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Date : 17 November, 1998

From : F. Felici (SCI-PT)

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ESTEC-SCI/SA -- J. Taubar, G. Pilbratt
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Subject: Agenda for the meetings on Instrument Management

Please find attached a proposal for a generic agenda for the management meetings which we are scheduling with you in the coming weeks.

Status of:

- Work Breakdown Structure
- Work Packages Description
- Management Plan - key personnel
- Configuration Management
- Risk Management
- Software and PA Standards Publicity Agreement WWW organisation plans
- Schedules; schedule margin/level
- Teleconferences, videoconferences
- Software Standards (see attached as input for discussion)

F. Felici

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ADDITIONAL SOFTWARE COMPONENTS¹

GROUP I: Support provided for purchase, license handling, installation and use of the package.

Language Modules

The following Microsoft Proofing Tools (MS-Office) are provided upon request: French (at all Establishments), Dutch (at ESTEC), German (at ESOC), and Italian (at ESRIN). Project Management (standard: small and middle size project)

Microsoft Project 98 (for Office 97)

UNIX (X11) emulation: Xceed for Windows 95 5.1 (Hungarian)

Special 3270 emulation (m/f graphics): IBM/PC3270 4.0 or Attachmate Extra 4.20 (excluding graphical options)

VT100 emulation: KEATERM v3.4.0

PDF (Portable Document Format) writing: Adobe Acrobat Exchange 3-01 (PDF writing capabilities are normally available on servers and do not need to be installed on individual desktops)

Corporate applications as supplied by ADM-I (this includes the runtime modules and libraries that are required for the client software)

GROUP II: Support provided for license handling and installation only²

- Project Management (professional: large/major space project)
 - Primavera Project Planner 2.0 (Primavera)
- CAD (Computer Aided Design):
 - AutoCAD for Win95 vs. 14
- DTP (DeskTop Publishing):
 - Framemaker 5.0
 - Venmra vs.7
 - QuarkXPress v.4,0
- Development tools:
 - Visual C++, Fortran, VisualBasic, Visual J++ (as provided in the MS Select CDs)
- Graphic handling:
 - PhotoShop 4.0 (Adobe)
 - Draw vsS.0 (Corel)
- **OCR (Optical Character Recognition):**
 - Omnipage for Win95 vsS.0
- Flowcharting:
 - Visio vs.5 Professional (Visio)
- HTML authoring:
 - Frontpage 98 (Microsoft)
- File Viewer Extensions
 - QuickView Plus 4.4.0 (INSO)

¹ An updated list of applications shall be regularly displayed by the Information & Documentation Service (IDS).

² The procurement of software components in this group will NOT be covered by the Office Automation budget output, and must be funded by the relevant User Directorates

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Other: Emergency Recovery Utility (Microsoft)
 QuickRes (Microsoft) a utility to change screen resolution without re-boot
 Monitor Drivers (as required by hardware configuration)
 Hardwme specific drivers (as required by PC hardware configuration)
 Printer drivers (as required)

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Annex 1
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MANDATORY SOFTWARE COMPONENTS

Operating system

Microsoft Windows 95 SR2 (vers. 400.950b)

Office Automation and WWW Browser

Lotus Notes 4.5.2b

Netscape Navigator (Netscape) 5.01 Acrobat Reader (Adobe) 3.01

Personal Productivity suite

Microsoft Office 97 Professional SR1

The following components are installed: Binder, Excel, Word, PowerPoint, Access, Database Drivers, Office Tools, Converters and Filters, Getting Results Books

The UK English proofing tools (spellchecker) is installed as a default. Other language modules are installed optionally when required (see Annex 2 -Additional Software Components - Group I)

ESA document macros (such as memo, business letter, fax, minutes of meeting, presentations)

ESA fonts: specific ESA designed TTF (True Type) font files.

Miscellaneous

Communications: Win95 standard Microsoft TCP/IP stack, OnNet32 (FTP inc.) 2.0 for NFS, FTP, TN3270/5250, and Telnet

Back-Up/Restore: ADSM 2.1.06 Aristar Distributed Storage Manager (IBM) file backup/storage and retrieval (currently at ESTEC tuffy)

Antivirus: IBM Antivirus (latest available release)

Compression: WinZip (Nico Mak) 6.3