

Task Order 30-12 Rev. 1

1.0 TITLE OF EFFORT: JSC Center Risk Management

2.0 TASK DESCRIPTION:

Provide expert support to the JSC Center Risk Manager in developing, maintaining and enhancing the JSC Center Risk Management Process.

2.1 SOW Reference:

- 8.1 Advance Programs and Projects
- 8.2 Assurance Methodologies and Technologies

2.2 Support to JSC Center Risk Management Office (AC3):

The contractor shall provide expertise to support the development, maintenance, and enhancement of the JSC Risk Management Process, including: documenting and tracking risks, developing risk review packages, performing integrated analysis of Center and cross-cutting local program risks, plus developing and tracking of metrics. The contractor shall help the JSC Center Risk Manager improve performance through rigorous application of the risk informed decision-making and continuous risk management (RIDM-CRM) process and overall reduction of process costs. In addition, the contractor shall support the JSC Risk Manager's interface with the spaceflight programs assigned to JSC (e.g., Space Station) as well as the projects and organizations that support these programs to continue the emphasis on improving inter-process efficiency.

- a. Facilitate implementation of risk management across JSC organizations
 - i. Assist in the development and maintenance of risk management processes.
 - ii. Assist in maintaining JSC risk management application and content.
 - iii. Support the JSC institutional risk reviews and periodic external audits.
 - iv. Capture minutes and provide tracking of actions at reviews.
 - v. Assist in maintaining the JSC Risk Management Share Point site.
- b. Support enhancements to the overall risk management process and recommend changes/updates (*Product 3: JSC Risk Management Share Point site*).
- c. Assist in providing risk management support to the Internal Risk Review (IRR) and JSC Management Council (JMC) activities (*Product 1: Quarterly Risk Review Package*).
- d. Brief JSC Directorates in JSC risk management requirements.
- e. Help ensure JSC risk management processes are consistent with Agency, other Centers, and Programs.
- f. Define new risks to Center objectives.
- g. Identify cross-cutting risks impacting Programs, Projects, and other Centers.
- h. Provide risk management training to JSC Directorates.
- i. Help facilitate the JSC Risk Management Working Group activities.
- j. Participate in risk management benchmarking activities (across JSC organizations, other NASA Centers and Industry, as directed).
- k. Maintain the JSC Policy Directive (JPD 8000.1B), Institutional Risk Management; and the JSC Procedural Requirements (JPR 8000.4), JSC Risk Management Plan (*Product 2: JSC Institutional Risk Management Policy and Procedures*).
- l. Maintain the JSC risk management application (*Product 4: JSC Risk Management Application [JSC-IRMA]*).
- m. Participate in the definition and analysis of qualitative and quantitative risk management performance indicators for the Directorates and Center,

3.0 Products:

- a. Quarterly Risk Review Package for the Internal Risk Review (IRR) or the JSC

- Management Council (JMC)
- b. Annual update of the JSC Institutional Risk Management Policy and Procedural Requirements
- c. JSC Risk Management Share Point site
- d. JSC Risk Management Application (JSC-IRMA)

The contractor will provide these product deliverables/schedules/milestones to the assigned Point of Contact/COTR for each task.

Monthly reports on the status of assigned sub-tasks shall include progress against schedule, any problems encountered in performing the assigned task, and any significant interim findings.

3.0 PERIOD OF PERFORMANCE: October 1, 2011 — September 30, 2012

4.0 ESTIMATED COST:

Contractor may provide travel, training, materials, and other non-labor resources as necessary to support task order requirements. Training may include selected professional discipline-based or spaceflight-based conferences with approval of the TMR.