



FIRST Bolometer

FIRST Bolometer Project Office
Requirements

Ref: BOL/RAL/N/0019.01

Issue: Draft

Date: 20/11/97

Page: 1 of 6

1. SCOPE

The purpose of this document is to specify the facilities to be provided and the work to be carried out by the FIRST Bolometer Project Office, located at the Rutherford Appleton Laboratory.

The FIRST Bolometer instrument will be provided by a consortium of institutes distributed across Europe (and possibly the USA and/or Canada). This office has to provide support to these members as well as those institutes in the UK and the instrument PI, at QMW.



2. GENERAL REQUIREMENTS

2.1 Duties

The Project Office duties cover the following activities:

1. Documentation;
 - Set-up and maintenance of an archive of the project documentation.
 - Distribution of documents within the consortium.
 - Issue and Configuration Control of approved documents.
 - Maintenance of project lists (e.g. Master Action List, Issued Document Log etc.)
 - Maintenance of a project address database.
2. Support to project control;
 - Collation of status reports from participating institutions.
 - Monitoring of UK expenditure through status reports produced by the contributing institutions.
 - Maintenance of records of RAL spending (travel, requisitions, staff effort, contracts, FAMIS data)
3. Information and Publicity
 - Maintenance and co-ordination of project WWW site(s).
4. General support
 - Provision of secretarial assistance (e.g. minute taking).
 - Organisation of meetings.
 - Making travel arrangements.
 - Responding to queries (e.g. by telephone, fax or e-mail)
 - Facilities maintenance (fax, stationary etc.)

2.2 Facilities

Project Office facilities required are:

1. Space for document storage (approx. 20 filing cabinet drawers and 2 document cupboards for duration of project)
 2. Fax machine.
 3. A PC with software (at least MS Office, WWW browser, TCP/IP facilities plus project specific software) with networking ability [and connection to project video conferencing system (TBC)]
 4. Laser printer
 5. Colour printer (could be included in 4)
 6. Document scanner (colour).
 7. Stationary cupboard.
 8. Telephone(s) plus answer machine.
 9. Network connections (at least 2) to laboratory and external networks.
 10. Access to SSD computer with sufficient space for document and other archive(s) (approximately 1Gbyte) and provision for WWW publishing.
 11. Small meeting room (up to 6 people).
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3. DOCUMENTATION

3.1 The Document Archive

The intention is that, as far as possible, all project documentation will be held in an electronic form in a central archive to which all project members have access. This access will be via the World Wide Web with facilities to read the documentation on-line or download to a printer.

In order for this to be feasible it is expected that all documentation (including mail) will be submitted electronically in a small number of formats. Currently it is foreseen to be able to handle files in the following formats;

- Microsoft Word (version 6)
- Rich Text Format (RTF)
- ASCII Text
- Postscript
- Adobe Acrobat (PDF)

All documentation in the archive will be entered via the FIRST Project Office with read-only access available to the consortium (the archive itself will be password protected from the outside world).

3.1.1 Document Numbering

All documents will be given a reference number on receipt by the FIRST Project Office in the form;

PPP-BBB-T-NNNN.II

Where;

- PPP denotes the issuing project (e.g. FIRST for documents issued by ESA project, BOL for the Bolometer project documents etc.)
- BBB denotes the issuing body (e.g. RAL, QMW, ROE etc. for instrument documents)
- T denotes the document type;
 - . N for project notes,
 - . D for approved documents,
 - . M for minutes of meetings,
 - . R for reference documentation,
 - . S for drawings,
 - . P for photographs and
 - . C for correspondence
- NNNN is the serial number (starts from 0001 for each document type)
- II is the issue number (issues .00 to .01 denote draft issues, issue .10 to .19 denote issue 1 versions). For correspondence II is replaced by the last two digits of the year.

Document numbers will be assigned by the Project Office only. It will be possible for authors to obtain a document number interactively via the World Wide Web. [Note: until this is



FIRST Bolometer

FIRST Bolometer Project Office
Requirements

Ref: BOL/RAL/N/0019.01

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Page: 4 of 6

implemented document numbers will be allocated by the Project Office on receipt of a request (preferably by email) containing the title and author.]

3.1.2 The Document Archive Requirements

3.1.2.1

The Document Archive will hold the complete set of documents associated with the project. This is estimated to be approximately 5000 notes (up to 5 pages), 5000 communications (1 page) and 200 documents (50 pages).

3.1.2.2

The Archive will be held on a computer which is regularly backed up and maintained so that unavailability is limited to less than one day.

- A complete backup to tape will be made weekly
- An incremental backup will be made nightly
- The incremental backup is only made for files having ATTRIBUTE = ARCHIVE (The full weekly backup is done for ALL files).
- When files are written to a directory or edited, the ARCHIVE flag is automatically set until the next backup is done, after which it is automatically turned off. It is important that this flag is never turned off manually before a backup takes place.
- The READ ONLY flag must always be set to prevent the file being accidentally overwritten or corrupted.

3.1.2.3 The Document Index

All documents in the Archive will be entered into an index that may be searched by users of the Archive. The index will include the following information

- Document Number
- Document Author
- Document Title
- Document Date
- Document filename and type

3.1.2.4

The Archive will provide a simple interface to allow authorised persons to input documents from files held on the Project Office computer.

3.1.2.5

The Archive will provide a simple WWW interface to search the Archive Index using one, or more, of the following fields:

- Any part of the document number
- The document date
- Part of the document title
- The Author(s)



3.1.2.6

The Archive will provide a simple WWW interface to allow authorised persons to request a document to be transferred to their computer.

3.1.2.7

The Archive will provide a simple WWW interface to allow a authorised persons to display a document on their computer.

3.1.2.8

A utility will be provided to notify to a distribution list, by e-mail, the set of documents received during a given period (1 month, TBC). This will be used to notify representatives at the consortium institutes of all the documents received each week.

3.1.2.9 *Associated software*

In order to allow the Archive to function as specified above additional software will be required. This is outlined below;

3.1.2.10

Software to scan incoming paper documents (letters and fax) into the Project Office computer.

3.1.2.11

Software to convert scanned documents into one of the acceptable document types.

3.1.2.12

A viewer for each of the accepted file formats. These should be distributable to other institutes to allow them to view any document file.

3.1.2.13

Software to allow a document to be sent as a fax from the Document Archive.

3.2 Document Distribution

3.2.1 *Incoming Document handling*

3.2.1.1 *Electronic*

- Documents will be received as e-mail containing a possible distribution list with the document attached or a note of where the document file(s) may be copied from.
 - The document file will be extracted from the e-mail or copied from the relevant location.
 - A new document number will be assigned, if necessary and the document may be updated to reflect this.
 - The document and distribution list will be printed out and stamped with the date received.
 - The document will be distributed as requested, either electronically or as paper copies and the date of distribution will be added to the distribution list on the original copy. If distributed by fax the fax report(s) will be attached to the original copy.
 - The original copy will be filed in the Project Office.
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FIRST Bolometer

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Page: 6 of 6

- The document file will be added to the Document Archive and Index.

3.2.1.2 Paper (including faxes)

- Documents will appear in the in-tray (or on the fax machine) in the Project Office possibly with a distribution list.
- The document will be stamped with the date of arrival.
- The original copy will be scanned into the Project Office computer and converted into an acceptable form of document file.
- The document will be distributed as requested, either electronically or as paper copies and the date of distribution will be added to the distribution list on the original copy. If distributed by fax the fax report(s) will be attached to the original copy.
- The original copy will be filed in the Project Office
- The document file will be added to the Document Archive and Index.

3.2.2 Outgoing Document handling

3.2.2.1 Electronic

- The document will be sent from the Document Archive.
- The distribution list on the original copy will be updated.

3.2.2.2 Paper

- The document will be printed from the Document Archive.
- The distribution list on the original copy will be updated.

3.2.2.3 Faxes

Faxes will be sent from the Documentation Archive.
The distribution list on the original copy will be updated.

3.3 Document Issue

3.3.1 Configured Documents

Configured documents are those that are controlled and need authorisation signatures before issue or update. The procedure for issue are given below.