

FSB Role Description – FSW Lab. Manager (LM)

With Version 2.0 of the Lab Manager (LM) Role Description, we recognized that there are actually two different LM roles – one technical and one administrative. Rather than issue two Role Descriptions (RDs) it was decided to retain a single RD separated into the different roles.

This version is based on Dave McComas's breakdown for the GPM FSW team. Dave took the additional step of noting that some responsibilities are common to both. This was a good idea and is maintained here.

One final note: because there are two roles embodied in this single title, the actual responsibilities of a Lab Manager on a development team are made ambiguous. Accordingly, it will be necessary for the PDL to have a memo on file describing which individual(s) have the Technical LM role, and which have the Administrative LM Role.

Roles & Responsibilities **Common**

- Reports to project Product Development Lead (PDL)
- Attends weekly Flight Software Status meetings, and project reviews as needed and provides status to the flight software lead.
- Meets negotiated deadlines, demonstrates initiative, active in FSW team dynamics.
- Actively and routinely contributes to FSW end-product quality and risk mitigation.
- Performs all assignments according to FSW Branch processes, standards, and guidelines.
- Provides recommendations to the FSW Branch Standards CCB regarding desired improvements to approved and draft FSW Branch practices, standards and processes.
- Identifies the need for new FSW testbeds and facilities management standards and processes.

Roles & Responsibilities **Technical**

- Works with PDL, DTLs, and TTL to identify equipment needs and development/test string fidelity.
- Serves as Point of Contact between lab users and building FOM on facilities issues.
- Keeps up-to-date lab floor plans and equipment lists.
- Maintains adequate physical lab security and assists in providing network support.
- Coordinates and supervises I&T of all internal/external deliverables to the lab.
- Is responsible for the lab to be ready for use.
- Coordinates procurements through projects (shared with PDL).
- Participates in FSW development and test walk-through activities that require lab support.
- Coordinates/directs System Administrators' work in lab. This includes installation of vendor-authorized patches, hot fixes or upgrades to maintain Operating System integrity.
- Participates in the planning of relocation and re-certification of testbeds and associated equipment.

Roles & Responsibilities
Administrative

- Coordinates lab usage schedules, and daily activities with flight software lead.
- Verifies that lab users have ESD certification for working around sensitive hardware.
- Works with Project Quality Assurance Personnel to coordinate ESD Training for lab users and ESD verification of lab.
- Maintains system logbooks that describes actions taken, by whom, date, etc. for each system.
- Ensures restorable backups are done on a routine basis.
- Follows all Software Engineering Division practices as documented in NPG2810, and in the Code 580 Security Plan and the Code 580 System Management Policies and Procedures documents. Requests waivers when necessary.
- Manages lab property, including equipment calibration, repairs and/or maintenance.

Ownership and Approval Authority

The FSW Branch Head is the owner of this role description. The FSB Standards CCB has approval authority.

Change History

Version	Date	Change
2.0	09/22/09	DCR #342 – role split into 2 sub-roles: administrative and technical. AI #138 – GPR 1410.2c required footer.
1.2	06/30/06	DCR #172.
1.1	06/28/04	DCR #81 – change name from Position Description to Role Description.
1.0	01/14/04	Initial draft.