



SPIRE-ESA-~~COM~~-000080-10 ✓

FIRST/Planck Project

Fax No : (31) 71 565 5244

Tel. No : (31) 71 565 5962

Ref. : PT-06175

Date : 16 December, 1998

From : T. Passvogel (SCI-PT)

Page : 1 of 3

To : M. Griffin (QMWC/London)
K. King (RAL/Oxfordshire)

Fax No: 44 181 980 0986
44 1235 44 6667

Copy : H. Aarts (SRON/Utrecht)
O. Bauer (MPE/Garching)
C.R. Butler (ASI/Roma)
J. Charra (IAS/Orsay)

Fax No: 030 254 0860
49 89 3299 3569
39 6 8537 0772
33 16985 8675

Cc : F. Felici, M. Anderegg, P. Estaria, H. Schaap, M. von Hoegen,
G. Pilbratt, J. Tauber

Subject : FIRST/Planck - Monthly Reports

Ref. : 1. SPIRE technical meeting, held on 17.11.98 at ESTEC
2. ESTEC fax PT-06172, dated 16.12.98

Please find below as close out of action item #20 from the ref. 1 technical meeting with SPIRE a proposal for a template of the instruments monthly progress reports. Please note also the separate fax for the DPC reporting (ref. 2):

The template has been copied to the other instruments in order to achieve a common approach to the monthly and quarterly reports. We want to separate between monthly and quarterly reports what concerns the level of the detail given (see below), however, we believe that the structure of the document could be similar if not the same.

The reports should be kept as short as possible/reasonable, however, providing the necessary information (for areas where nothing has been done in the reporting period the paragraph should be kept and filled by "nothing to report").

The report should be sent to the project regularly 5 days after the end of the month with copy to the project and be posted on the SA DMS (Instrument Domain).

The difference between the monthly and the quarterly is seen as follows: The quarterly report provides the status of the instrument as a self-standing report, whereas the monthly should concentrate on problems and the initiated actions for solutions.

I would ask all instrument teams to start with the format as given below for the next monthly report and provide it the first week in February 1999.

Best regards

T. Passvogel

ESTEC

Template Monthly/Quarterly Instrument Report

1. General

This paragraph should include any important information of general nature of the instrument and/or items that shall be brought to immediate attention, i.e. being urgent or extremely important.

1.1 Instrument Performance

Provide data/updates of the instrument performance.

1.2 Problem Areas and Remedial Action

Overview on problem areas/areas of concern and the action initiated.

1.3 Meetings held

Summary list of the meetings held in the reporting period and the meetings planned for the near future.

1.4 Documents issued

Summary list of the documents released in the reporting period.

2. Instrument Management

Summary of the major management issues during the reporting period.

3. Instrument Engineering

This paragraph should provide the information on the different system engineering activities carried out, including design and analyses (straylight, optical, structural, thermal). The instrument interfaces should also be included in this paragraph.

3.1 Instrument Design changes

Provide information on instrument design changes, if any.

3.2 PA/QA

Provide a summary of PA/QA activities during the reporting period.

3.3 Budgets

Provide actual status list of the budget.

4. Instrument Subsystems

The below paragraphs should provide subsystem level information, with similar level of detail as before for the Instrument system.

Ref.: PT-06175

Date: 16/12/1998

Page: 3 / 3

- 4.1 Focal Plane Unit
- 4.2 Buffer Amplifier Unit
- 4.3 Digital Processing Unit
- 4.4 Signal Processing Unit

5. Instrument AIV

The below paragraphs should provide information on the status of the instrument AIV or the preparation for it.

- 5.1 Integration and Test/Calibration
- 5.2 GSE

6. Schedule

Provide the actual schedule, highlight (significant) differences to the previously reported one.

7. Action Item List

Provide the Instrument Action Item List (Open ones and those closed within the reporting period).