

 Independent Verification & Validation Program	Template for GSFC Monthly Status Review (MSR)	T2120 Version: Basic Effective Date: April 21, 2015
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Verify that this is the correct version before use.

AUTHORITY		DATE
Ken Vorndran (original signature on file)	IMS Representative	04/20/2015
David Runyon (original signature on file)	Process Owner	04/20/2015

REFERENCES	
Document ID/Link	Title
IVV QM	Quality Manual

If any process in this document conflicts with any document in the NASA Online Directives Information System (NODIS), this document shall be superseded by the NODIS document. Any external reference shall be monitored by the Process Owner for current versioning.

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VERSION HISTORY				
Version	Description of Change	Rationale for Change	Author	Effective Date
Basic	Initial Release	Created to mitigate the risk of a single point of failure in preparing MSR charts for GSFC.	David Runyon	04/21/2015

Purpose of the MSR Template

This template provides a format (with sample information), for the NASA IV&V Program's presentation used at the Goddard Space Flight Center (GSFC) Monthly Status Review (MSR) briefings. This template also provides instructions applicable to each slide in the presentation. These instructions include the position responsible, as well as specifics regarding the type of information associated with each slide.

Location of MSR Template

The MSR template is a PowerPoint document, and is embedded in this document.

To open the template for modification, right-click on the slide, select "Presentation Object", and then select "Open" from the submenu. Once the presentation has opened in PowerPoint, the file can be saved locally and edited as needed.

The template is also located on ECM at:

[Enterprise/FACILITY INFORMATION/External Presentations/GSFC/GSFC MSR/MSR Input to GSFC/MSR Template/MSR Template.ppt](#)

Template Conventions

Three different "styles" of text are used in this template:

1. [Text included in square brackets]

This text represents specific information to be provided. Examples are [Mon], [Risk Description], or [Month Day, Year].

2. *{Italic text in braces}*

This text is guiding or explanatory in nature. It will include tailoring guidance and descriptions of the kinds of information to be included in each section. Therefore, it should not be included in the completed MSR charts.

3. Normal Text

This is standard text that should be copied verbatim into the MSR charts. It is all text that does not fit into Categories 1 or 2.

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MSR Template (many slides) begins on the following page.}



IV&V Program



Monthly Status Review (MSR)

[Month Day, Year]

NASA IV&V Program

[Title of presenter: Name of presenter]