NPR 7120.5F Formulation Authorization Document Template

Program FAD Title Page

**[*Program Name*] Formulation Authorization Document**

**[*short title or acronym*]**

(Provide a title for the candidate program and designate a short title or proposed acronym in parenthesis, if appropriate.)

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Mission Directorate Associate Administrator Date

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Program Manager Date

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Associate Administrator Date

By signing this document, signatories are certifying that the content herein is acceptable as direction for managing this program and that they will ensure its implementation by those over whom they have authority.

Figure 1 Program Formulation Authorization Document Title Page

Project FAD Title Page

**[*Project Name*] Formulation Authorization Document**

**[*short title or acronym*]**

(Provide a title for the candidate project and designate a short title or proposed acronym in parenthesis, if appropriate.)

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Mission Directorate Associate Administrator Date

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Program Manager Date

By signing this document, signatories are certifying that the content herein is acceptable as direction for managing this project and that they will ensure its implementation by those over whom they have authority.

Figure 2 Project Formulation Authorization Document Title Page

Program/Project FAD Template

[*Program/Project Name*] Formulation Authorization Document

[*short title or acronym*][

1.0 PURPOSE

Describe the purpose of the program/project, including a clear traceability from the goals and objectives in the Mission Directorate Strategies or Program Plan, as applicable. This need is independent of any particular technological solution and is stated in terms of functional capabilities.

2.0 AUTHORITY

Describe the NASA organizational structure for managing the Formulation process from the Mission Directorate Associate Administrator (MDAA) to the NASA Center program/project managers, as applicable. Include lines of authority, coordination, and reporting. For projects and single-project programs, the Formulation Authorization Agreement (FAD) provides the basis for the project’s Formulation Agreement. Specifically identify the Decision Authority and the governing Program Management Council (PMC) for oversight of the program/project, per Section 2.3 of NPR 7120.5F.

3.0 PROGRAM TYPE/PROJECT CATEGORY

For programs, identify the program type (uncoupled, loosely coupled, tightly coupled, single-project). The MDAA determines the type of program with concurrence from the NASA AA. For projects, identify the project category (Category 1, 2, or 3).

4.0 PROGRAM/PROJECT GOALS AND OBJECTIVES

Describe the level or scope of work, goals, and objectives to be accomplished in the Formulation Phase, Formulation cost targets and constraints, the time available, and any other constraints.

**5.0 ANALYSIS OF ALTERNATIVES**

Describe plans for conducting analyses of alternatives (AoA) for selecting the mission architecture and acquisition strategies for the program/project. Define the scope of the analyses and concepts to be competed, recognizing that some of the AoA content may be developed and documented outside the program at the Mission Directorate level. Document any assumptions and constraints applicable to the analyses. Identify the selection criteria to be used, such as safety, cost, affordability, schedule, and capability, to help ensure that the alternative selected best meets the mission needs. (Rankings and results of the analyses of alternatives should be documented in the Program or Project Plan.)

If the program/project does not plan to conduct analyses of alternatives, document the justification for not doing so.

6.0 INTERNAL PARTICIPANTS

Identify Mission Directorates, mission support offices, and Centers to be involved in the activity, their scope of work, and any known constraints related to their efforts (e.g., the program/project will be co-funded by a different Mission Directorate).

7.0 EXTERNAL PARTICIPANTS

Identify participation external to NASA to be involved in the activity, their scope of work, and any known constraints related to their efforts (e.g., the program/project will be co-funded by the external participant; commercial or other partners that will develop end products that are not owned by NASA, but are provided as services to NASA; etc.).

8.0 BUDGET AND COST ESTIMATE

Identify, by fiscal year, the funding that will be committed to the program/project during each year of Formulation. If the Formulation period is less than five years, provide estimated annual costs for five years. For projects, provide an estimated life-cycle or initial capability cost range that is consistent with this five fiscal-year cost runout.

9.0 SCHEDULE

For each project, provide the planned date for the completion of Phase A and estimated completion of Phase B. Provide an estimated date (or range) for the completion of project development. Specify the planned prime operations period or initial capability operations period.

10.0 LIFE-CYCLE REVIEWS

Specify the program and project life-cycle reviews (per NPR 7120.5F figures 2-2, 2-3, 2-4, and 2-5 that are required to be conducted during the Formulation Phase. Include any other requirements (e.g., the Pre-ASM, ASM) and any known unique considerations (e.g., innovative acquisition approaches (see NPR 7120.5F Section 2.2.4.1), international participation). Identify tailoring to accommodate aspects of innovative acquisition approaches and when the tailoring approach will be defined.