

**LMS INTERNAL ASSESSMENT  
ANNUAL SCHEDULE  
FY 2003**

The Annual Schedule represents a plan to ensure internal assessment of compliance to all established LMS management controls. It provides for sufficient review of all Center organizations and process areas to enable overall evaluation of the suitability and effectiveness of the Langley Management System as well as to provide the management information necessary to promote its continued improvement. In accordance with LMS-CP-2305, this plan is subject to revision based on criteria defined. *Sub-topics listed below each process area noted are identified as possible areas to be addressed, these sub-topics are not intended to be all inclusive.* The assigned Lead Assessor will coordinate details relating to specific site visits.  
Last Updated: June 17, 2003.

Process to be Assessed	Lead Assessor(s) Assigned	Assessment Objective	Month Scheduled
Program/Project Planning and Implementation > Program/Project Evaluation Management > Proposals > Planning > Resources > Agreements > Reporting	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Oct/Nov/Dec 2002
Software planning, development, and implementation > Requestor requirements > Maintenance and operation of developed software	Ken Young Jerry Hoerger	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Oct/Nov/Dec 2002
Financial Management > IFM > Financial performance -- PMA > Travel > Budget formulation	Pam McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Oct/Nov/Dec 2002
Environmental Management > Management of environmental: > Remediation > Compliance with external requirements > Corrective action(s) > Pollution prevention > Impact > Review of environmental management performance indicators	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Oct/Nov/Dec 2002

Evaluation of LMS effectiveness/suitability and adequacy is an ongoing review based on overall Internal Assessment results

**Note:** All processes assessed are reviewed for compliance in the areas of: Corrective, Preventive, and Improvement action(s); Management Review; Document and Data control; Records management; and Training.

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Controlled and Bonded Stores ➤ Management of inventory ➤ Distribution and traceability of stores	Pam McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Oct/Nov/Dec 2002
Communication ➤ Alignment with strategic goals ➤ Stakeholder communication ➤ Public inquiries ➤ Community relations ➤ Internal communications	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Oct/Nov/Dec 2003
Accuracy of Workforce Charging/Reporting ➤ Employee input ➤ Supervisor review ➤ Monitoring/reporting of labor charges	Pam McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jan/Feb/Mar 2003
IT Security ➤ Computer systems risk assessment ➤ Implementation of Agency policy ➤ External audits ➤ Corrective actions	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jan/Feb/Mar 2003
Reporting & Disposition of Nonconforming Products ➤ Identification of nonconforming product (software or hardware) ➤ Segregation of NC items ➤ Corrective action(s)	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jan/Feb/Mar 2003

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Export Control Program Export Control, Including: <ul style="list-style-type: none"> <li>➤ Software release</li> <li>➤ Publications</li> </ul>	Pam McCoy (L) Ken Young	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Feb- Mar 2003
Strategic Management of Facilities <ul style="list-style-type: none"> <li>➤ Long-term resource requirements</li> <li>➤ Needs assessment</li> <li>➤ Capabilities vs. capacity</li> <li>➤ Facility investment strategy and plans</li> <li>➤ Facility effectiveness and efficiency</li> </ul>	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jan/Feb/Mar 2003
Procurement <ul style="list-style-type: none"> <li>➤ E-procurement portal – PMA</li> <li>➤ Evaluation of contractor performance</li> <li>➤ COTR Training</li> <li>➤ Risk Based Acquisition Management (RBAM)</li> <li>➤ Surveillance Plans</li> <li>➤ Purchase Cards</li> </ul>	Pam McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jan/Feb/Mar 2003
Management of Equal Opportunity Programs <ul style="list-style-type: none"> <li>➤ Affirmative employment</li> <li>➤ Dispute resolution</li> <li>➤ Disabilities Program</li> <li>➤ Analyses of performance metrics</li> </ul>	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jan/Feb/Mar 2003
LMS Internal Assessment <ul style="list-style-type: none"> <li>➤ LMS-CP-2305</li> <li>➤ LMS-OP-2309</li> </ul>	Kerry Warner MSFC	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Apr/May/Jun 2003

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Management of Training <ul style="list-style-type: none"> <li>➤ Identification of mandatory/required training</li> <li>➤ Performance evaluation -- measure of training effectiveness</li> </ul>	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Apr/May/June 2003
Management Review <ul style="list-style-type: none"> <li>➤ Management Commitment</li> <li>➤ Management Representative</li> <li>➤ QMR &amp; AMR</li> <li>➤ Collaborative activities</li> <li>➤ OU Level reviews</li> <li>➤ Continual improvement</li> </ul>	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Apr/May/June 2003
Management, monitoring, measuring, reporting and response to ensure improvements to product user/funder satisfaction <ul style="list-style-type: none"> <li>➤ Center level metrics</li> <li>➤ OU level metrics</li> <li>➤ Evaluation and response to PU/F feedback</li> </ul>	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Apr/May/June 2003
Corrective, Preventive, and Improvement Action: <ul style="list-style-type: none"> <li>➤ LMS-CP-2302</li> <li>➤ LMS-CP-2303</li> <li>➤ Management review actions</li> </ul>	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Apr/May/June 2003
Security <ul style="list-style-type: none"> <li>➤ Classified computer accreditation and audits</li> <li>➤ Communication security</li> <li>➤ Counter intelligence</li> <li>➤ Access control policy</li> <li>➤ Security education and awareness</li> </ul>	Pam McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Apr/May/June 2003

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Human Resources Management ➤ Strategic Management of Human Capital (PMA) ➤ Long-term plan ➤ Linked to mission/goals ➤ Development of personnel ➤ Performance metrics	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jul/Aug/Sep 2003
Workforce planning and deployment ➤ Integrated planning cycle ➤ Balance of commitments and resources ➤ Project-level commitment contracts ➤ Workforce management reporting system	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jul/Aug/Sep 2003
Education and Public Outreach ➤ Strategic planning ➤ Special projects ➤ Alliances and partnerships ➤ Student, teacher, faculty involvement ➤ Performance measurement	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jul/Aug/Sep 2003
Aerospace Systems Analysis ➤ Wind tunnel testing ➤ R&T development in ground facilities ➤ Reporting and delivery of results; transfer of technology ➤ Aerospace mission & system analysis ➤ Management of resources ➤ Infrastructure to meet objectives ➤ Performance metrics	Pam McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jul/Aug/Sep 2003
Document Control Processes: ➤ LPS ➤ LDMS ➤ CMOL ➤ LFS ➤ Records Management	Pam McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jul/Aug/Sep 2003

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LMS System Level Assessment ➤ Compliance to ISO 9001-2000	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jul/Aug/Sep 2003
Atmospheric Science Activities ➤ Developing, planning, conducting research projects ➤ Including software development and acquisition ➤ Research results ➤ New Technology ➤ Scientific knowledge ➤ Transfer of results	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jul/Aug/Sep 2003

Original Signed By:

Approved By: Kenneth C. Young

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Internal Assessment Program Manager

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