



October 8, 2008

MEMORANDUM FOR: STAR and OSDPD Personnel

FROM: Alfred Powell   
SPSRB Co-Chair

Kathy Kelly   
SPSRB Co-Chair

SUBJECT: SPSRB Policy on Fiscal Year 2010 (FY10) Annual Review for  
Satellite Product Development

NESDIS needs to improve the connection between the SPSRB process and annual decision process for selecting and funding new satellite product development projects. The SPSRB co-chairs concur that all FY10 “new start” projects must go through the SPSRB process prior to the FY-10 Annual Product Development Review planned for August 2009. Every new start project must have a validated SPSRB User Request. All user requests can be submitted at the new SPSRB web page located at [https://requesttracker.osd.noaa.gov/admin\\_login.asp](https://requesttracker.osd.noaa.gov/admin_login.asp). Requests will be considered only from government employees with valid .gov or .mil email addresses and all requests need a NOAA advocate/champion. Additionally, it is our goal to ensure that all “new start” projects have a SPSRB approved project plan prior to the annual review.

The SPSRB Process Improvement Working Group (SPIWG) will continue to work to streamline the SPSRB process. The SPIWG in conjunction with the Oversight Panels (OP’s) will oversee all user request technical assessments. Everyone can become familiar with the current and proposed changes to the SPSRB process by reviewing the draft SPSRB process paper found at [http://projects.osd.noaa.gov/spsrb/spsrb\\_info.htm](http://projects.osd.noaa.gov/spsrb/spsrb_info.htm) and shown in attachment 1. The SPIWG will have the authority to allow an Integrated Product Team (IPT) to bypass the “Analysis of Alternatives” and “Proposal for Product Development” steps and move directly to the task of assembling of the “Initial Project Plan”.

In the next few weeks, OSD’s Satellite Product Manager will set up a Division level meeting with a goal of establishing key NOAA Goal and Program priorities for FY10 new product development projects. At this meeting, OSD will provide information of the level of expected FY10 funding available for new product development efforts. This information should allow STAR and OSDPD to make more informed decisions and focus their efforts on the highest priority new product development projects.

In order to effectively implement this guidance, it is necessary that everyone review and understand the timeline to accomplish all the necessary SPSRB process steps prior to the annual review. These steps are shown in the attachment 2. The goal is for all “new start” user requests

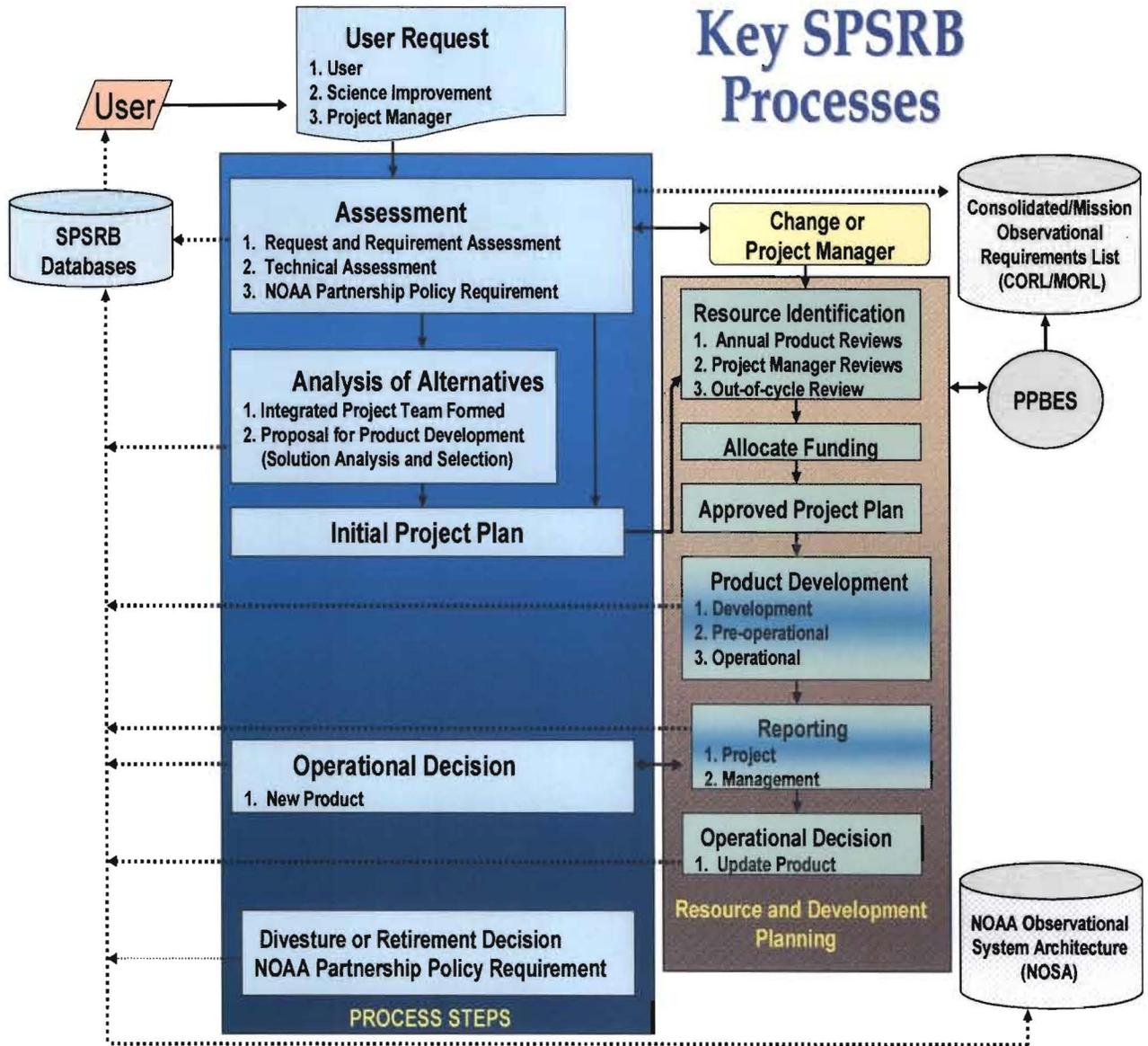


to be submitted by March 2009 and all initial project plans be approved by the SPSRB by July 2009.

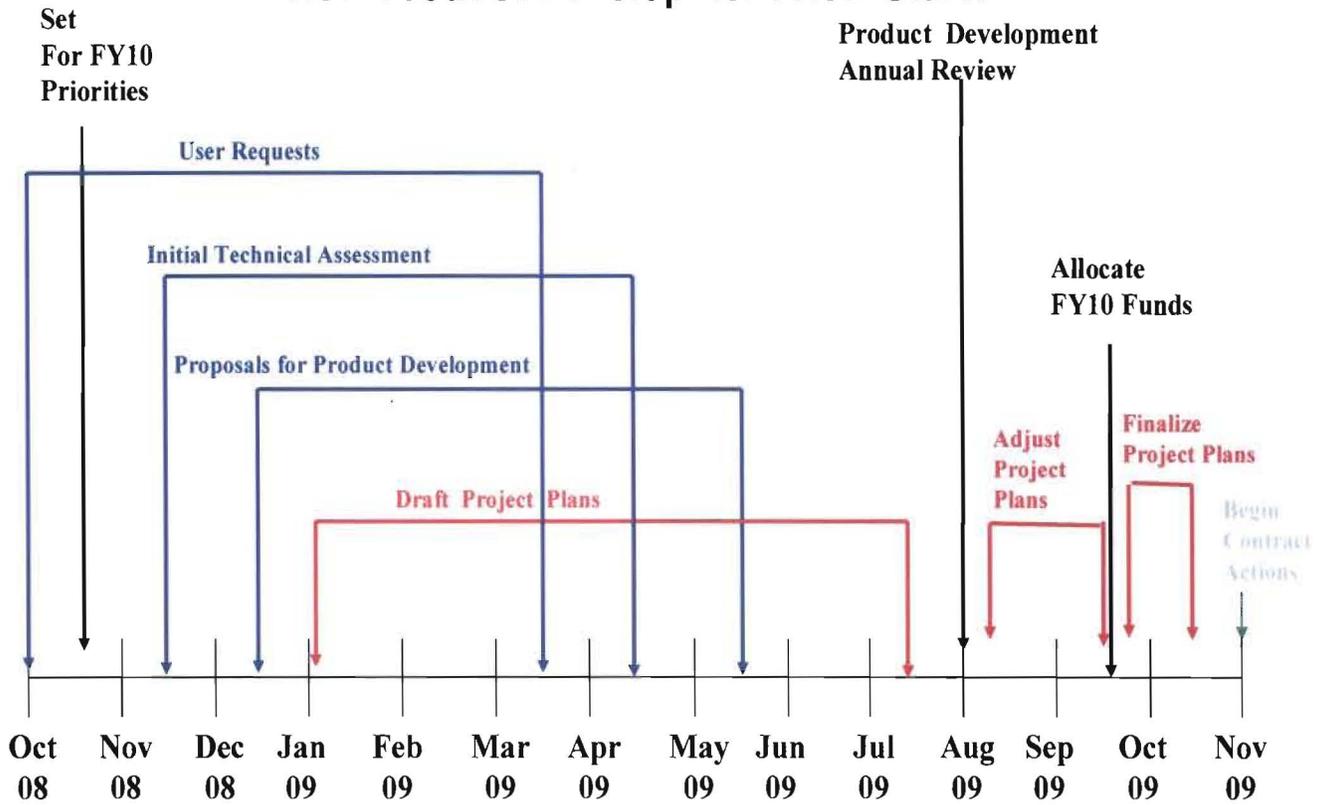
Your cooperation in this directive is critical to the success of NESDIS meeting the mission of developing and transitioning new and enhanced satellite products into operations. Following the new SPSRB procedures and adhering to the proposed timeline will ensure a more effective annual review, improve the efficiency of the research to operations transition process and ultimately allow NESDIS to better serve our customers.

cc: D. Benner  
T. Schott  
H. Drahos  
M. Mignogno  
A. Mehta  
I. Guch

# Attachment 1



## Attachment 2 FY10 SPSRB Product Process Timelines New Product Development/New Starts



**Management**  
 Project Leads (with Management review)  
 SPSRB Process (Project Leads and Management)