

SPIRE

SUBJECT: SPIRE Project Office Requirements

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Project Document

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Ref: SPIRE-RAL-DOC-000184
Issue: 1.0
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Page: 3 of 11

Distribution

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Table of Contents

1. SCOPE.....	7
2. Documents.....	7
2.1 Applicable Documents.....	7
2.2 Reference Documents.....	7
3. The Project Office - Overview.....	7
3.1 Activities.....	7
3.1.1 Documentation Handling;.....	7
3.1.2 Support to Project Management;.....	8
3.1.3 Information and Publicity.....	8
3.1.4 General Support.....	8
3.2 Facilities.....	8
4. Requirements.....	8
4.1 Documentation Requirements.....	8
4.2 Management Support Requirements.....	9
4.3 Information Handling Requirements.....	10
4.4 General Requirements.....	10
4.5 Facility Requirements.....	10

Glossary

FIRST	Far Infrared and Submillimetre Telescope
PI	Principle Investigator
PM	Project Manager
SPIRE	Spectral and Photometric Imaging REceiver

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-SPIRE Project Office, located at the Rutherford Appleton Laboratory.

The FIRST-SPIRE instrument will be provided by a consortium of institutes distributed across Europe, the USA and Canada. The Project Office has to provide the project-wide support necessary to allow these contributing partners to work together efficiently as a team. It does this by the collection, collation and distribution of project information, organisation of project meetings and supporting the SPIRE Principle Investigator (PI) and Project Manager in their work for the consortium.

In addition, the Project Office will provide support to the PM in discharging his management and reporting responsibilities towards PPARC and CLRC.

2. DOCUMENTS

2.1 Applicable Documents

AD1 RAL Project Plan for SPIRE (SPIRE-RAL-DOC-000346)
AD2 SPIRE Management Plan (FIRST-SPI-PRJ-000011)

2.2 Reference Documents

3. THE PROJECT OFFICE - OVERVIEW

3.1 Activities

The Project Office duties cover the following activities:

3.1.1 Documentation Handling;

The Project Office is responsible for the storage, dissemination and control of the project documentation. This includes:

- Set-up and maintenance of an archive of the project documentation.
- Distribution of documents within the consortium.
- Issue and Configuration Control of controlled documents.

3.1.2 Support to Project Management;

The Project Office is responsible for supporting the SPIRE Project Manager (PM) and Principle Investigator (PI) in their work for the SPIRE project. It also supports the local RAL managers in their work. This support takes the form of:

- 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)

3.1.3 Information and Publicity

The Project Office forms the focus for dissemination of information about the project, both to the SPIRE consortium and the outside world. It does this by:

- Maintenance and co-ordination of project WWW site(s).
- Maintenance of project lists (e.g. Master Action List, Issued Document Log etc.)
- Maintenance of a project address database.

3.1.4 General Support

The Project Office also undertakes general secretarial/administrative tasks on behalf of the project. This includes

- 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.)

3.2 Facilities

The Project Office provides the infrastructure and hardware to allow the above activities to take place

4. REQUIREMENTS

4.1 Documentation Requirements

Requirement ID	Description
PO-DOC-R01	An Archive of all SPIRE project documentation shall be set-up and maintained through the lifetime of the project.
PO-DOC-R02	The SPIRE Archive shall hold the project documentation in an electronic form, in a standard format. <i>Possible formats envisaged are:</i> <ul style="list-style-type: none"><input type="checkbox"/> <i>Microsoft Word (version 6)</i><input type="checkbox"/> <i>Rich Text Format (RTF)</i><input type="checkbox"/> <i>ASCII Text</i><input type="checkbox"/> <i>Postscript</i><input type="checkbox"/> <i>Adobe Acrobat (PDF)</i>

PO-DOC-R03	The Archive system shall assign a unique reference number to each document it contains. <i>This reference number will be used throughout the project to refer to the document.</i>
PO-DOC-R04	The Archive system shall be maintained such that unavailability is limited to less than one day.
PO-DOC-R05	The Archive shall provide an area for 'public ' documentation, accessible by those outside the SPIRE consortium and a 'private' area, with access restricted to members of the consortium.
PO-DOC-R06	Access to the documentation in the Archive, for authorised users, shall be through a standard graphical user interface. This access shall allow for reading the document on-line, printing the document, or downloading the document to the users' computer. <i>It is expected that this requirement will be fulfilled using a World Wide Web interface.</i>
PO-DOC-R07	It shall be possible to search the Archive to identify documents from the following information, or parts thereof: <ul style="list-style-type: none"> <input type="checkbox"/> Document Number <input type="checkbox"/> Document Author(s) <input type="checkbox"/> Document Title <input type="checkbox"/> Document Date <input type="checkbox"/> Document filename and type
PO-DOC-R08	The Archive system shall notify consortium members, by email, of the receipt of a new document, within two working days of the document being placed in the Archive
PO-DOC-R09	All members of the consortium shall be able to insert new documents into the 'private' area of the Archive. <i>A procedure and a set of 'guidelines' will be provided for them to follow.</i>
PO-DOC-R10	The ability to insert and update documents in the 'public' area of the Archive shall be restricted to persons authorised by the Project Manager.
PO-DOC-R11	All controlled documents shall be published on the 'public' area of the Archive.
PO-DOC-R12	Only the Project Office shall publish controlled documents. This shall only be after approval and agreement by the persons named on the document. <i>The Project Office is responsible for gaining this approval and agreement, after the document is supplied by the author.</i>
PO-DOC-R13	Controlled documents shall be identifiable from their reference number
PO-DOC-R14	A facility shall be provided to store UK specific SPIRE documentation, independent of the SPIRE project Archive.

4.2 Management Support Requirements

PO-MAN-R01	The Project Office shall request and collate status reports from participating SPIRE institutions according to the agreed reporting schedule. <i>This schedule is provided in the SPIRE Management Plan (AD2)</i>
PO-MAN-R02	The Project Office shall monitor UK expenditure through status reports

	produced by the contributing institutions.
PO-MAN-R03	The Project Office shall maintain records of RAL spending (travel, requisitions, staff effort, contracts, FAMIS data)
PO-DOC-R04	The Project Office shall provide financial information to the Project manager to allow him to provide reports to PPARC and RAL

4.3 Information Handling Requirements

PO-INF-R01	The Project Office shall set-up and maintain a project WWW site.
PO-INF-R02	The Project Office shall set-up and maintain a project Meeting List
PO-INF-R03	The Project Office shall set-up and maintain a project Action List
PO-INF-R04	The Project Office shall set-up and maintain a project Issued Document Log
PO-INF-R05	The Project Office shall set-up and maintain a project Address Database.

4.4 General Requirements

PO-GEN-R01	The Project Office shall provide secretarial assistance (e.g. minute taking) to the Project Manager.
PO-GEN-R02	The Project Office shall organise project meetings.
PO-GEN-R03	The Project Office shall make travel arrangements for the RAL project staff and the PI.
PO-GEN-R04	The Project Office shall distribute all communications (e.g. by telephone, fax or e-mail) to the relevant people within the consortium.
PO-GEN-R05	The Project Office shall provide for maintenance of the project office facilities.

4.5 Facility Requirements

PO-FAC-R01	The Project Office shall provide space for UK document storage.
PO-FAC-R02	The Project Office shall provide a fax machine.
PO-FAC-R03	The Project Office shall provide 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)].
PO-FAC-R04	The Project Office shall provide access to colour printing facilities.
PO-FAC-R05	The Project Office shall provide a document scanner (colour).
PO-FAC-R06	The Project Office shall provide a telephone plus answer machine.
PO-FAC-R07	The Project Office shall provide network connections (at least 2) to laboratory and external networks for the use of visitors.
PO-FAC-R08	The Project Office shall provide software to scan incoming paper documents (letters and fax) into the Project Office computer.
PO-FAC-R09	The Project Office shall provide software to convert scanned documents into one of the acceptable document formats for the Archive.
PO-FAC-R10	The Project Office shall provide a viewer for each of the accepted file formats. These should be distributable to other institutes to allow them to view any document file
PO-FAC-R11	The Project Office shall provide access to a computer with sufficient space

SPIRE

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SPIRE Project Office Requirements

Ref: SPIRE-RAL-DOC-000184
Issue: 1.0
Date: 7th March 2000
Page: 11 of 11

	for the document and other archive(s) (approximately 1Gbyte) and provision for WWW publishing.
PO-FAC-R12	The Project Office shall provide a small meeting room (up to 6 people).