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Professor Laura Martinez

ENC 1101

3/20/13

The Lockheed Martin Company Discourse Community

**Intro:**

Three weeks ago I was in the gym when I heard my phone ring. I eagerly answered it expecting that is was Lockheed Martin calling to let me know if I got the job or not as a Program-Planning intern. Sure enough it was, and thankfully the news was good, the program leads talked it over and they liked what they saw when they interviewed me. At the time I had no idea about the complexity of Lockheed Martin in regards to its many forms of written communication, its complex lexis, and its giant hierarchical structure for authority. When I arrived at the Missile and Fire Control (MFC) facility for my first day of work, for the first time in my left I felt as if the work I was learning to do had meaning. The purpose of my work and the Lockheed Martin Company is to ensure that the United States and its Allies are armed with top grade military equipment, from planes to radar, Lockheed Martin does it all.

 The first aspect of Lockheed Martin that grabbed my attention was the professional manner in which Lockheed Martin employees dressed, talked, and even walked. A sense of urgency was in the air; walking through the corridors I could see many employees checking their watches as they briskly walked to their cubicles with their morning coffee. I was genuinely interested in observing and joining their white-collar behavior. James Paul Gee wrote an article titled: “Literacy, Discourse, and Linguistics.” In this article Gee discussed discourses in depth including primary, and secondary discourses. Gee defined a discourse as “ a sort of “identity kit” which comes complete with the appropriate costume and instructions on how to act, talk, and often write, so as to take on a particular role that others will recognize” (Gee). This quote can be directly applied to the identity kit of a Lockheed Martin employee. The costume of a Lockheed Martin employee is business casual attire. Employees are always dressed sharply in slacks and dress shirts, with dress shoes. However with increases in authority this costume becomes increasingly more formal, which will be discussed in the Authority segment. Employees are also expected to act, and talk professionally by making use of the appropriate lexis to convey information in meetings and casual conversation. Employees are also expected to write in a professional manner conducive to a productive work environment in e-mails and formal documents.

 The second thing that I noticed upon entering the facility, as I was walking to my cubicle was the apparent and complex lexis that was being used by the employees who were bustling about to and from meetings. Lexis is a discourse community’s use of specialized terminology. John Swales in his article “The Concept of Discourse Community” defines lexis as “Increasingly shared and specialized terminology”, he states that it is “realized through the development of community-specific abbreviations and acronyms” (Swales). Lockheed Martin has many acronyms that serve as abbreviations for program directives and specific programs, and more. The reason Lockheed Martin has such a vast array of acronyms is to create a concise and time oriented environment to maximize efficiency in meetings and in interpersonal conversations. This is one of the first things that observed when I began work, for the first couple of day’s meetings and business conversations where rather cryptic. Thankfully Lockheed Martin also has a vast array of resources to bring new interns up to speed. For example when I began working I was sent an extensive list of common acronyms that are used in meetings and in conversation. One example of a commonly used acronym that is abbreviated to create an environment conducive to time management is REACH which stands for Registration, Evaluation, Authorization and Restriction of Chemicals. This acronym and other complex acronyms are used in meetings to save time. A complex lexis alone is not enough to classify an organization as a true discourse community; according to Swales a discourse community requires “six defining characteristics that will be necessary and sufficient for identifying a group of individuals as a discourse community” (Swales).

 The other five defining characteristics are “a broadly agreed set of common goals, mechanisms of intercommunication, mechanisms to provide feedback, genres in the communicative furtherance of its aims, and a threshold level of members”(Swales).

After working for Lockheed Martin for 3 weeks it is obvious that Lockheed Martin possesses these five traits in addition to having a complex lexis. The first is a broadly agreed set of common goals to achieve new innovations in military technology, and accumulate wealth. At Lockheed Martin we also have many mechanisms of communication between members. These mechanisms include a company email system, company instant messaging, text messages, meetings, formal letters between facilities a sophisticated share-point system, and faxed documents. Lockheed Martin also uses participatory mechanisms to provide information and feedback. This is done through weekly department meetings where managers give their teams feedback on weekly performance. There are also occasional individual performance evaluations, for individualized and specific feedback. Lockheed Martin also uses multiple genres in the communicative furtherance of its aims. For example we use emails, and letters to set up meetings to sell products to U.S. government officials, without these genres of communication our business would not be profitable or even possible. Lockheed Martin also has a definite and structured threshold level of members with a suitable degree of relevant content and discourse expertise. I have just entered Lockheed Martin as an Intern and eventually if successful, I will become a manager. Consequently the survival of the Lockheed Martin discourse community is dependent on a reasonable ratio between novices and experts. Now that I have discussed the identity of a Lockheed Martin employee, and why Lockheed Martin is a discourse community, in the next section I will discuss the genres of Lockheed Martin in depth particularly the advanced share point system.

**Methods:**

 To obtain information about the Discourse community: Lockheed Martin, I conducted two interviews of different authority, collected documents from various genres relevant to the communities goals, a comprehensive list of commonly used lexis, and observed employee behavior in meetings, the cafeteria, and in their cubicles. The following chart demonstrates the division of time between these tasks.

 The interviews that I conducted were with Devon Simmonds and George Ward. Devon Simmonds is a Program Planning Senior and George is his supervisor and is a member of the prestigious Program Planning Senior Staff. It was particularly interesting to interview George because he has been with the company for 27 years.

 I also spent hours collecting documents that show specific program directives. These directives are part of a larger overall company goal to be profitable. Lockheed Martin functions by dividing up tasks between departments for specific programs and assignments. As seen in the appendix the majority of these tasks and directives are sent through the company email system.

 After I conducted my interviews and collected documents, I spent a considerable amount of time compiling a list of relevant lexis. The memorization of these acronyms is essential to make appropriate contributions to meetings and conversations. Once I finished compiling the lexis I began to analyze my data. To do this I sat down for several hours attempting to find common themes in these documents. By doing this I noticed that all of the documents had one thing in common: conciseness. In every document attached in the appendix the message that the document was conveying is short and to the point. There is no verbosity in any of the messages. This is done to create a highly efficient working environment. Observing this common theme among the documents gave me more perspective into what to discuss in my paper. I realized that the Lockheed Martin discourse community values time management and wastes no time in conveying pertinent information to employees. Consequently I was able to develop a focus for my paper in regards to the time efficient nature of the Lockheed Martin discourse community.

 After I completed my interviews and finished transcribing them I also noticed another common theme. The higher level of education obtained, the faster an employee advances. This is true in Devon Simmonds case, with his master’s degree and seven and a half years of experience he will be advanced to Program Planning Staff in less than a year, which is a prestigious title to hold. Although he is young, he is climbing the hierarchical structure quickly because of his advanced degree. After analyzing this information, I realized that to give the reader a full understanding of the Lockheed Martin discourse community the authoritative structure and how to climb that structure should also be discussed in depth.

 The most enjoyable experience of this assignment was observing employee behavior. Over the course of 3 weeks I observed body language, tone of voice, and other behaviors. After carefully observing these behaviors it is apparent to me that Lockheed Martin employees truly take on the identity of a white color worker. Everything is purposeful from movement, tone of voice, and even the pace at which employees walk. All of these behaviors are conducive to a professional and time orientated environment.

**Discourse Genres of Lockheed Martin:**

According to Swales a genre “articulates the operations of the discourse community” (Swales). Lockheed Martin makes use of many genres which articulate its operations: Email, Instant Messaging, company text messages, formal letters between facilities, faxed documents and most importantly meetings, and sophisticated share-point system. Emails are the most prevalent genre that is utilized at Lockheed Martin. To put it into perspective, on an average day I receive around 10 e-mails as an intern. However higher-level managers can easily receive around 40 Emails in a workday. Company E-mails include specific directives and tasks that need to be completed in a timely manner. These tasks are essential to achieve the company’s primary goal, which is to generate profit. In the appendix section, email #1 is an example of a directive that was e-mailed. “Please update Planning to reflect the following: Planning Ext. Name, Function, Email”. This e-mail is a rather simple directive that conveys the message that the contact information for the Program Planning team needed to be updated.

 Instant messaging is also a popular way for Lockheed Martin employees to communicate. Instant messaging is typically used to send information quickly between cubicles to avoid leaving workstations. In the appendix an example of an instant message containing a needed update is included. The beginning of the message states, “Welcome to the 'Planning' SharePoint group. Barbee, William (ACCT03\tpbarbee) has added you to the 'Planning' group for this SharePoint site”. Instead of Mr. Barbee walking all the way to my cubicle to tell me he added me to the Planning group on the SharePoint site, he was able to quickly convey the information with an instant message. This genre and other genres at Lockheed Martin allow the discourse community to accomplish their goals faster.

 In the two interviews included in the appendix both of my supervisors indicated that they made use of text messages to convey and receive work related information. Consequently text messaging is not just a social genre. Based upon my observations of the professional atmosphere of Lockheed Martin, text messages can also be used as a dependable genre of communication in the business world.

 Formal letters, and faxed documents while their use is rapidly declining, as the use of e-mail increases, are still a relevant genre in the Lockheed Martin Company. This apparent decline in the use of letters and faxed documents made me excited for the future. The concept of a completely digital business world will soon become a reality in our lifetime. Formal letters are generally used for contracts, and faxed documents are rarely used.

 The next genre that is essential to the function of Lockheed Martin is meetings. There are a variety of meetings every week that Lockheed Martin employees are expected to attend. These meetings are responsible for inter-departmental coordination, financial management, new program directives, general program status, mission milestones and more. The interviewees transcribed in the appendix: Devon Simmonds my supervisor said he went to “15 meetings a week”. His supervisor George Ward said he went to “somewhere between 15 and 20” meetings in a week. This shows the prevalence of meetings in work life at Lockheed Martin. Without meetings the overall structure of Lockheed Martin would crumble because meetings are essential to making sure company goals are accomplished.

 Perhaps the most innovative and sophisticated genre that articulates the operations of the Lockheed Martin Discourse community is its Share Point system. In the appendix an instant message containing the definition of what a Share Point system is, is included. The message states, “What is a SharePoint site? A SharePoint site is a Web site that provides a central storage and collaboration space for documents, information, and ideas. A SharePoint site is a tool for collaboration, just like a telephone is a tool for communication, or a meeting is a tool for decision-making. A SharePoint site helps groups of people (whether work teams or social groups) share information and work together. For example, a SharePoint site can help you: Coordinate projects, calendars, and schedules, discuss ideas and review documents or proposals, share information and keep in touch with other people.” Essentially when work related documents such as charts are completed one user posts them to the Share Point. Then every user of the Share Point website can see that document that was posted, and the author of the document. I use the Share Point website every day at work to post my completed tasks, so my supervisor can view them and utilize the information contained within them.

**Authority:**

 Knowing the genres and lexis of Lockheed Martin is essential to authoritative advancement in the discourse community. As of now I am classified as a CWEP or College Work Experience Program intern. This is the lowest level of authority you can occupy at Lockheed Martin. However upon completion of the program coupled with an advanced degree, it is also the best opportunity to eventual rapid advancement through the authoritative hierarchy at Lockheed Martin. Among other things, Lockheed Martin is a dominant discourse. In his article Gee defines a dominant discourse as “Secondary Discourses the mastery of which, at a particular place and time, brings with it the (potential) acquisition of social “goods” (money, prestige, status, etc.)” (Gee). Eventually, if and when one truly masters the Lockheed Martin discourse community, by climbing to the top of the authoritative ladder, they will obtain a vast amount of social goods. Executives at Lockheed Martin are among the highest paid members of business executives in the world.

 CWEP interns at Lockheed Martin are part of what Gee defines as an “apprenticeship” According to Gee an apprenticeship is defined by “enculturation into social practices through scaffolded and supported interaction with people who have already mastered the Discourse” (Gee). Every day while at work I receive supported interaction from my supervisor Devon Simmonds. Devon has already mastered the Discourse, in his interview he states that he has been working at Lockheed Martin for “7 ½ years.” Through Devon’s supported interaction I learn how to complete specific tasks and directives. Through his leadership I am also being acculturated into the Lockheed Martin discourse community by learning the various genres and lexis used in a Lockheed Martin employees daily life. This learning curve is essential to eventual authoritative advancement.

 The CWEP program is a definite stepping-stone to future management positions within the company. Devon in his interview stated that he was also a CWEP intern at Lockheed Martin before he graduated with his bachelor’s degree in “Management Information Systems.” After completion of the CWEP program and upon receiving a bachelor’s degree, Lockheed Martin also aids in the authoritative advancement of valued employees by providing valuable tuition assistance and reimbursement for employees to obtain their masters degree in any relevant field such as business, or engineering. For example Devon received tuition reimbursement from Lockheed Martin while he earned his Masters in Business and Administration (MBA). Generally speaking the higher the level of education, the faster an employee can advance in the Lockheed Martin Discourse community.

 **Discussion:**

After being a part of the Lockheed Martin Discourse community for three weeks I am beginning to notice subtle aspects of literacy in meetings. It is apparent after attending 6 department meetings in the past three weeks, that Lockheed Martin employee’s, particularly managers; must know how to read people and situations in addition to text. Tony Mirabelli wrote an article on this subject titled “Learning to Serve: The Language and Literacy of Food Service Workers”. In his article Tony Mirabelli labeled this ability to read people and situations as being multi-literate. Although his article is about the multi-literacies of food service workers, his theory is applicable to a business setting as well.

 When Mirabelli discusses what it means to be multi-literate he states, “How the waitress or waiter understands and uses texts such as the menu and how she or he “reads” and verbally interacts with the customer reflect carefully constructed uses of language and literacy” (Mirabelli). Essentially a discourse community that masters and utilizes multi-literacies will have employees that are able to read other people. At Lockheed Martin, managers are experts at reading other people. In the department meetings I attended the multi-literate skill of my supervisors George and Devon where easily observable. For example when employee’s where silent, Devon and George asked them for their opinions. Once these previously withdrawn employees where engaged in conversation they contributed a considerable amount of information. Consequently by making the employees feel like valuable members of the team, important information was disseminated. In this example: Devon and George where able to read the non-verbal behavior of these employees. By being silent the employees where actually sending the non-verbal message that in the moment they felt undervalued, and ignored. It is the manager’s responsibility to be able to read non-verbal behaviors like these and to promptly correct the situation.

 Mirabelli also said to be multi-literate “requires knowledge of specific practices” (Mirabelli). This is another area that Lockheed Martin employees must be proficient. It is not enough to read a document and then attend a meeting. Before going to a meeting all members of that meeting must understand and have knowledge of the specific practices of the topic of the meeting. For example in a meeting about the Program Management Plan (PMP) all members are required to read the 45-page document and to understand the specific practices behind it. This means employees attending the PMP meeting must know the implications of the PMP and what it means to all Lockheed Martin employees. For the reasons listed, If Mirabelli observed the behaviors of Lockheed Martin employees particularly the managers; he would agree that multi-literacies are prevalent in the Lockheed Martin Discourse community.

**Conclusion:**

Conducting the research for this assignment and writing this paper I learned many things about Lockheed Martin. Before I wrote this paper I had barely scratched the surface of the Lockheed Martin discourse community. It wasn’t until I completed my observations and wrote this paper that I truly gained an in depth understanding about how Lockheed Martin functions as a discourse community. I learned how the authority structure functions, how specific methods of inter communication are used to maximize efficiency, and about the identity of Lockheed Martin employees.

 The most important thing I learned by completing this assignment is I may not want to work for Lockheed Martin after graduation. It is a great internship experience and I will most certainly continue my work there to build practical business experience. However I will need to seriously weigh all of my options in the coming years before graduation because by obtaining a greater understanding about how the Lockheed Martin discourse community functions, I am not sure I want to be a part of the discourse community for the rest of my working life. As of now I am not ruling anything out but this project has opened my eyes in regards to weighing all of my options.

Works Cited

Swales, John. "The Concept of Discourse Community." *Genre Analysis: English in Academic and Research Settings*. (1990): 21-32. Print.

Gee, Paul. "Literacy, Discourse, and Linguistics: Introduction." *Journal of Education*. 171.1 (1989): 5-17. Print.

Mirabelli, Tony. "Learning to Serve: The Language and Literacy of Food Service Workers." *What They Don't Learn in School*. (2004): 143-62. Print.

Simmonds, Devon. Personal Interview. 22 Mar 2013.

Ward, George. Personal Interview. 22 Mar 2013.

**Appendix:**

Bryce Panter

3/22/13

**Discourse Community Interview #1**

Interviewee: Devon Simmonds

Position Title: Program Planning Senior

Bryce: The following interview was conducted with Devon Simmonds March 22, 2013

Bryce: Okay Devon what is your official title at Lockheed Martin?

Devon: Program Planning Senior

Bryce: What did you major in?

Devon: Management Information Systems

Bryce: What did you receive your master’s degree in?

Devon: I just got a Masters in Business Administration

Bryce: Did Lockheed Martin pay or help pay for you to obtain your master’s degree?

Devon: Yes they did

Bryce: When you where obtaining your degree, where you an intern at Lockheed Martin through the CWEP (College Work Experience Program).

Devon: Yes

Bryce: How long did you intern with Lockheed Martin

Devon: About a year and a half

Bryce: How long have you been working with Lockheed Martin since you finished the internship program?

Devon: 7 ½ years

Bryce: How many years where you in an entry level position before becoming a program-planning senior?

Devon: 4 years

Bryce: What was the title of your entry-level position?

Devon: Engineering planner associate

Bryce: How many years do you think your next promotion will be in?

Devon: From today?

Bryce: Yes

Devon: Hopefully less than a year.

Bryce: What will be your new title?

Devon: Program Planning Staff

Bryce: How many people currently work under you?

Devon: Two Interns

Bryce: How many hours a week do you work?

Devon: 55 hours

Bryce: How stressful is managing other people’s work on a scale from 1 to 10?

Devon: 6

Bryce: How many meeting do you typically go to in a week?

Devon: 15 meetings a week

Bryce: How many meetings do you lead in a week?

Devon: 4 to 5

Bryce: How often do you conduct performance appraisals?

Devon: 2 to 3 times a year

Bryce: How many modes of communication do you use?

Devon: 5, e-mail, text messaging, verbal, meetings, instant messaging

Bryce: Thank you for your time

Bryce Panter

3/22/13

**Discourse Community Interview #2**

Interviewee: George Ward

Position Title: Planning Manager Senior Staff

Bryce: The following interview was conducted with George Ward March 22, 2013

Bryce: What is your official title at Lockheed Martin?

George: Planning Manager Senior Staff

Bryce: What did you major in?

George: International Finance and Marketing

Bryce: What did you receive your master’s degree in?

George: I never got one

Bryce: When you where obtaining your degree, where you an intern at Lockheed Martin?

George: No

Bryce: How long have you been working with Lockheed Martin?

George: 27 years

Bryce: How many years where you in an entry level position before being advanced to your next position?

George: 10 months

Bryce: What was the title of your entry-level position?

George: Labor Grade 41: Production Planning

Bryce: How many years do you think your next promotion will be in?

George: 1 year

Bryce: What will be your new title?

George: Senior Planning Manager

Bryce: How many people currently work under you?

George: 9, 5 planners and 4 interns

Bryce: How many hours a week do you work?

George: between 48 and 50

Bryce: How stressful is managing other people’s work on a scale from 1 to 10?

George: 7

Bryce: How many meeting do you typically go to in a week?

George: somewhere between 15 and 20

Bryce: How many meetings do you lead in a week?

George: 5

Bryce: How often do you conduct performance appraisals?

George: quarterly

Bryce: How many modes of communication do you use?

George: 5, e-mail, text messaging, verbal, meetings, instant messaging

Bryce: Thank you for your time

**Discourse Community Email #1**

Maritza,

Please update Planning to reflect the following:

Planning

Ext.

Name

Function

Email

C 407-712-5900

6-5528

Ward, George

Master Planning and Scheduling Lead, IRST

george.h.ward@lmco.com

407-712-5900

6-9438

Brinson, Eva Mae

Program Planner

eva.m.simmons-brinson@lmco.com

6-3142

Burns, Amy

F/A-18E/F Program Planner

amy.burns@lmco.com

6-9957

Gourlay, Brett

Program Planner CWEP

brett.gourlay@lmco.com

6-2490

Helton, Kathleen

Program Planner, Stf

kathleen.helton@lmco.com

6-6531

Merluzzi, Matthew

Program Planner

matthew.merluzzi@lmco.com

Panter, Bryce

Program Planner CWEP

bryce.panter@lmco.com

C 305-753-8291

6-7402

Perez, Alexander

Program Planner CWEP

alexander.1.perez@lmco.com

6-8781

Shinkman, Yanni

Program Planner CWEP

yanni.shinkman@lmco.com

6-6498

Simmonds, Devon

Sr. Program Planner

devon.k.simmonds@lmco.com

Eva Mae Brinson

407-356-9438

-----Original Message-----

From: Morillo, Maritza

Sent: Tuesday, March 12, 2013 10:22 AM

Subject: IRST Distribution List Update

I am updating the distribution list, please advise if you are no longer with the IRST team or if I am missing any new member.

Thanks,

Maritza

**Discourse Community email #2**

## Knowledge Sharing Program

## Procedure Guidelines

The Knowledge Sharing Program (KSP) is an informal and voluntary organization run by the Systems Engineering Early Career Student Services Panel’s KSP Point of Contact. There are two roles to be filled in this program: Students and Coaches. This is open to all disciplines.

Procedure

Once a student has expressed interest in a given area, they fill out the KSP Student Survey. Similarly, if a professional wants to serve as a coach, they would fill out the KSP Coach Survey. At this time, the KSP point of contact compares the interests of the students with the areas of expertise provided on the list of coaches. When a suitable match is made, an email is sent out to both parties to function as an introduction as well as informing them of the interests of which this connection was based upon. It is here that the KSP’s organizational involvement ends.

From this point onward, the bulk of the responsibility to maintain the relationship is left to the student in terms of organizing meetings and follow-ups. It should be stressed that these are meant to be informal and short term pairings, with as many or as few meetings as wanted. Once the student has achieved their desired information, they may conclude their relationship. They will inform the KSP point of contact of this pairing’s conclusion, and they can then obtain another coach at this time if they would like.

Students are welcome to have more than one coach at a given time, so if they are interested in multiple fields, they may fill out the survey accordingly.

Student KSP Survey:

[http://wss5.orl.lmco.com/orl/Early Career/ECpanelWorkspace/studentServicesPanel/Lists/CWEPKnowledge Sharing Program/overview.aspx](http://wss5.orl.lmco.com/orl/Early%20Career/ECpanelWorkspace/studentServicesPanel/Lists/CWEPKnowledge%20Sharing%20Program/overview.aspx)

Coach KSP Survey:

<http://wss5.orl.lmco.com/orl/Early%20Career/ECpanelWorkspace/studentServicesPanel/Lists/CoachesKnowledge%20Sharing%20Program/overview.aspx>

\*\*\*PLEASE DO NOT FORGET TO EMAIL THE POINT OF CONTACT

CONCERNING THE CONCLUSION OF THE PAIRING\*\*\*

Current Point of Contact: David Newcomb david.newcomb@lmco.com

**Discourse Community email #3**

**From:** Chapman, Daniel  **Sent:** Monday, March 11, 2013 3:56 PM **To:** Colyer, Joanne M; Raymond, Peter; Amos, Hazel; Anderson, Eric J1; Asendorf, Stephanie A; Bachman, Thomas A; Barbee, William; Beekman, William D; Berthelot, Don; Burns, Amy; Charles, Patrick R; Cheshier, Martin H; Cohen, Rebecca; Craig, Kenneth R; Deese, Jim; Demmons, Lloyd A; Dicey, Patrick J; Dunlop, William; Elliott, Edward G; Ely, Steve; Erminger, Daniel L; Fischer, Geoffrey; Foltz, Jennifer; Fritzsche, Danielle N; Gilbert, Jennie; Goldstein, Lewis J; Graham, Matthew; Hall, Cynthia; Hedden, Richard T; Helton, Kathleen; Holton, Michael; Hoover, Eric L; Horne, Randall; Hough, Justin; Hutchinson, Robert A; Irizarry, Denisse; Jachimowicz, John; Jackson, Janice N; Janiak, Dennis A; Jossa, Mark V; Kelley, John D; Kelley, Rick; Kissinger, Stephen F; Laustsen, Gary; Levell Jr, John P; Lynch, Arisara; Matey, Rob J; McPherson, David C; Meadors, Christopher; Merluzzi, Matthew; Mills, Dale R; Mitchell, Teresa R; Morgan, Sarah; Newberry, Fred H; Newton, Gene; Ossian, Marty F; Pafford, Geoffrey M; Quilty, Keith M; Raines, Jeffrey L; Rawls, Robert C; Ray, Steven; Repass, Michael; Reynolds, Jerry H; Robertson, Dan B; Ruth, Beth E; Santi, Bill; Schmitt, Cary; Simmonds, Devon K; Simmons-Brinson, Eva M; Sligar, Mark; Stenger, Timothy C; Stout, A Faye; Tafel, Becky L; Vandeluyster, John; Wagner, Tom; Ward, George H; Ward, William R; Wiemers, Douglas E; Wilhelm, Richard; Wilson, Robert Iv; Winlaw, Caitlin; Wright, Stephen M; Zeidner, Kristen **Cc:** Wims, Matt; Cuilan, Neisa **Subject:** Recently Updated Planning Documents On The Planning Sharepoint

Hello All,

Just wanted to keep everybody up to date ….Today we released three documents.  Two were updates and one was brand new.

**We updated:**

1)      IMS Data Dictionary- the previous version was accidentally saved over and many of the fields were deleted.  So now they have been repopulated and double checked to ensure compliance with the latest IMS Development and Maintenance Procedure.

2)      Planning Schedule Management Procedure- This document was updated for command media changes and tool obsolescence.

**New**

3)      Month End IMS checklist- We created this document as a monthly checklist tool that can be used to ensure all the appropriate month end items have been checked and fixed prior to submitting to your Customer or finalizing your month end work products.  This will be very useful to make sure we are submitting MFC compliant schedules every month.

These documents can all be found on the Master Planning SharePoint under frequently used tools.

[http://wss1.orl.lmco.com/sites/PlanningTeam/default.aspx](https://sn2prd0710.outlook.com/owa/redir.aspx?C=kru6jBcQvkCZI6LHDNIMPEYAvJrE888Iee9X9O_aOExLJubFlg95yhKOVB5Nql0_5GdslVISQL0.&URL=http%3a%2f%2fwss1.orl.lmco.com%2fsites%2fPlanningTeam%2fdefault.aspx)

Please let Will Barbee or Matt Wims know if you have any questions or concerns.

Thanks,

Dan

**Discourse Community Lexis:**

|  |  |
| --- | --- |
| MS | Mission Success |
| MSE | Mission Success Events |
| NCES/NCOW | Net-Centric Services/Warfare |
| NDI | Non Developmental Items |
| OBS | Organizational Breakdown Structure |
| ORD | Operations Requirement Document |
| OSP | Organizational Standard Process |
| PAR | Program Assessment Review |
| PBL | Performance Based Logistics |
| PCA | Physical Configuration Audit |
| PDK | Product Development Kaizen |
| PDP | Program Development Plan |
| PEP | Program Excellence Plan |
| PIA | Privacy Impact Assessment |
| POM | Program Objective Memorandum |
| PM | Program Management/Manager |
| PMP | Program Management Plan |
| PPM | Program Performance Management |
| PPMP | Program Performance Management Process |
| PPRP | Proposal/Program Review Process |
| PTW | Position/Price-to-Win |
| QA | Quality Assurance |
| RBAT | Risk Based Assessment Tool |
| REACH | Registration, Evaluation, Authorization and Restriction of Chemicals |
| RFP | Request For Proposal |
| R/O | Risk/Opportunity, also R & O |
| RoHS | Restriction of Hazardous Substances |
| R/OM | Risk/Opportunity Management |
| ROMP | R/OM Plan |
| RM | Risk Management/Manager |
| RMA | Reliability, Maintainability, Availability Engineering |
| RMDB | Risk Management Database |
| RoHS | Restriction of Hazardous Substances |
| RRC | Regional Recruiting Center |
| RVTM | Requirements Verification Traceability Matrix |
| SCA | Subcontract Administrator |
| SCM | Subcontract Management |
| SCMP | Subcontract Management Plan |
| SDRL | Subcontract Data Requirements List |
| SE | Systems Engineering |
| SEIT | Systems Engineering, Integration & Test |
| SEMP | Systems Engineering Management Plan |
| SDP | Software Development Plan |
| SDRL | Subcontract Data Requirements List |
| SIA | Structured Improvement Activity |
| SI&T | System Integration & Test |
| SMT | Strategic Mission Thread |
| SOO | Statement of Objective |
| SOR | Statement of Requirement |
| SOW | Statement of Work  |
| SP | Sustainment Plan |
| SPM | Subcontract Program Manager |
| SSP | System Safety Plan |
| SSP | Site Security Plan |
| SW | Software |
| SWIT | Software Integration Test |
| TBD | To Be Determined |
| TBR | To Be Reviewed |
| TBX | To Be… Something |
| TE | Test Engineering |
| TKO | Technical Kickoff |
| TPM | Technical Performance Measure |
| TRL | Technology Readiness Level  |
| Ts & Cs | Terms and Conditions |
| WAD | Work Authorization Document |
| WBS | Work Breakdown Structure |
| WEEE | Waste from Electric and Electronics Equipment |
| EPL | Engineering Prototype Lab |
| CPE | Close Proximity Electronics |
| FEA | Forward Electronics Assembly |
| SPE | Servo Processor Electronic |
| SPA | Secondary Power Assembly |
| ICE | Instrument/Integrated Electronic |
| SIE | Servo Integration Electronic |
| PWB | Printed Wiring Board |
| PD | Power Driver |
| PCM | Power Control Module |
| DVT | Design Verification Testing |
| DRS | Design Requiremnets Specification |
| FRB | Failure Review Board |
| SIA | Structure Improvemtn Activity |
| TCM | Technology Cooridanation Meeting |
| EMR | Engineer Material Request |

**Discourse Community Instant Message:**

Welcome to the 'Planning' SharePoint group. Barbee, William (ACCT03\tpbarbee) has added you to the 'Planning' group for this SharePoint site.

As a member of this SharePoint group, you can:

\* Participate in the SharePoint site at: [http://wss1.orl.lmco.com/sites/PlanningTeam](https://sn2prd0710.outlook.com/owa/redir.aspx?C=kru6jBcQvkCZI6LHDNIMPEYAvJrE888Iee9X9O_aOExLJubFlg95yhKOVB5Nql0_5GdslVISQL0.&URL=http%3a%2f%2fwss1.orl.lmco.com%2fsites%2fPlanningTeam)

\* View the group home page at: [http://wss1.orl.lmco.com/sites/PlanningTeam/\_layouts/people.aspx?MembershipGroupId=371](https://sn2prd0710.outlook.com/owa/redir.aspx?C=kru6jBcQvkCZI6LHDNIMPEYAvJrE888Iee9X9O_aOExLJubFlg95yhKOVB5Nql0_5GdslVISQL0.&URL=http%3a%2f%2fwss1.orl.lmco.com%2fsites%2fPlanningTeam%2f_layouts%2fpeople.aspx%3fMembershipGroupId%3d371)

What is a SharePoint site?

A SharePoint site is a Web site that provides a central storage and collaboration space for documents, information, and ideas. A SharePoint site is a tool for collaboration, just like a telephone is a tool for communication, or a meeting is a tool for decision making. A SharePoint site helps groups of people (whether work teams or social groups) share information and work together. For example, a SharePoint site can help you:

\* Coordinate projects, calendars, and schedules.

\* Discuss ideas and review documents or proposals.

\* Share information and keep in touch with other people.

SharePoint sites are dynamic and interactive -- members of the site can contribute their own ideas and content as well as comment on or contribute to other people's.