



NESDIS BUSINESS OPERATIONS SUPPORT (BOS)

Project Highlights

Task Areas

- Strategic Consulting
- Program Administration
- Property Management
- Facilities Management
- Executive Assistance
- Acquisition Support
- Workforce Engagement Planning, Recruitment
- DEIA
- Rotational Assignment Planning
- Workforce Training
- International & Interagency Affairs
- User Engagement
- Cloud Costing
- NOAA Common Cloud Framework (NCCF)
- NCCF Cost Agile Team (NCAT)
- Project Management
- Strategic Communications
- IT Services
- Policy Development
- Risk Analysis & Management
- Technical Writing
- Smartsheet
- Space Commerce
- CRSRA

GST Support for Program Administration, User Engagement, Project Analysis

GST supports business operations across NESDIS line offices, including with the CFO/CAO, ACIO, STAR, SAE, OSPO, the NESDIS Chief of Staff, and the Office of Common Services. We partner with NESDIS in program administration, user engagement, project management and analysis, and communications.

User Engagement

- **Pathfinders:** Recruit early adopters of satellite information into joint NASA-NOAA programs, including GeoXO, to develop value studies for future applications of mission data products
- **Value Chains:** Inform NESDIS mission milestones by mapping value chains of NESDIS partnerships and core user communities, then create "Value of Data" stories for NESDIS gap analyses and marketing
- **Science Communication:** Translate complex scientific information into easy-to-understand messaging and marketing materials. Draft and present white papers and briefings at industry conferences
- **Event Management:** Facilitate stakeholder and user workshops, develop and execute Stakeholder Engagement Plans; townhall meetings, conferences, launch events, and end-user events

Project Management, Analysis, and Communication

- **Project Management:** Track NESDIS awards, develop workforce engagement and rotational assignments, maintain Integrated Products List (IPL) and Product Requirement Document (PRD), write 5-year plans, support Executive & Science Councils, update SOPs, and manage GOES systems configuration documentation
- **Training:** Facilitate learning development, training & education strategies, and training events
- **Space Commerce:** Support NCO comms & outreach, legislative affairs, and National Space Council
- **CRSRA:** Review and process Annual Compliance Certifications for satellite launch
- **Cloud Cost Estimation:** Develop cloud cost estimation model; track and analyze NOAA Common Cloud Framework (NCCF) budget for development, user acceptance testing, and production
- **Agreements:** Analyze and track agency and interagency agreements; track program milestones, user stories, presentations, publications, and proposals
- **Product Portfolio Management:** Conduct budget management and project lifecycle planning with stakeholders for over 60 project portfolios. Gather resource requirements to justify funding decisions and inform product prioritization
- **IT Services:** Manage IT portfolios, strengthen COOP, coordinate capital planning (CPIC) submissions, support FITARA operations and procurement
- **Requirements Analysis:** Develop Integrated Master Schedules and Risk Management Plans. Monitor project performance through weekly/monthly data collection and assessments
- **Project Monitoring and Trends Analysis:** Analyze trending data and metrics for tracking portfolio activities; Support monthly cost estimation and analysis to track expenditures across the organization
- **Communications:** Technical writing, 5-year plans, project reviews, presentations, stakeholder engagement

Program Administration

- **Travel:** Arrange travel and serve as central Point of Contact for STAR travel planning
- **Property and Inventory Management:** Maintain custodial records and report excess property; create templates for submission of reports related to missing or damaged property; create trackers and logs and use the Sunflower asset management system to verify property
- **Executive Assistance:** Provide proactive support for senior leadership, managing calendars, preparing pre-briefs, and summarizing discussions and action items
- **SOP Management:** Log and track and update active SOPs; Draft SOPs for cross-agency use, especially in workforce management and NESDIS awards decision-making
- **Acquisition:** Support implementation and monitoring of NESDIS acquisition strategies and awards