

**LMS INTERNAL ASSESSMENT
ANNUAL SCHEDULE
FY 2005**

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 12, 2005.

Process to be Assessed	Lead Assessor(s) Assigned	Assessment Objective	Month Scheduled
Complete System Assessment: This assessment will impact all OUs <ul style="list-style-type: none"> ➤ Quality Management System ➤ Management Responsibility ➤ Document Control ➤ Records 	G. Carl (Lead) P. McCoy	Assess the impact of the Center's reorganization to ensure process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	2nd Qtr. FY05
Export Control Program <ul style="list-style-type: none"> ➤ Publications ➤ E-mail ➤ Conferences ➤ Records of export ➤ Employee awareness 	Joe Faulkner	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	2nd Qtr. FY05
Calibration <ul style="list-style-type: none"> ➤ In-situ Task Descriptions ➤ Recall system ➤ In-flow systems ➤ Training/qualifications of calibration personnel ➤ Traceability of equipment 	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	3rd Qtr. FY05
Document Control Processes: <ul style="list-style-type: none"> ➤ LPS ➤ LDMS ➤ CMOL ➤ LFS ➤ Records Management 	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	3rd Qtr. FY05
LaRC Safety Program and Related Processes: <ul style="list-style-type: none"> ➤ VPP ➤ Safety and Facility Assurance <ul style="list-style-type: none"> ➤ Occupational Safety ➤ Industrial Hygiene ➤ Mission Assurance <ul style="list-style-type: none"> ➤ Aeronautics & Spaceflight projects 	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	3rd Qtr. FY05

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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OCIO Processes: ➤ IT services alignment with PMA ➤ Scientific and Technical Information Program ➤ IT Security ➤ Network and Computer Services ➤ Software Release ➤ Performance Metrics	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	4th Qtr. FY05
Education and Communication Processes: ➤ Employee communications ➤ Public inquiries ➤ Community relations ➤ Education programs ➤ Performance metrics	Gary Carl	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	4 th Qtr. FY05
Center Management Processes: ➤ Strategic Leadership Council ➤ Customer Advisory Boards ➤ CPMC ➤ Other Boards, Councils, Committees, and Teams ➤ Customer Feedback	TBD	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	4th Qtr. FY05
Research & Technology Processes ➤ Customer requirements ➤ Operator Certification and Training ➤ Planning, conduct, and reporting of test results ➤ Customer Satisfaction ➤ Resource requirements ➤ Performance indicators	TBD	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	4th Qtr. FY05
Flight Projects Processes: ➤ Customer requirements ➤ Flight project expertise ➤ Partnerships ➤ Performance metrics	TBD	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	4thQtr. FY05

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Center Operations: <ul style="list-style-type: none"> ➤ Security ➤ Environment ➤ Contractor Evaluation ➤ Logistics ➤ Performance indicators 	TBD	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	4th Qtr. FY05
LMS Internal Assessment <ul style="list-style-type: none"> ➤ LMS-CP-2305 ➤ LMS-OP-2309 LMS System Level Assessment <ul style="list-style-type: none"> ➤ Compliance to ISO 9001-2000 	TBD	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	1st Qtr. FY06
Corrective, Preventive, and Improvement Action: <ul style="list-style-type: none"> ➤ LMS-CP-2302 ➤ LMS-CP-2303 ➤ Management review actions ➤ Boards, Councils, Teams, etc 	TBD	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	1st Qtr. FY06
Center Performance Measurement: <ul style="list-style-type: none"> ➤ Center level metrics ➤ OU level metrics ➤ Evaluation and response to PU/F feedback 	TBD	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	1st Qtr. FY06
Flight Operations: <ul style="list-style-type: none"> ➤ Guidance and Control ➤ Flight Dynamics ➤ Avionics systems (including software development) ➤ Planning, design, conduct, reporting, and transfer of research experiments ➤ Performance indicators 	TBD	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	1st Qtr. FY06

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Space and Science Processes: <ul style="list-style-type: none"> ➤ Space and Earth science contributions ➤ Human and Robotic exploration ➤ Advanced Concepts ➤ Performance indicators 	TBD	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	1st Qtr. FY06
Management of Human Capital : <ul style="list-style-type: none"> ➤ Telecommuting ➤ CPP Process ➤ HR Strategy linked to mission ➤ Development of personnel ➤ Performance metrics 	TBD	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	2nd Qtr. FY06
Workforce planning and deployment: <ul style="list-style-type: none"> ➤ Integrated planning cycle ➤ Balance of commitments and resources ➤ Project-level commitment contracts ➤ Workforce management reporting system 	TBD	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	2nd Qtr. FY06
Center Change Management Performance : <ul style="list-style-type: none"> ➤ Evaluation of management system integrity during reorg. ➤ Performance metrics ➤ Evaluation and response to feedback 	TBD	Assess process effectiveness in meeting defined objectives and compliance to all applicable LMS management controls	2nd Qtr. FY06

Original Signed By:

Approved By: Gary L. Carl

Lead Assessor

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