

Note IIDR Preparation Plan and draft agenda
27 March 2001
Matt Griffin

- KJK to monitor document provision and arrange for electronic distribution
- Distribution to ESA by placing on Livelink
- Gordon Stacey needs access to docs. Either through authorised access to Livelink or ftp site
- Otto Bauer has access to Livelink ?

List of documents to be issued for the review

No.	Title	Responsible	Status
1	Design Description Document	DG BMS MJG	DG, BMS, MJG working on it. DG = custodian. MJG parts to be done by April 6. Final version to be approved by BMS for distribution April 13
2	IID-B	JD BMS	BMS and JD updating MJG to revise Chapter 4 by Thursday Draft version or information to go into chap 5. to ESA (for Alcatel) by March 29. Tidy version by April 6 th Other Chapters need reading and checking
3	Verification Requirements	BMS	Ready for release on 29 March
4	AIV Plan		Ready for release on 29 March goes together with AVM Reqs; STM Reqs and CQM reqs.
5	FPU Integration Plan	BW	BW to send draft to JD by March 30. To be reviewed by JD and BMS for issue on Apr. 13
6	Alignment Plan	BMS	Will be issued March. 29
7	Product Tree	KJK	To be updated for issue April 13
8	WBS	KJK	To be updated for issue April 13
9	Milestone List	KJK	Has been issued. LAM compatibility to be confirmed. KJK to finalise for April 13
10	Master schedule	KJK	KJK to produce boiled-down version for April 13
11	Dev. Plan. Overview	KJK	Draft to be ready for review by BMS/MJG by April 5
12	Subsystem Development Plans	KJK	To be included in appropriate form in April 13 distribution
13	PA Plan		Has been updated as per ESA and KJK comments. To be issued on April 13.
14	Configuration Control Plan		Dave Kelsh has produced a draft. BMS/JD to approve. Doc. To be issued April 13
15	Management Plan		MJG has produced semi-revised version for CNES review. KJK to update for final review. To be issued April 13 if possible.
16	GSE Several docs needed here? Looks like damage-limitation needed	BMS/KJK	BMS to prompt Berend on MGSE OGSE is in Alignment Plan EGSE - we can copy what PACS have done adding SPIRE-specific features AIV req. doc exists needs review
16	OBS URD	KJK	Already exists. Include in set for April 13 distribution.
17	SRD	MJG	Same version as in Nov. - MJG to check if any updates needed. Distribution April 13
18	IRD	BMS	Same version as in Nov. - BMS to check if any updates needed. Distribution April 13

19	OMD		Same version as in Nov. - MJG to check if any updates needed. Distribution April 13
20	SSSDs for: FTS BSM Cooler BDAs Calibrators Optics Structure DRCU DPU	BMS/KJK/JD	To be reviewed appropriately. Docs. as issued should be in two categories - those which are signed off and those which are drafts for information.
21	Key ICDs	BMS/JD/BW	To be clarified.
To be provided on best efforts basis			
22	Technical notes and papers		MJG Toledo paper KD SPIE optics paper MC SPIE diffraction analysis paper BMS SPIE FTS paper TR Stray light model Cooler?
23	Test Reports		BMS to compile Detectors: Jamie's draft detector paper?. Adam's test report from detector selection meeting. Info on JFETS? Cooler: TRP report Calibrators: Report on PCAL and SCAL from QMW FTS: Need something on this - BMS to chase LAM on getting test report compilation. Should include MCU test report BSM: MJG to ask Ian Pain Structure: ? Warm electronics: ?

Documents to be sent to ESA on March 29:

1. Verification Requirements Document
2. AIV plan
3. Alignment Plan
4. DDD table of contents
5. Draft agenda for the IIDR

Day 1 23 April

Start Time	End Time	Duration (Min.)		
			Introduction Chair: King	
14:00	14:10	10	Welcome and logistics	King
14:10	14:30	20	Purpose and organisation of the review	King
14:30	14:45	15	Review Board perspective	Passvogel
14:45	15:15	30	Instrument design and observing modes	M. Griffin
15:15	15:30	15	Coffee	
			SPIRE Overview and System Design Chair: King	
15:30	16:00	30	Instrument system design	Swinyard
16:00	16:20	20	Optical and opto-mechanical design	Swinyard
16:20	16:40	20	Electrical design and grounding scheme	Delderfield
16:40	16:55	15	Instrument budgets	Cunningham
16:55	17:15	20	IID-B and Herschel interfaces	Delderfield
17:15	17:30	15	Failure modes/criticality analysis	Swinyard
17:30	17:45	15	EMC	D. Griffin
17:45	18:00	15	Thermal design and modelling	Heys
18:00	18:30	30	Questions and clarifications	

Day 2 24 April

Start Time	End Time	Duration (Min.)		
			Instrument Development and Verification Chair: Griffin	
09:00	09:20	20	Management plan	King
09:20	10:20	60	Development plan and schedule	King
10:20	10:40	20	Coffee	
10:40	11:00	20	PA Plan	Kelsh
11:00	11:45	45	Model Philosophy, Qualification and AIV	Swinyard
11:45	12:25	40	GSE and AIV/calibration facility	Smith
12:25	13:00	35	Questions and clarifications	
13:00	14:00	60	Lunch	
			Major Subsystems: Design and Interfaces Chair: King	
14:00	14:30	30	Detectors	Bock
14:30	15:00	30	FPU structure and thermal straps	Winter
15:00	15:30	30	FTS	Pouliquen
15:30	15:45	15	Coffee	
15:45	16:05	20	BSM	Cunningham
16:05	16:20	15	He-3 cooler	Heys?
16:20	16:40	20	DRCU	Cara
16:40	16:55	15	DPU and OBS	Di Giorgio
16:55	17:10	15	Instrument commanding	King
17:10	17:40	30	Questions and clarifications	
17:40	18:40	60	Review Board meeting	
18:40	19:00	20	Review Board feedback	