THE RPT Program Office manages numerous facilities so they are required to travel often to other sites for meetings throughout the year. Maneuvering around the travel schedule of the office and the workload priority of the IT Department proved to be quite the challenge.

I overcame the travel schedule of the office by frequently communicating and checking in with my mentor via email and telephone.

This summer I assisted the RPT Program Office in developing a design plan to update their existing website to current NASA web standards. The finished website is intended for the general public, specifically potential customers interested in learning about NASA’s chemical rocket test facility capabilities and test assignment process. The goal of the website is to give the public insight about the purpose and function of the RPT Program. Working on this project gave me the opportunity to learn skills necessary for effective project management.

Methodology

- Reviewed and mapped out the existing external and internal website.
- Implemented a tracking system to help manage the number of website pages.
- Created various design sketches and information templates to provide design options.
- Created a list of Executive decisions needed to be made as well as website pages that could be consolidated or removed.
- Presented decision points as well as possible alternatives to Program Manager.
- Updated information and design layout accordingly.
- Finalized and submitted Website Design Plan.

Summary

Advice For Future Interns

- List expected obstacles or challenges before hand.
- Communicate with key stakeholders early and often.
- Find and sort appropriate information accordingly.
- Prepare for meetings and discussions before hand.
- Continuously bridge the gap of unknowns and information needed to produce a final product.

Lessons Learned

“If It Isn’t A Law of Physics...It’s Up For Debate” - Jeff Bezos

The Value of Time Management

Simple Tasks Aren’t Necessarily Easy