RMO staff will then enter data from the Baseline Revision Form into the NASA IV&V Facility Financial Spreadsheets.

The PM can check the status of submitted Baseline Revision Forms by choosing “Your Account”, then “Status of Your Requests,” and “BR Forms.” See Section 6.6, *Methodology Used to Re-Baseline for Zero Variance*, of this WI for additional information.

6.3 Revised Project Baseline Process

When a modification or update occurs to a baseline or associated financial data, the PM shall submit a Baseline Revision Form. The revised baseline requires the same approval process as the initial project baseline. Any changes in project funding, such as receiving DDF or O&M funding, will require a Baseline Revision Form. When a modification or revision occurs, the Baseline Revision Form must be submitted no more than two weeks after the revision. A Baseline Revision Form must also be submitted after any DDF and/or O&M funding request has been approved.

6.4 Pull Back and Re-Submit, or Cancel the Baseline Revision In Process

The PM can cancel the progress of a Baseline Revision Form as long as the Deputy Director has not given approval or denial. To cancel a Baseline Revision Form, choose “Your Account” and then “Status of Your Requests.” Click the Baseline Revision Form to be cancelled. Then click “Cancel This Request”.

The PM can pull back and re-submit a Baseline Revision Form without losing all of the previously entered data. To pull back a Baseline Revision Form, choose “Your Account” and then “Status of Your Requests.” Click the Baseline Revision Form to be pulled back. Then click, “Cancel This

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Request.” Return to “Your Account” and click “Status of Your Requests.” Click the Baseline Revision Form to re-submit. Update the information as required and then click, “Re-Submit This Request.”

6.5 Transfer of Funding from Projects and/or Task Orders

Funds can only be transferred between projects and/or task orders on the same contract. To transfer funds, a Baseline Revision Form must be submitted for all projects and task orders affected. The PM enters the dollar amount to “Transfer In” or “Transfer Out” in the “Transfer Funding” section of the Baseline Revision Form.

6.6 Methodology Used to Re-Baseline for Zero Variance

Whatever the current month, only the cumulative to date (CTD) cell from the prior month will be available for editing. Enter the FY CTD actual dollar amount from the 533 for the CTD prior month. After the FY CTD actual dollar amount is entered, enter the remaining months’ cost plans. Editing cells before the prior month’s CTD cell is not allowed. This limitation allows the RMO to preserve the original prior month’s baseline.

7.0 Metrics

Any metrics associated with this WI are established and tracked within the NASA IV&V Facility Metrics Program.

8.0 Records

The following records will be generated and filed in accordance with this WI and IVV 16, *Control of Quality Records*, and in reference to NASA Procedural Requirements (NPR) 1441.1, *NASA Records Retention Schedules*.

Record Name	Original	Vital	Responsible Person	Retention Requirement	Location
Baseline Revision Form	Y	N	RM	Retire to FRC 2 yr after the close of the fiscal yr to which the records pertain (9/5B)	RMO Web Site