



**EXPLORERS PROGRAM
SMEX KICK-OFF MEETING
August 20, 2002**

SPIDR

AIM

SMEX KICKOFF MEETING

AGENDA



8:30-9:00	Introductions Agenda Discussion Explorers/PI Management Roles and Responsibilities	Tony Comberiate
9:00-10:00	Mission Presentations SPIDR, AIM	PI's
10:00-10:15	BREAK	
10:15-11:45	AIM Debriefing	HQ/LaRC
10:15-11:30	SPIDR/Explorers Splinter Contracts/Reporting Costs Schedule Tracking	Explorers/PI
12:00-1:00	LUNCH	

SPIDR

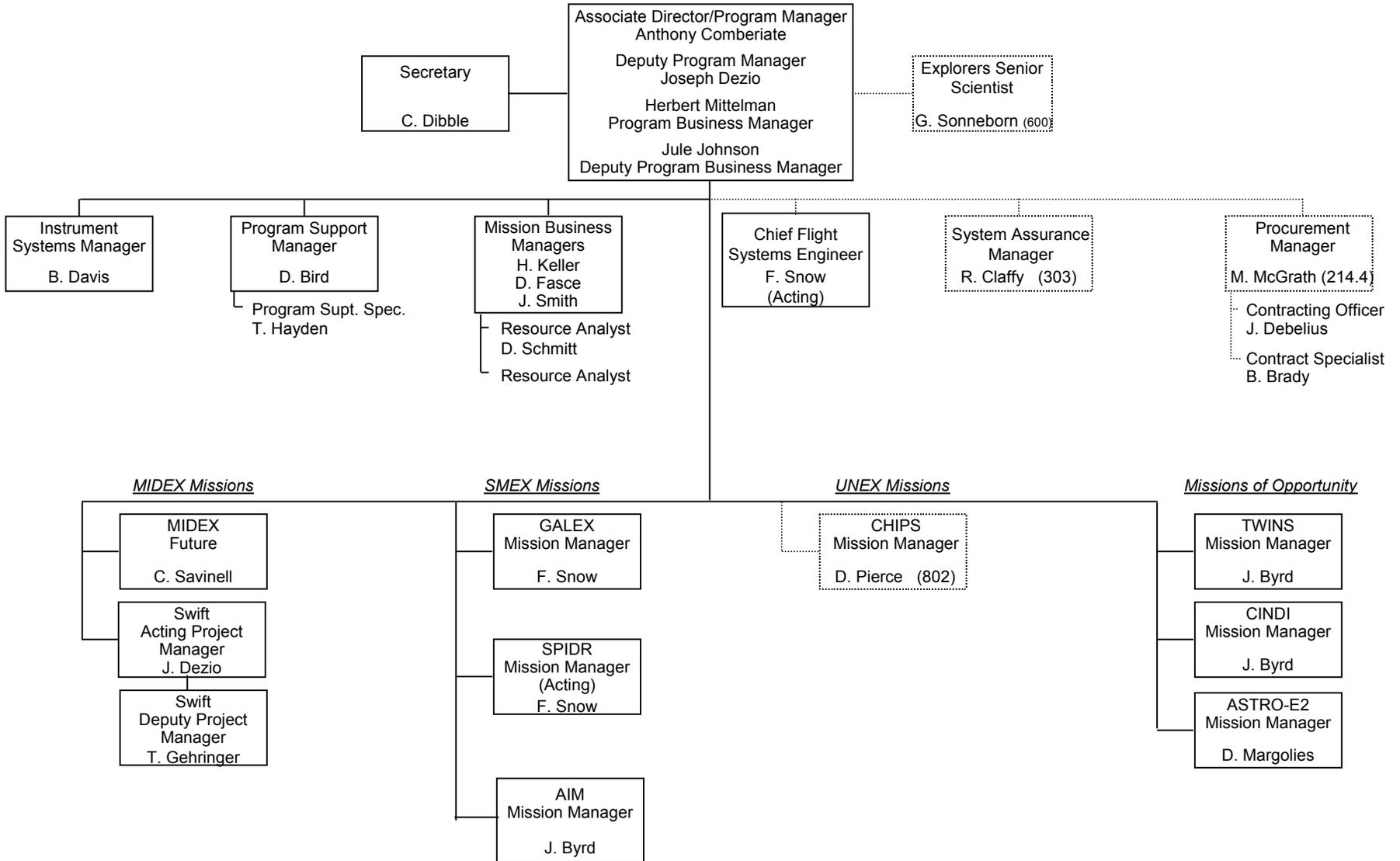
AIM



Agenda (Cont.)

1:00-2:30	SPIDR Debriefing	HQ/LaRC
1:00-2:30	AIM/Explorers Splinter Contracts/Reporting Cost Schedule Tracking Launch Vehicle Pitch	Explorers/PI KSC and PI
2:30-3:00	IV&V	J.Marinaro
3:00-3:15	BREAK	
3:15-3:45	Flight Assurance and Safety	R. Claffy
3:45-4:00	Schedule	F. Snow
4:00-4:30	Phase B/Confirmation Process	H. Mittelman
4:30-5:00	Summary/Wrap Up	All
5:30-7:00	SOCIAL	

Explorer Program



(Original Signed By)

Anthony Comberiate
Program Manager

Date

☐ - Code 410

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Explorers Mission Manager will:

- Provide specific management functions (e.g., launch vehicle interface) as required
- Recommend alternative courses of action when technical, cost, or schedule difficulties arise
- Assure that adequate government resources are applied to the mission as required
- Lead the GSFC engineering team in providing Program Office technical oversight/insight throughout the mission life cycle including mission operations



Explorers Mission Manager will:

- Organize and provide for system and subsystem engineering expertise for each mission utilizing the services from the Applied Engineering and Technology Directorate (providing the program office with mission technical insight, engineering support, analysis, test support, peer and system review support, etc.)
- Organize and provide for mission assurance and safety support from the Office of Systems Safety and Mission Assurance



The PI is responsible for:

- Ensuring overall mission scientific and programmatic success as defined in the governing instrument
- Assembling and leading the science, management and technical team to formulate, implement and operate the mission
- Establishing an experienced team with the proper project management and infrastructure in place to manage and implement the mission
- Conducting Peer Reviews and providing the results to the System Level Reviews
 - The PI is required to staff the Peer Reviews with independent, experienced, experts from outside the PI Team as well as team members
 - Goddard technical experts assigned through the Program Office will participate in these reviews
 - The Program Office is to be invited to all reviews



The PI is responsible for:

- Staying actively involved with all aspects of mission implementation, decision making, and reporting
- Reporting technical and programmatic (schedule and schedule slack, cost and cost reserve, manpower) progress and status
- Demonstrating readiness to transition from Formulation to Implementation at the Confirmation Readiness Review
- Developing and implementing an education and outreach activity consistent with the proposal and the Enterprise education and outreach strategy
- Certifying that the mission is ready for launch at the Mission Readiness Review
- Notifying the GSFC Mission Manager or Mission Director in the event of a significant on-orbit anomaly