

Engineering Procedure	Title: Long Range Planning Procedure			Document Number: ENG-P-PP01	
Unit Issuing: Engineering	Approved by: Engineering	Initial Issue: 22 Dec 2009	Page 1 of 8	Revision: 7 Effective Date: 03/05/24	

PURPOSE

Provide a consistent method for the development of Base Operations Support and Services (BOSS) contract Long Range Plans (LRP) for various Kennedy Space Center (KSC) customers. The LRPs identify the priority, estimated cost and recommended timeline of implementation for unfunded Task Orders (TO).

SCOPE AND APPLICABILITY

This procedure applies to preparation of approval documentation for NASA facility and Construction of Facility (CoF) projects as defined by [KNPR 8715.3](#), KSC Safety Procedural Requirements, [NPR 8820.2G](#), Facility Project Requirements and [NPR 8831.2F](#), Facilities Maintenance and Operations Management.

PROCESS

1. OVERVIEW

Project Planning provides planning activities on TOs that exceed Electronic Work Request System (EWRS) baseline parameters as listed below:

- Basic Repair and Replacement (BRR) EWRs exceeding \$50,000.
- Service Orders (SO) exceeding \$25,000.

As part of LRP development, Project Planning is responsible for prioritization of NASA work orders not intended for immediate implementation.

In addition to developing TO LRPs, Project Planning is responsible for providing NASA KSC with CoF project recommendations. CoF projects are construction and upgrade projects that exceed \$1,000,000 in implementation cost.

The development of LRPs is performed in coordination with the applicable System Health and Readiness Program (SHARP) Teams which operate as proscribed in [ENG-I-0026](#), SHARP Team Development Procedure.

2. ANNUAL PLAN BUILD

2.1. Annual Data Call

On an annual basis, formal requests are sent out by NASA Headquarters to the NASA Center Program and Institutional Directorates to provide project requirements covering new construction, repairs and upgrades. Dates can vary by Directorate and due dates can vary throughout the year.

In accordance with Data Requirements Definition ([DRD-036](#)), BOSS is required to provide NASA KSC with annual CoF and Local Authority (LA) 5 Year Program Plans for each of the four primary NASA customers including Institutional, Exploration & Ground Systems (EGS), International Space Station (ISS) and Launch Services Program (LSP).

2.2. Planning Notifies Work Control Center (WCC) and SHARP Teams Leads

Once the notification is received from NASA, Project Planning notifies the SHARP Teams and provides LRP and Vertex FCA documentation for the affected customer(s). This triggers the SHARP Team review of existing LRP and Vertex asset data for future project development and prioritization of existing TOs.

2.3. SHARP Teams Review and Validate Requirements

The SHARP Teams reviews, validates and prioritizes the existing LRP data as needed to fulfill system requirements. SHARP Teams submit new EWRs based on work not currently identified. Recommendations are also made regarding project consolidation to allow the most efficient and cost effective method of implementation. If SHARP Teams deem certain TOs as no longer required, the requestor is notified for concurrence to cancel the TO.

All work orders being reprioritized or cancelled require a detailed rationale as to why the change is requested. This will ensure that all stakeholders in the process are in agreement as to the work required and its level of importance to the mission.

Once the review process is complete, the prioritized TOs from each SHARP Team are returned to Project Planning.

2.4. Reintegrate Validated Work Orders into Customer Plans

When Project Planning receives the prioritized TOs from the SHARP Teams, the TOs are reintegrated into the various customer LRPs.

The final draft plans are then submitted to the SHARP Teams for a final review and comments.

2.5. Plan DRDs are Submitted

When final plan approvals have been received for both Local Authority TO and CoF LRPs from the Government Program Managers, Project Planning submits [DRD-036](#), CoF and LA 5-year Program Plans.

3. PLAN MAINTENANCE

3.1. Adding and Prioritizing Task Order EWRs to LRPs

In accordance with [ENG-P-WEB1](#), Work Evaluation Board (WEB) Charter, as additional TO EWRs are moved to the LRPs based on WEB feedback, they are integrated into the

appropriate customer LRP based on score assigned using the Priority Analysis Tool (PAT), form [ENG-F-PP01](#).

The PAT should be submitted with the TO EWR by the Vetted Requestor in accordance with [WCC-P-2003](#), Electronic Work Request System. If the PAT was not completed at submission of the EWR, Planning will coordinate with the Vetted Requestor to have the PAT completed.

3.2. Planning and Integration Meeting

As required by PWS 2.1.3.6, direct a one and a half hour meeting bi-weekly to review and integrate SHARP Team prioritized project lists to create the integrated top priority requirements. This ensures proper prioritization and validity of TOs as directed by [ENG-I-0026](#).

3.3. Monthly/Quarterly Reporting to NASA

On a monthly basis, Planning does a compilation of both TO and baseline unfunded maintenance EWRs and provides this information to NASA via [DRD-032](#), Deferred Maintenance Report. This DRD summarizes by customer and by facility unfunded deferred maintenance.

On a quarterly basis, Planning does a compilation of both TO and baseline maintenance related EWRs that are completed, active and deferred and provides this information to NASA via [DRD-031](#), Five-Year Maintenance Plan. This DRD summarizes by customer and by facility all maintenance EWRs completed and active in current fiscal year and any unfunded deferred maintenance.

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization	NRRS/Item#	Retention Period
Local Authority Facility Project Long Range Plans	Project Planning	08/107.0	Destroy/delete between 0 and 30 years after program/project termination. See Note 4
DRD-036 CoF and LA 5-year Program Plans	Project Planning		
DRD-031 Five-Year Maintenance Plan	Project Planning		
DRD-032 Deferred Maintenance Report	Project Planning		
ENG-F-PP01	Priority Analysis Tool (PAT)		

ROLES AND RESPONSIBILITIES

Manager: Ensures compliance within Engineering to the requirements stated in this procedure.

Branch Manager: Ensures compliance at the department level to the requirements stated in this procedure.

Supervisor/Lead: Provides proper training and guidance for performance and ensures compliance at the section level to the requirements stated in this procedure.

Government Program Manager: Government representative who approves Local Authority Facility Project Plans.

Project Planning: Individuals responsible for consolidating Task Order work orders and CoF Projects in long range plans. Coordinates with SHARP Team members to develop priorities.

SHARP Team: Analyzes and reports on the health and readiness of the BOSS assigned Facilities, Systems, Equipment and Utilities (FSEU), recommend corrective actions to preserve and enhance system performance and review and approve projects and changes in maintenance requirements for assigned systems.

Technical Manager: BOSS or NASA engineering manager with specific knowledge and expertise.

Vetted Requestor: Originator of work request or entity with sufficient knowledge of systems or facilities to be able to provide information on EWR scope.

Work Control Center: Individuals responsible for planning, prioritizing and developing the baseline Annual Work Plan.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
ENG-I-0026	SHARP Team Development Procedure
KNPR 8715.3	KSC Safety Procedural Requirements
NPR 8820.2G	Facility Project Requirements
NPR 8831.2F	Facilities Maintenance and Operations Management
PIO-P-WEB1	Work Evaluation Board (WEB) Charter
WCC-P-2003	Electronic Work Request System

ACRONYMS

BOSS	Base Operations Support and Services
BRR	Basic Repair and Replacement
COF	Construction of Facilities
DRD	Data Requirements Definition
EWR	Electronic Work Request
EWRS	Electronic Work Request System
FSEU	Facilities, Systems, Equipment and Utilities
EGS	Exploration Ground Systems
ISS	International Space Station
KSC	Kennedy Space Center
LA	Local Authority
LRP	Long Range Planning
LSP	Launch Services Program
PAT	Priority Analysis Tool
SHARP	System Health & Readiness Program
SO	Service Order
TO	Task Order
WCC	Work Control Center
WEB	Work Evaluation Board

DEFINITIONS

Basic Repair and Replacement (BRR): Request for work to existing infrastructure that is essential to protect, preserve, or restore FSEU.

Construction of Facilities (COF): A congressional appropriation for NASA which provides contractual services for the repair, rehabilitation, and modification of existing facilities; the construction of new facilities; the acquisition of related collateral equipment; environmental compliance and restoration activities; the design of facilities projects; and

advance planning related to future facility needs. Typically applies to real property projects of \$1,000,000 or more.

Electronic Work Request: An electronic document generated to identify support, usually minor construction, or exceptional work that needs detailed planning

Facility Project: The consolidation of facility work items, including related collateral equipment, required to provide a complete and usable facility.

Facility: Land, buildings, structures and other real property improvements including utility systems and collateral equipment.

Local Authority: Projects within the control of NASA KSC Management.

Scope: The description of a facility projects limits objectives and planned result. The scope of a facility project typically includes a description of its location, purpose, capabilities, capacity, physical dimensions, configuration, and utilities affected.

Service Order (SO): A request for new work that is not essential to protect, preserve, or restore FSEU.

Task Order: Work requests that exceed maximum baseline BRR (\$50,000) and SO (\$25,000) funding levels and are approved, negotiated and fully funded by a NASA program customer.

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial Release to define procedure for planning and programming NASA KSC work orders and projects.	12/22/09
1	Minor Revisions; Update Template & Records Table. No Formal Review Required per QPO	08/19/11
2	Complete rewrite incorporating the planning efforts of Project Planning and the Maintenance Management Support Office.	9/4/12
3	Minor edits to sections 2.1 and 2.2. Add comments to section 2.6 detailing additional validation to the plan prior to submitting to Technical Managers. Removed references to MMSO throughout. Removed reference to WCC-I-0006 and replaced with WCC-P-2008. Section 3.5 remove references to Technical Integration Group (TIG) which no longer exists. Removed note.	3/10/15
4	Change document responsibility to PIO and define procedure for planning and programming NASA KSC work orders and projects.	8/09/16
5	Minor Revision to add PIO-F-PP01 Priority Analysis Tool (PAT) and update Records Table	1/04/17

6	Administrative change only. Document updated to remove branding of previous contract.	12/20/19
7	Engineering review. Minor administrative edits.	03/05/24

DOCUMENT APPROVALS

3/11/2024

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3/11/2024

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