

**LMS INTERNAL ASSESSMENT  
ANNUAL SCHEDULE  
FY 2004**

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: July 1, 2004.

Process to be Assessed	Lead Assessor(s) Assigned	Assessment Objective	Month Scheduled
Logistics Management Services ➤ Property Management ➤ Facilities Management ➤ Equipment Management ➤ Supply Management ➤ Transportation Management ➤ Custodial Services ➤ Office Furnishings ➤ Fleet Management	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Oct/Nov/Dec 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	Oct/Nov/Dec 2003
Design and Conduct of Laboratory Experimentation: ➤ Project Planning ➤ Technical Quality of Research ➤ Resource Management ➤ Performance Metrics	Pam McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Oct/Nov/Dec 2003
Program Development: ➤ Business Development and Partnerships ➤ Program/Project Support	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Oct/Nov/Dec 2003

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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Engineering Processes: <ul style="list-style-type: none"> <li>➤ Requirements definition</li> <li>➤ Bid and proposal development</li> <li>➤ Design, analysis, modeling, and simulation</li> <li>➤ Design review and verification</li> <li>➤ Assembly, system integration and testing</li> </ul>	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Oct/Nov/Dec 2003
Legal Support Services <ul style="list-style-type: none"> <li>➤ Patent Licensing</li> <li>➤ Intellectual Property</li> <li>➤ Other Services</li> <li>➤ Performance Indicators</li> </ul>	Pam McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Oct/Nov/Dec 2003
Calibration <ul style="list-style-type: none"> <li>➤ In-situ Task Descriptions</li> <li>➤ Recall system</li> <li>➤ In-flow systems</li> <li>➤ Training/qualifications of calibration personnel</li> <li>➤ Traceability of equipment</li> </ul>	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jan/Feb/Mar 2004
Export Control Program <p>Export Control, Including:</p> <ul style="list-style-type: none"> <li>➤ Software release</li> <li>➤ Publications</li> </ul>	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Feb- Mar 2004
Financial Management <ul style="list-style-type: none"> <li>➤ IFMP implementation</li> <li>➤ Budget formulation</li> <li>➤ Integrated performance measurement</li> </ul>	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jan/Feb/Mar 2004

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Wind tunnel testing, including <ul style="list-style-type: none"> <li>➤ Operator Certification and Training</li> <li>➤ Planning, conduct, and reporting of test results</li> <li>➤ Customer Satisfaction</li> <li>➤ Corrective, preventive, and improvement actions</li> <li>➤ Resource requirements</li> <li>➤ Facility calibration</li> </ul>	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jan/Feb/Mar 2004
Information Management Services: <ul style="list-style-type: none"> <li>➤ Scientific and Technical Information Program</li> <li>➤ Network and Computer Services</li> <li>➤ Media Services</li> <li>➤ Information Resources</li> <li>➤ Contract Management</li> </ul>	Pam McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Jan/Feb/Mar 2004
LMS Internal Assessment <ul style="list-style-type: none"> <li>➤ LMS-CP-2305</li> <li>➤ LMS-OP-2309</li> </ul> LMS System Level Assessment <ul style="list-style-type: none"> <li>➤ Compliance to ISO 9001-2000</li> </ul>	Pete Kjeldsen  Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Apr/May/Jun 2004
LaRC Safety Program and Related Processes: <ul style="list-style-type: none"> <li>➤ VPP</li> <li>➤ Safety and Facility Assurance               <ul style="list-style-type: none"> <li>➤ Occupational Safety</li> <li>➤ Industrial Hygiene</li> </ul> </li> <li>➤ Mission Assurance               <ul style="list-style-type: none"> <li>➤ Aeronautics &amp; Spaceflight projects</li> </ul> </li> </ul>	Pam McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Apr/May/Jun 2004

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Strategic Management of Operations: <ul style="list-style-type: none"> <li>➤ Management for Center utilities</li> <li>➤ Maintenance Management</li> <li>➤ Operations, Maintenance, and Engineering Business IT</li> <li>➤ Systems Management</li> <li>➤ Performance indicators</li> </ul>	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Apr/May/June 2004
Communication Processes: <ul style="list-style-type: none"> <li>➤ Internal               <ul style="list-style-type: none"> <li>➤ Employee communications</li> <li>➤ Effectiveness of process</li> </ul> </li> <li>➤ External               <ul style="list-style-type: none"> <li>➤ Public inquiries</li> <li>➤ Community relations</li> </ul> </li> <li>➤ Performance metrics</li> </ul>	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Apr/May/June 2004
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> <li>➤ Boards, Councils, Teams, etc</li> </ul>	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Apr/May/June 2004
Flight Operations: <ul style="list-style-type: none"> <li>➤ Guidance and Control</li> <li>➤ Flight Dynamics</li> <li>➤ Avionics systems (including software development)</li> <li>➤ Planning, design, conduct, reporting, and transfer of research experiments</li> <li>➤ Performance indicators</li> </ul>	Pam McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	Apr/May/June 2004

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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	P. McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	deferred due to reorg implementation priorities
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	deferred due to reorg implementation priorities
Document Control Processes: ➤ LPS ➤ LDMS ➤ CMOL ➤ LFS ➤ Records Management	K. Young G. Carl J. Faulkner P. McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	deferred due to reorg implementation priorities
Management Review ➤ Management Commitment ➤ Management Representative ➤ QMR & AMR ➤ Collaborative activities ➤ OU Level reviews ➤ Continual improvement	K. Young G. Carl J. Faulkner P. McCoy	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	deferred due to reorg implementation priorities
Center Performance Measurement: ➤ Center level metrics ➤ OU level metrics ➤ Evaluation and response to PU/F feedback	G. Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	deferred due to reorg implementation priorities

Original Signed By:

Approved By: Kenneth C. Young

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Internal Assessment Program Manager

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