

S3003: Quick Reference Guide for IV&V Metrics Analysis

Version: Basic

Effective Date: August 22, 2013

Note: The official version of this document is maintained in IV&V's internal IV&V Management System Website (<https://confluence.ivv.nasa.gov:8445/display/IMS>). This document is uncontrolled when printed.

- [Version History](#)

Date Collection and Preparation

STEP 1 - COLLECT THE DATA

- Locate the latest [Metrics Table](#) on ECM
- Follow the description for the associated Metric
- Capture the data results in the appropriate cell

STEP 2 - PREPARE THE DATA

- Generate the metric's graphical representation
- Clearly show trends, indicators, and success criteria
- Insert this graphic into the appropriate QMR slide

Date Analysis and Investigation

IF DATA MEETS SUCCESS CRITERIA

What does this mean for the IV&V Program?

- Are we being efficient? Effective?
- Are our customers satisfied?
- Are we providing added value to the Agency?

What actions can we take?

- What/Who is helping us meet the goal?
- Can we improve even more?
- Is there a success story/lesson learned?

In what direction is the data trending?

- Are we continuously improving?
- Are we seeing a drop-off? A plateau?
- What might be causing the trend?

What is the risk if we had not met the goal?

- What would be the consequence?
- Who/What would be effected?

What is the projection for next reporting period?

- Will we continue to meet the goal?
- Is anything upcoming that may impact us?

IF DATA DOES NOT MEET SUCCESS

What does this mean for the IV&V Program?

- Is there inefficiency in our processes?
- Are customers unsatisfied?
- Is our value to the Agency being lost?

What actions are we going to take?

- What did our data investigation find?
- Was there an anomaly this period?
- Can we identify lessons learned?

In what direction is the data trending?

- Are we getting closer to meeting the goal?
- Are we getting further away from the goal?
- What might be causing the trend?

Is there a risk associated with the data?

- Is there a negative consequence?
- Who/What is affected?

What can we change for the next reporting period?

- Can we meet the goal next time?
- Is there a dependency that impacts us?

Per IVV 12, Metrics Owners shall report their analysis findings along with the Metrics data

S3003 Metrics Analysis Guide -- 04-06-2017.doc

Version History

VERSION HISTORY				
Version	Description of Change	Rationale for Change	Author	Effective Date

Basic	Initial Release - poses questions that, when answered, should provide insight into the metric data and ensure metric analysis is being completed.	Developed as a result of discussions between the Metrics Team and the SCO Lead. This reference sheet is designed to probe Metric Owners during the metric reporting period and help them in their metrics analysis efforts. This is a quick reference guide to be used by Metric Owners at least once per quarter. It will serve to guide their metrics analysis activities during each reporting period.	Clarence Swiger	8/22/2013
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