

BSA – Education & Outreach Implementation Plan for Public and STEM Engagement

Summary: The Mission Support Council met on October 6, 2017 to review and approve the Business Services Assessment (BSA) Implementation Plan for Public and STEM Engagement. This package is a result of the Education and Outreach BSA deep dive that consisted of options based on the BSSC review of core team findings and observations and MSC Decision Memo dated March 30, 2017.

The Mission Support Council made the decision after review of the observations, progress, challenges and objectives; and through consideration of the comments and concerns expressed by the affected stakeholders.

- Centers
- Mission Directorates
- Mission Support Organizations
- Affected HQ Functional Owners: Office of Education: Mike Kincaid, Office of Communications: Jen Rae Wang

Decision (continued on next page): Based on this review, the Mission Support Council approved the Business Services Assessment (BSA) Implementation Plan for Public and STEM Engagement dated October 06, 2017. The MSC approved the two fundamental elements of the Education & Outreach BSA Implementation effort that are as follows:

VISION: The vision document clearly defines the Vision, Mission and Focus Areas for NASA's work in Public and STEM Engagement

IMPLEMENTATION: The implementation plan effectively implements the following five MSC council decisions resulting from the March 30, 2017 Education and Outreach Deep Dive (MSC-2017-01-001)

1. Governance Structure (Education): A prior out of board decision was made by the NASA Acting Administrator to select Option 4 (Overhauled Model). This model directs OE to establish a new agency-wide STEM engagement function with a new Office of STEM Engagement reporting to the Office of the Administrator. The plan also establishes a new STEM Engagement Council (SEC). The decision of the MSC is that OE is to move forward on the development of the SEC charter, with the decision on alignment to be made by the Executive Council (EC). **For implementation, reference slide 22 of the BSA Implementation Plan Decisional Package.**

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Decision (cont.):

2. Roles & Responsibilities (Education): The OE shall establish new NASA Policy Directive (NPD) for STEM Engagement. Develop clear scope and definitions of public and STEM engagement. Conduct an initial analysis and evaluation of existing infrastructure, tools and systems to choose and deploy platforms to disseminate and share key content information members of the public and STEM engagement community; develop STEM Engagement community of practice; define and establish a STEM Engagement Council (SEC); develop and approve the SEC's charter, define and establish an operational approach to ensure coordination between the SEC and the CCC. **The implementation plan for this decision is approved; reference slides 23-27 of the BSA Implementation Plan Decisional Package.**

3. Program Management: The EO shall conduct a review and assessment of existing STEM engagement functions and capabilities agency-wide. Establish SEC functional working groups to drive implementation of SEC strategic priorities. Develop, establish and implement an annual operational planning cycle to define an integrated STEM Engagement Strategic Implementation Plan, built upon a shared agency strategy. Establish SEC functional working groups to drive implementation of SEC strategic priorities. Establish and execute an annual operational planning cycle to identify and prioritize the STEM engagement portfolio of significant events, activities, solicitations and milestones with corresponding owners, roles and responsibilities. **The implementation plan for this decision is approved; reference slides 28-33 of the BSA Implementation Plan Decisional Package.**

4. Grants Management (Space Grant, EPSCOR, MUREP): The OE shall develop and implement a fully integrated grants management approach for STEM engagement, including teams and processes facilitated through strategic relationships. Develop financial performance metrics, accountability measures, and effective resource management practices. Develop an efficient and sustainable electronic tool set (repository). Develop and implement comprehensive training strategies for grants managers. **The implementation plan for this decision is approved; reference slides 34-38 of the BSA Implementation Plan Decisional Package**

5. Strengthen Integration & Coordination of Agency Outreach: The Office of Communications shall Identify opportunities and leverage public engagement capabilities across organizations and Centers. Establish workforce plan for rotations/details to enable growth of professionals and help address surge requirements across NASA. Ensure effective collaboration among Center communications and/or public engagement offices to establish strong partnerships. Establish agency-wide public and STEM engagement training for NASA workforce. **The implementation plan for this decision is approved; reference slides 39-48 of the BSA Implementation Plan Decisional Package**

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Decider:

(b) (6)

Krista Paquin, Acting DAA/MSC Chair

Signatures represent concurrence that this decision was reached in compliance with Mission Support Council procedures, and ownership of amplifying comments relative to the decision.

Signature

Amplifying Comments

(b) (6)

Robert Lightfoot, AA

(b) (6)

Andrew Hunter, Acting CFO

(b) (6)

Daniel Tenney, Acting AA MSD

(b) (6)

Terrence Wilcutt, Chief S&MA

(b) (6)

Renee Wynn, CIO

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Decision execution responsibility	Accountable for:
Mike Kincaid, Acting AA for Office of Education	Execution of the decisions herein and reporting on status and or completion of the decision elements by the dates outlined in the execution milestones for the implementation plan. Decision 1-4
Jen Rae Wang, AA for Communications	Execution of the decisions herein and reporting on status and or completion of the decision elements by the dates outlined in the execution milestones for the implementation plan. Decision #5: Strengthen Integration & Coordination of Agency Outreach

Execution milestone	Milestone Date	Responsible Party
Present SEC alignment and charter to EC for decision	First Quarter FY18	Mike Kincaid/OE
Report Quarterly to BPR on progress towards completion of element milestones to include a refined implementation schedule of each element: Governance, Roles & Responsibilities, Program Management and Public Engagement	Beginning April 2018	Mike Kincaid (OE) / Jen Rae Wang (OCOMM)
Final NASA Policy Directive (NPD) for STEM	March 2018	Mike Kincaid/OE
Final Implementation Plan Element Milestones (OE, OCOMM)	CY 2019	Mike Kincaid (OE) / Jen Rae Wang (OCOMM)