

SPIRE-ALC-COM-001065

From: Bernard.Collaudin@space.alcatel.fr
Sent: 20 December 2001 11:22
To: Pl's_-_Project_managers@vzmta01.netfr.alcatel.fr; alfred.E.Nash@jpl.nasa.gov; Ezio Alippi; mcesa@to.alespazio.it; Edgar.Hoelzle@astrium-space.com; Herschel.Planck@space.alcatel.fr
Cc: gerald.crone@esa.int; Jean.Bruston@esa.int; Javier.Marti.Canales@esa.int; astrid.heske@esa.int; Glenn.Lund@space.alcatel.fr; Jean-Philippe.Chambelland@space.alcatel.fr; Sabine.Raphel@space.alcatel.fr; Jean-Bernard.Riti@space.alcatel.fr; myriam.cornut@space.alcatel.fr; Philippe.Clavel@space.alcatel.fr
Subject: Réf. : Formalisme reponse action

Sir,

In order to improve the Action management related to instrument interfaces, we would like to propose the following rules

1: Taking actions during meeting:

Avoid to long action list.

Text should be self explicit

Identify the company and person responsible of the action

Mutual agreement on target date to reply.

2: Answering to action

Send preferably by e.mail to the following list,

Person(s) interested by the technical content of the reply (those present at the meeting)

Alcatel Instrument Interface engineer.

ESA Instrument manager

Alcatel Project office: Herschel.Planck@space.alcatel.fr

ESA project office: herschel.planck@esa.int

The mail subject should include the meeting reference and the action number (HP-ASPI-MN-YYYY/Z)

The mail should be configured. (ie have a local reference. For instance in Alcatel: HP-ASPI-LT-XXX)

Attachments have the same reference than the mail

3: Action status reviews.

Monthly publication of Open actions (via mail & Livelink)

Review of actions status during Instrument progress /System meeting (prepared)

Best regards.