

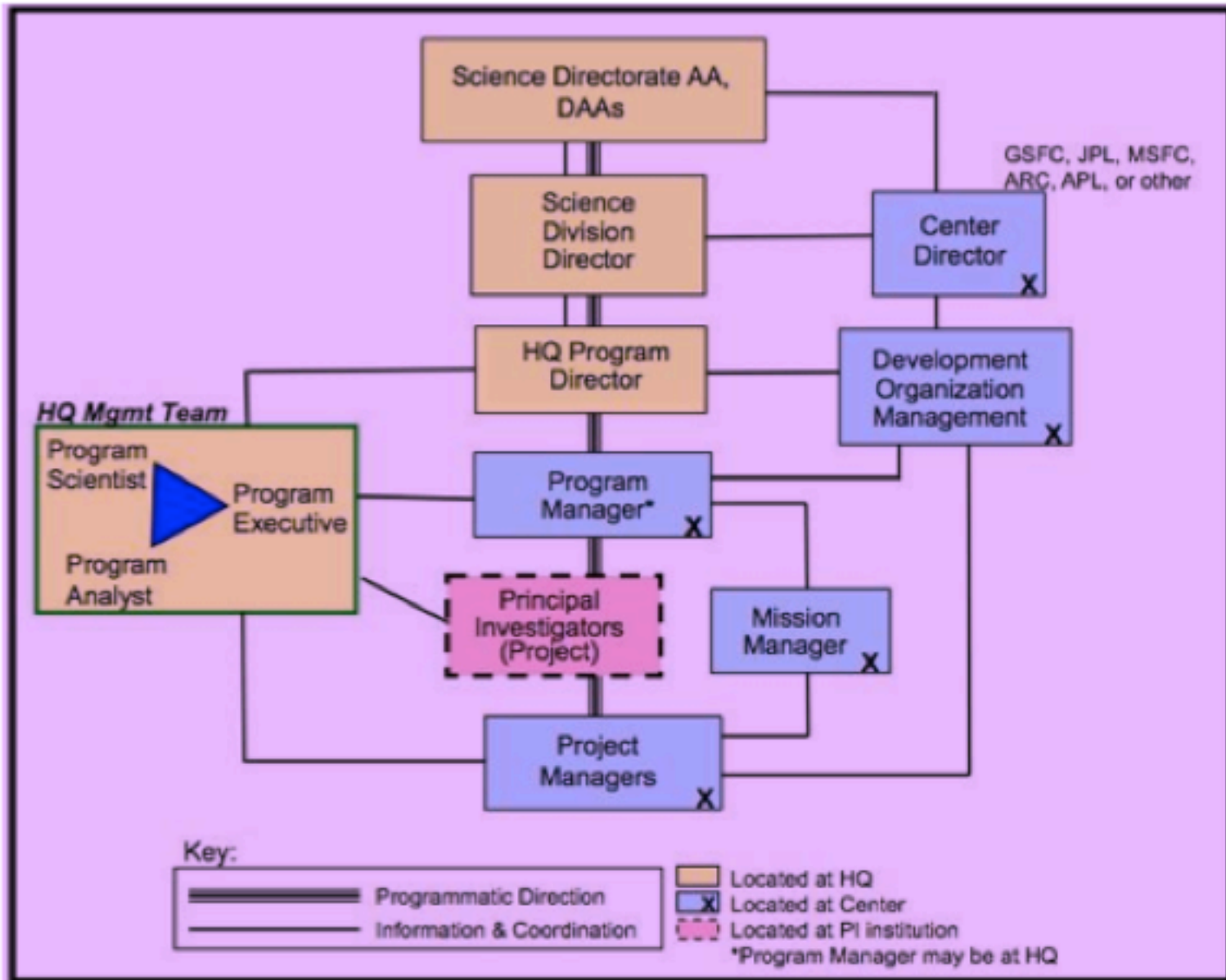


# Athena Science Working Group

Presentation to the US co-chairs

Jeanne Davis  
Program Executive  
Dec 14, 2016

# Program Executive Roles & Responsibilities



# PE Roles and Responsibilities

- Is the project sponsor at HQ
- Primary interface for the DD with the Program and Project Managers
- Coordinates closely with the PS
- Advises Division Director (DD) and Deputy Associate Administrator (DAA) for Programs on project's progress on cost, schedule and technical
- Advises DD and DAA for Programs on project's progress on cost, schedule and technical
- Guides project on NPR 7120.5 and advises on tailoring
- Coordinates with cognizant HQ offices on NPR 7120.5 exceptions
- Recommends to the DD the budget for the project/program during every budget cycle
- Assists projects through the Directorate Program Management Council (DPMC) process, creates the presentation package with the project & creates the Decision Memo
- Assist in science instrument and technology solicitations/evaluations
- Launch coordination, and prepares launch book
- Provides status to management in various venues
- Maintains current knowledge of project status
- Ensures project establishes and meets obligations on cost schedule & technical
- Risk identification and Mitigation
- Facilitates launch coordination
- International coordination
- Helps facilitate ITAR issues
- Participates in special technical studies
- Facilitates resolution of frequency spectrum issues
- Public affairs and media interface
- Develops IAA's with other agencies or foreign partners
- Tracks Directorate initiated studies to define new mission and determine feasibility
- Establishes working groups to determine advanced technologies to enable future science missions
- Provides input to Congressional and OMB inquiries
- Works with Directorate Organizations and Program Office to establish the cost cap guidelines

# NASA Project Lifecycle

NPR 7120.5e

