National Aeronautics and
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George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Engineering Directorate

Flight and Ground Software Division

Software Review Board Charter

Check the Master List - Verify that this is the correct version before use.

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Document Approval

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Document History Log

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	Original	12/7/06	Establish Charter for the Software Review Board for the Data Systems and Software Division and the Avionics Systems Division within the Engineering Directorate.
Revision	A	2/4/08	Update to reflect the re-alignment of software organization into the Flight and Ground Software Division of the Space Systems Department.

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1.0 PURPOSE

This charter establishes a Software Review Board (SRB) for the Flight and Ground Software Division within the Engineering Directorate. The SRB establishes policy and provides oversight and management of software products developed, tested, delivered and/or sustained by the flight software development organizations. The SRB also provides oversight and management of operating systems and support tools used in developing the software products. The SRB is used for software projects within the Engineering Directorate as designated by the associated Software Development Plans and Software Configuration Management Plans. This charter supersedes EI32-SRB-CH, Software Review Board Charter for the Flight Software Branch.

2.0 RESPONSIBILITIES

A. Assure software configuration management requirements are implemented to insure proper configuration identification and configuration control.

B. Baseline software source code prior to release for software verification, and ensure software configuration management retains a baseline copy for record.

C. Baseline the software build product prior to external delivery, specifying all associated operating systems and support tools used in developing the product. Ensure software configuration management retains a baseline copy for record of the operating systems and tools.

D. Assess the impact of all proposed changes and problem reports to the baselined products and provide recommended dispositions.

E. Provide recommended disposition for waivers and deviations.

F. Provide management oversight of the baselined products, maintaining a baseline product summary and history records.

G. Provide review and recommendation for approval of Software Process Improvement (SPI) project work products.

3.0 METHOD OF OPERATION

The SRB chairperson prepares a meeting announcement with an associated agenda.

The change owner or responsible engineer presents agenda items addressing the statement of problem, options, impacts if any, schedule, resource requirements and recommendation. The SRB chairperson records the meeting minutes and documents actions of the meetings. Action items are assigned and logged with a unique tracking number. Actions assigned by the SRB are closed at a meeting of the board.

Emergency SRB: The SRB chairperson calls an emergency board meeting when the circumstances warrant an immediate meeting. The emergency SRB consists of at least one project Software Engineer (or his/her Branch Chief), a project Test representative (if emergency is based on supporting test activities), a Software Assurance representative, the Software Project Lead, and the SRB chairperson (or representative).

SCR approval outside of the board: An SCR is approved "outside of the board" in either of the following scenarios: a) If a project schedule precludes the calling of an SRB meeting or if anomaly resolution is required during a time-critical test, an SCR is approved "outside of the board" by approval of the Software Project Lead, software test engineer (if change is in support of test activities), and Software Assurance or b) The SCR provides an updated baseline product in which all of the changes have been discussed and approved at a previous meeting of the SRB and the Software Project Lead with concurrence of Software Assurance recommends to the SRB chairperson approval of the new baseline outside of the board. In either scenario, the SRB chairperson records the SCR approval in SRB minutes, notifies SRB members of the SCR action, updates the SRB baseline product summary and history records if necessary, and ensures branch configuration management receives the new baseline if necessary.

4.0 AUTHORITY

The chairperson is responsible for the overall conduct of the SRB, including the agenda, minutes, and schedule. The SRB is the ultimate decision authority for its activities and provides recommendations to the software project lead. The SRB functions as an Engineering Directorate/division/or branch level board and is conducted prior to the release of a product to a higher level board.

5.0 MEMEBERSHIP

The SRB Membership is as documented in Memo for Record, FSB-SRB-MEMO-001, Software Review Board Membership for the Flight and Ground Software Division in the Engineering Directorate.

6.0 FREQUENCY OF MEETINGS

The SRB meets on an ad hoc basis. The software project leads are responsible for determining the need for a meeting and notifying the SRB chairperson. The chairperson schedules a meeting of the board. The scheduled meeting time of the board is placed on the board members' calendar.

7.0 DURATION OF APPOINTMENT

Indefinite.

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