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Ref.	: PT-06172	**Date**	: 16 December, 1998
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Subject : ICC/DPC -- Monthly and Quarterly Reports

Ref. 1: SPIRE technical meeting, held on 17.11.98 at ESTEC

Ref. 2: AI-SPIRE-20 on ESA (due date 31.12.98) "Provide a template for progress reporting by Instrument Teams"

Ref. 3: PT-06175 : Passvogel to Griffin/King dated 16 December 1998

Please find below as close-out of action item #20 a proposal for ICC/DPC reporting. Two templates are proposed: (I) Monthly Report; (II) Quarterly Report.

We believe that ICC/DPC reporting should be kept separate from Instrument-related reporting for the following reasons:

- The issues involved in ICCs/DPCs are largely different from the Instrument issues.

- Having separate reports will make monitoring of the overall Ground Segment (technical baseline and schedule) easier. Please note that MOC and FSC will also provide their own reports.

- The ICC/DPC Managers will be more in control of their own reporting if they generate their own reports rather than just providing input to an overall report.

- Merging the two reports might lead to ICC/DPC reporting taking second priority (based on experience with several other Projects!).
- The SIRDs requires specific ICC/DPC quarterly reports (I propose that this also covers monthly reports).

Separate reporting should not, in our opinion, increase the overall effort required.

As for the corresponding Instrument Reports the monthly ICC/DPC report should concentrate on problems and the actions initiated for solutions whereas the quarterly report is seen as a self-standing report addressing more long term issues.

I suggest to use the format proposed below for the first monthly report. If necessary (your comments on both templates are welcome) agreed modifications to the proposed templates would be implemented in the next reporting cycle.

I would like to start formal ICC/DPC reporting in the new year i.e. the first report - covering January 1999 - in February. Since most Commonality Working Group activities are scheduled in the period end-January begin-February I suggest that the first report be produced - exceptionally - by 15/02/99.

Best regards,

P. Estaria

Monthly ICC/DPC Report

- *should be short (maximum 3-4 pages)*

- *to be delivered 5 days after of the end of the month.*

- *to be posted on the SA-DMS.*

- *to be provided up to Launch (replaced after Launch by TBD Operations Report)*

Contents:

1. Activities in the reporting period.

2. Problem areas and remedial actions

3. Schedule update *(report deviations -if any- from current schedule)*

4. Planned activities for the next reporting period

5. Meetings
   - meetings held during the reporting period.
   - meetings planned during the next reporting period

6. Action Items Status *(TBD -possibly included only in quarterly report)*

Quarterly ICC/DPC Report

- *could be up to 10-15 pages with appendices*

- *to be delivered 5 days after the end of the quarter in place of the monthly report which would have been due at this date*

- *to be posted on the SA-DMS.*

- *to be provided up to Launch (replaced after Launch by TBD Operations Reports)*

- *for areas where nothing has been done during the reporting period the heading should be maintained with the mention "nothing to report"*

Contents:

1. Overall summary
   (report briefly on major events during the reporting period ;progress achieved,; main problem areas with an assessment of criticality and anticipated impacts -e.g. schedule delays, NCRs, etc. ;proposed solutions)

2. ICC (DPC) Management
   (address overall management issues)

3. Status of Interfaces (external and internal)
   (e.g. Interfaces with the other ICCs (DPCs), with the MOC, with the FSC, internal interfaces, ICD status , etc.)

4. ICC (DPC) Infrastructure
   (report on overall infrastructure developments, e.g. building, hardware, communication links, software maintenance facilities, etc.)

5. Operations preparation
   (report on operations related activities, e.g. Instrument Users Manual, definition of instrument modes, operations plans and procedures, training, etc.)

6. Software Development
   (report on software related activities. Use one sub-section per major S/W sub-system, e.g. RTA/QLA, Calibration Analysis, Science Processing (Pipeline), Instrument Simulator, FINDAS (or IDIS) support, etc.)

7. PA/QA activities

8. ICC (DPC) Integration and Test

9. Schedule
   (provide ICC (DPC) updated schedule -barchart- showing major milestones -planned versus achieved-)
   - Level 1 (overall top level schedule)
   - Level 2 (per major subsystem)
   - Level 3 (detailed schedule -per WP -TBD-)

10. Manpower expenditure status
    (provide ICC (DPC) summary of the manpower expenditure status in terms of actual manpower versus planned manpower up to the end of the reporting period- It is suggested to show: monthly (plan); monthly (actual); cumulative (plan); cumulative (actual))

11. Deliverables
    (provide ICC (DPC) updated list of deliverables with, for each item, due date - expressed as L - x months - and actual date)

12. Action Items Status