

NOAA NESDIS CENTER for SATELLITE APPLICATIONS and RESEARCH

DOCUMENT GUIDELINE DG-5.3.A

GATE 3 DOCUMENT APPENDIX GUIDELINE Version 3.0



**TITLE: DG-5.3.A: GATE 3 DOCUMENT GUIDELINE
APPENDIX VERSION 3.0**

AUTHORS:

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DATE: November 23, 2009



<Project and/or Product Name>

Gate 3 Review

<Date>

Prepared By: <Preparer 1>¹, <Preparer 2>², ..., and <Preparer N>^N

¹ <Organization for Preparer 1>

² <Organization for Preparer 2> ...

^N <Organization for Preparer N>



Review Agenda

Introduction	<Start Time> - <End Time>	<Presenter(s)>
Project Plan	<Start Time> - <End Time>	<Presenter(s)>
Break	<Start Time> - <End Time>	
Project Status	<Start Time> - <End Time>	<Presenter(s)>
Project Baseline	<Start Time> - <End Time>	<Presenter(s)>
Summary and Conclusions	<Start Time> - <End Time>	<Presenter(s)>

Review Agenda Slide



Review Outline

- INTRODUCTION
- DEVELOPMENT PROJECT PLAN
- DEVELOPMENT PROJECT STATUS
- PROJECT BASELINE
- SUMMARY AND CONCLUSIONS

Review Outline Slide



- 1) INTRODUCTION
- 2) DEVELOPMENT PROJECT PLAN
- 3) DEVELOPMENT PROJECT STATUS
- 4) PROJECT BASELINE
- 5) SUMMARY AND CONCLUSIONS



Section 1 - Introduction

Presented by

<Presenter's Name>
<Presenter's Title/Role>
<Presenter's Organization>



Gate 3 Review Guidelines and Check List

- Guidelines for the Gate 3 reviewers are in STAR EPL process asset PRG-5
 - » Reviewers can access this document at <pointer to PRG-5>
- The Standard Gate 3 Review Check List is STAR EPL process asset CL-5
 - » Reviewers can access this document at <pointer to CL-5>
- The <project name> Gate 3 Review Check List is in the Development Project Plan (DPP) Appendix C
 - » Reviewers can access this document at <pointer to DPP Appendix C>



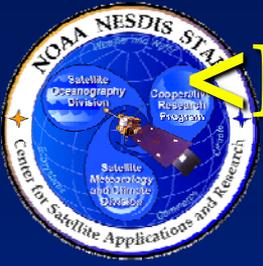
Gate 3 Review Report

- The Gate 3 Review Report (G3RR) is a standard artifact of the STAR EPL process.
 - » The Gate 3 reviewers should produce this report after conducting the Gate 3 Review.
 - » The report will be an artifact for the Gate 4 Review.
- Guidelines for the G3RR are found in STAR EPL process asset DG-5.5
 - » PRR reviewers can access this document at <pointer to DG-5.5>



Gate 3 Review Entry Criteria

- <List the entry criteria for this Gate 3 Review. Present as bullets. Use multiple slides as necessary for clarity. The following slide should be used if the standard entry criteria, documented in STAR EPL Check List CL-5, are used.>
- <If the entry criteria for a particular project have been tailored, revise these slides as necessary to capture the set of entry criteria documented in the Development Project Plan (DPP).>



<Project Name> Gate 3 Review - Entry Criteria

- **Entry # 1** - A Development Project Plan (DPP) has been written. The Gate 3 reviewers have access to the current baseline version of the DPP.
- **Entry # 2** - A Project Status Report (PSR) has been written. The Gate 3 reviewers have access to the current baseline version of the PSR.
- **Entry # 3** - A Gate 3 Document (G3D) has been written. The Gate 3 reviewers have access to the current baseline version of the G3D.
- **Entry # 4** - A Project Baseline Report (PBR) has been written. The Gate 3 reviewers have access to the current baseline version of the PBR.



<Project Name> - Tailored Gate 3 Review Entry Criteria

- <List Gate 3 Review entry criteria that are non-standard (added or revised from the standard set of entry criteria in STAR EPL Check List CL-5), explain the deviation, provide a rationale, and assess the risk, usually by reference to a risk # to be discussed in G3D Section 3>
- <If there are no tailored entry criteria, omit this slide>



<Project Name> - Waived Gate 3 Review Entry Criteria

- <List any standard entry criteria that have been waived for this Gate 3 Review. Provide a rationale, based on the DPP, and assess the risk, usually by reference to a risk # to be discussed in G3D Section 3. Use multiple slides as necessary for clarity.>
- <If there are no waived entry criteria, omit this slide>



Gate 3 Review Exit Criteria

- <List the exit criteria for this Gate 3 Review. Present as bullets. Use multiple slides as necessary for clarity. The following slides should be used if the standard Gate 3 Review exit criteria, documented in STAR EPL Check List CL-5, are used.>
- <If the exit criteria for a particular project have been tailored, revise these slides as necessary to capture the set of exit criteria documented in the DPP.>



<Project Name> Gate 3 Review – Exit Criteria

- Exit # 1 – Project plan and DPP are satisfactory
- Exit # 2 – Project Status and PSR are satisfactory
- Exit # 3 - Project baseline and PBR are satisfactory
- Exit # 4 – Project risks are acceptable
- Exit # 5 – Status of risk mitigation actions is acceptable
- Exit # 6 – Project is ready for the Design phase



<Project Name> - Tailored Gate 3 Review Exit Criteria

- <List Gate 3 Review exit criteria that are non-standard (added or revised from the standard set of exit criteria in STAR EPL Check List CL-5), explain the deviation, provide a rationale, and assess the risk, usually by reference to a risk # to be discussed in G3D Section 3>
- <If there are no tailored exit criteria, omit this slide>



<Project Name> - Waived Gate 3 Review Exit Criteria

- <List any standard exit criteria that have been waived for this Gate 3 Review. Provide a rationale and assess the risk, usually by reference to a risk # to be discussed in G3D Section 3. Use multiple slides as necessary for clarity.>
- <If there are no waived exit criteria, omit this slide>



Review Objectives

- Review the project plan
 - » Stakeholders
 - » Work tasks and WBS
 - » Lifecycle
 - » Reviews
 - » Work products, artifacts, deliverables
 - » Integrated Master Plan (IMP)
 - » Integrated Master Schedule (IMS)
 - » Budget
- Review the project status
- Identify and review status of risks and actions
- Review the project baseline



- 1) INTRODUCTION
- 2) DEVELOPMENT PROJECT PLAN**
- 3) DEVELOPMENT PROJECT STATUS
- 4) PROJECT BASELINE
- 5) SUMMARY AND CONCLUSIONS



Section 2 – Development Project Plan

Presented by

<Presenter's Name>
<Presenter's Title/Role>
<Presenter's Organization>



<Project Name> - Development Project Plan

- The Development Project Plan (DPP) is a standard artifact of the STAR EPL process.
 - » The DPP identifies project objectives, stakeholder roles and tasks, resources, milestones, schedule, and budget
 - » Gate 3 reviewers can access this document at <pointer to the DPP>
- Guidelines for the DPP are found in STAR EPL process asset DG-5.1
 - » Gate 3 reviewers can access this document at <pointer to DG-5.1>



<Project Name> Project Objectives

- <List the project objectives. These should be derived from customer needs and expectations (User Request, ConOps) and should have been captured in the SPSRB Plan and/or the Project Proposal. Obtain the needed information from DPP Section 2.1.>
- **Objective 1**
 - » Sub-bullet 1
 - »
 - » Sub-bullet N
- **Objective 2**
 - » Sub-bullet 1
 - »
 - » Sub-bullet N
-
- **Objective M**
 - » Sub-bullet 1
 - »
 - » Sub-bullet N



<Project Name> Operations Concept

- <Provide an initial description of the customer/user's concept of operations (ConOps) from which requirements are to be derived. If a customer ConOps document exists, refer to it. Obtain the needed information from DPP Section 2.2.>



<Project Name> Stakeholders - Suppliers

<Identify organizations that will be supplying resources to the project. Use multiple slides as necessary for clarity. Obtain the needed information from DPP Section 3.1.>

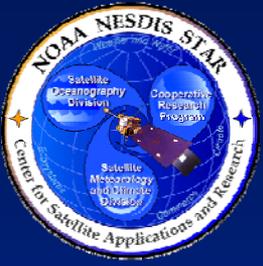
- <Supplier 1>

- » <Note what is being supplied – hardware, software, personnel, data, etc.>
- » <Identify pertinent supplier agreements. These can be included as appendices and/or references to external documents (e.g. contract, MOU, SOW, licensing agreement). Note whether they are sufficient.>
- » <If supplier agreements are missing or insufficient, note what must be done>
- » <Note the expected involvement of the supplier during development>

-

- <Supplier N>

- » <Note what is being supplied – hardware, software, personnel, data, etc.>
- » <Identify pertinent supplier agreements. These can be included as appendices and/or references to external documents (e.g. contract, MOU, SOW, licensing agreement). Note whether they are sufficient.>
- » <If supplier agreements are missing or insufficient, note what must be done>



<Project Name> Stakeholders - Developers

Raytheon

<Identify the key personnel for the team that will be developing the product processing system. Obtain the needed information from DPP Section 3.2.>

- Development Lead: <Name (Organization)>
- Development Scientists:
 - » <Name (Organization)>
 - » <Name (Organization)>
- Development Programmers:
 - » <Name (Organization)>
 - » <Name (Organization)>
- Development Testers:
 - » <Name (Organization)>
 - » <Name (Organization)>



<Project Name> Stakeholders - Operators

<Identify all organizations that will be responsible for operations and for maintenance. Identify key personnel that are known. Obtain the needed information from DPP Section 3.3.>

- Installation and Acceptance: <Organization> - <Key personnel>
- Operations: <Organization> - <Key personnel>
- Science Maintenance: <Organization> - <Key personnel>
- Reactive Maintenance: <Organization> - <Key personnel>
- Documentation: <Organization> - <Key personnel>



<Project Name> Stakeholders - Users

Raytheon

<Identify all customers and end users of the project's deliverable products, including internal (SAB) users. Identify key personnel that are known. Obtain the needed information from DPP Section 3.4. Use multiple slides as necessary for clarity.>

- <User Organization 1>:
 - » <Key personnel>
 - » <Expected involvement during development>
- <User Organization 1>:
 - » <Key personnel>
 - » <Expected involvement during development>
- <User Organization N>:
 - » <Key personnel>
 - » <Expected involvement during development>



<Project Name> Stakeholders - Reviewers

Raytheon

<Identify the designated Review Lead and Review Team members for each project review. Use multiple slides as necessary for clarity. Usually, each review will have its own slide. Note whether or not each reviewer has accepted the role. Obtain the needed information from DPP Section 3.5.>

- Gate 3 Review Lead: <Name (Organization)>:
- Gate 3 Review Team:
 - » <Name (Organization)>
 - » <Name (Organization)>
 - » <etc.>



<Project Name> Stakeholders - Management and Support

Raytheon

<Identify the management and support roles. This includes project management, configuration management, data management, systems administration, and quality assurance roles. Identify key personnel. Use multiple slides as necessary for clarity. Usually, each review will have its own slide. Obtain the needed information from DPP Section 3.6.>

- Project Management:
 - » <Name (Organization)>: <Role>
 - » <Name (Organization)>: <Role>
 - » <etc.>
- Configuration Management: <Name (Organization)>
- Data Management: <Name (Organization)>
- Systems Administration: <Name (Organization)>
- Quality Assurance: <Name (Organization)>



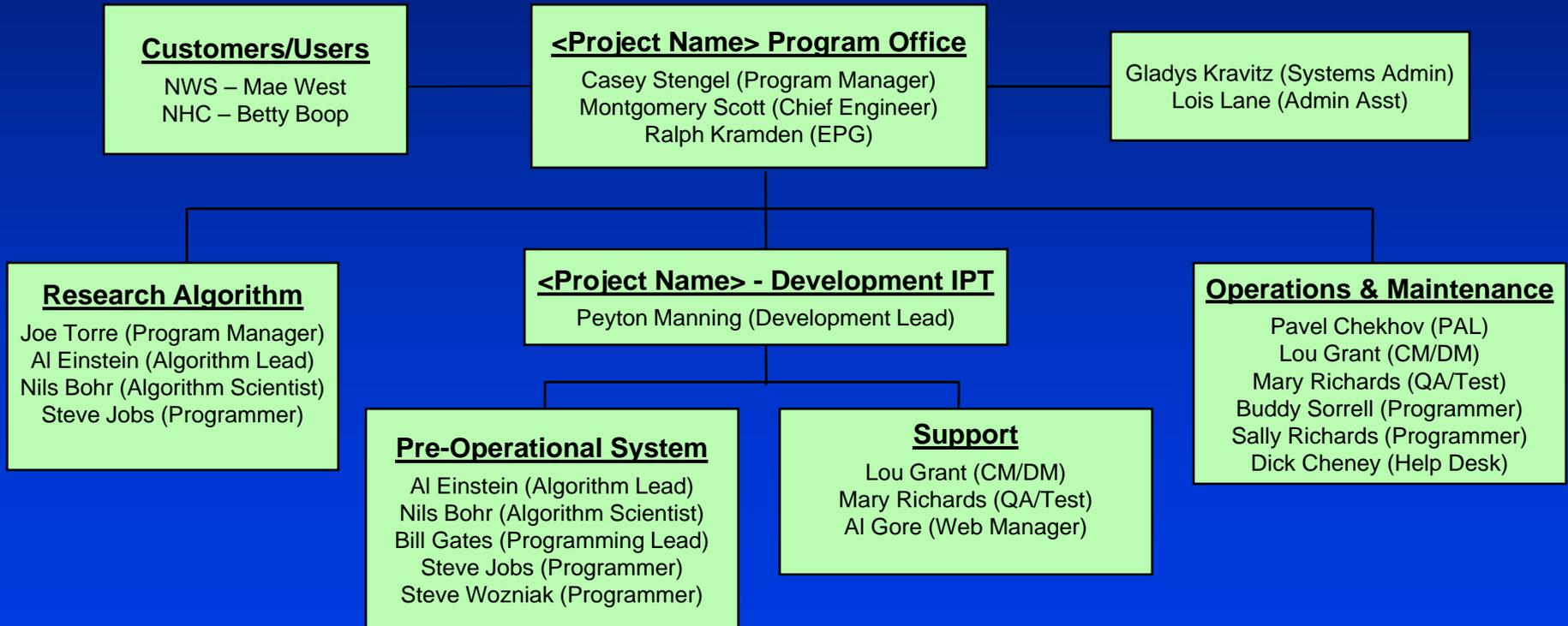
<Project Name> Stakeholders

Stakeholder	Role	Comments
<Name or TBD>	<Description of role>	<Explanation of TBD, etc.>
<Name or TBD>	<Description of role>	<Explanation of TBD, etc.>
<Name or TBD>	<Description of role>	<Explanation of TBD, etc.>
<Name or TBD>	<Description of role>	<Explanation of TBD, etc.>

**Section 2.3 –
Table Alternative**



<Project Name> Organization Chart





<Project Name> Work Tasks

- <State the tasks to be completed by the project stakeholders, from the point of view of the customers and end users. This should be a bulleted list, adopted from DPP Section 4.1.>



<Project Name> Work Breakdown Structure

- <List the elements of the Work Breakdown Structure (WBS). This should be a bulleted list, adopted from DPP Section 4.2.>



<Project Name> Deliverable Items

- <List each separate item that is to be included in a delivery package to an identified customer or end user. This should be a bulleted list, adopted from DPP Section 4.3.>
- <List each separate item that is to be delivered to the project from a supplier. This should be a bulleted list, adopted from DPP Section 4.3.>



<Project Name> Lifecycle Steps

- <List the steps to be followed during the entire product lifecycle>
- <Usually, a project will follow the 11 standard STAR EPL steps, as described in PG-1. Under some conditions, a project may tailor its lifecycle. A tailoring rationale should be provided to explain why this tailoring is justified.>
- This can be a bulleted list, but a table is recommended. Often, DPP Section 5.1 will include such a table. If so, reproduce it here. See the next slide for a Table template.>



<Project Name> Lifecycle Steps

Step Number	Step	Reviews ¹	STAR EPL Tailoring
1	Basic Research	Gate 1	Waived. No risk, because basic research is not needed for this project. Already done.
2	Focused R&D		Waived. No risk, because focused R&D is not needed for this project. Already done.
3	Project Proposal	Gate 2	Waived. SPSRB process was used (User Request and Request Assessment). No risk, because this step is designed to be consistent with the SPSRB process.
4	Resource Identification		Waived. SPSRB process was used (Resource Identification). No risk, because this step is designed to be consistent with the SPSRB process.
5	Project Plan	Gate 3	The standard process for this step is planned. Review and approval of the Development Project Plan (DPP) and Project Status Report (PSR).
6	Project Requirements	PRR	Standard PRR is planned
7	Preliminary Design	PDR	Standard PDR is planned
8	Detailed Design	CDR, Gate 4	Standard SRR is planned. Standard Gate 5 Review is planned.
9	Code & Test Data Development	TRR	TRR is waived. TRR objectives will be included in the CTR. TRR artifacts will be produced for the CTR. CTR becomes a key review. Risk issues will be addressed at the Gate 3 Review and subsequent reviews.
10	Code Test and Refinement	CTR	CTR review checklist will be tailored to include TRR items.
11	System Integration and Test	SRR, Gate 5	Standard SRR is planned. Standard Gate 5 Review is planned.

Section 2.5 – Lifecycle Steps Table



<Project Name> Reviews

Raytheon

- <List the planned project reviews. A bulleted list is recommended, adopted from DPP Section 5.2. The standard reviews are:
 - » Gate 3 Review
 - » Project Requirements Review
 - » Preliminary Design Review
 - » Critical Design Review
 - » Gate 4 Review
 - » Test Readiness Review
 - » Code Test Review
 - » System Readiness Review
 - » Gate 5 Review >



<Project Name> Gate 3 Review Objectives

- <List the Gate 3 Review objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>
- <Note any deviations from the standard review objectives, as documented in PRG-5. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> PRR Objectives

- <List the Project Requirements Review (PRR) objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>
- <Note any deviations from the standard review objectives, as documented in PRG-6. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> PDR Objectives

- <List the Preliminary Design Review (PDR) objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>
- <Note any deviations from the standard review objectives, as documented in PRG-7. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> CDR Objectives

- <List the Critical Design Review (CDR) objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>
- <Note any deviations from the standard review objectives, as documented in PRG-8.1. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> Gate 4 Review Objectives

- <List the Gate 4 Review objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>
- <Note any deviations from the standard review objectives, as documented in PRG-8.2. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> TRR Objectives

- <List the Test Readiness Review (TRR) objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>
- <Note any deviations from the standard review objectives, as documented in PRG-9. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> CTR Objectives

- <List the Code Test Review (CTR) objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>
- <Note any deviations from the standard review objectives, as documented in PRG-10. A tailoring rationale should be provided to explain why deviations are justified.>



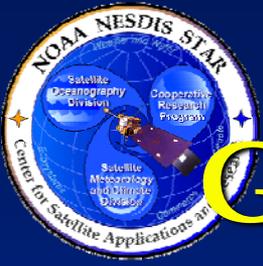
<Project Name> SRR Objectives

- <List the System Readiness Review (SRR) objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>
- <Note any deviations from the standard review objectives, as documented in PRG-11.1. A tailoring rationale should be provided to explain why deviations are justified.>



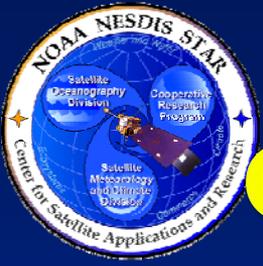
<Project Name> Gate 5 Review Objectives

- <List the Gate 5 Review objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>
- <Note any deviations from the standard review objectives, as documented in PRG-11.2. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> Gate 3 Review Entry Criteria

- <List the Gate 3 Review entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
 - **Entry # 1** - <Entry criteria # 1 statement>
 - **Entry # 2** - <Entry criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard entry criteria, as documented in PRG-5. A tailoring rationale should be provided to explain why deviations are justified.>



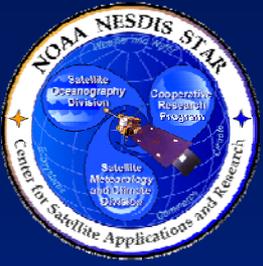
<Project Name> Gate 3 Review Exit Criteria

- <List the Gate 3 Review exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
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- <Note any deviations from the standard exit criteria, as documented in PRG-5. A tailoring rationale should be provided to explain why deviations are justified.>



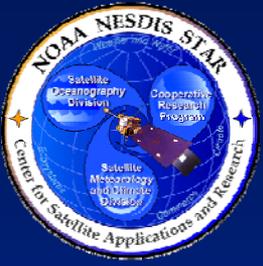
<Project Name> PRR Entry Criteria

- <List the PRR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
 - **Entry # 1** - <Entry criteria # 1 statement>
 - **Entry # 2** - <Entry criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard entry criteria, as documented in PRG-6. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> PRR Exit Criteria

- <List the PRR exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
 - **Exit # 1** - <Exit criteria # 1 statement>
 - **Exit # 2** - <Exit criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard exit criteria, as documented in PRG-6. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> PDR Entry Criteria

- <List the PDR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
 - **Entry # 1** - <Entry criteria # 1 statement>
 - **Entry # 2** - <Entry criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard entry criteria, as documented in PRG-7. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> PDR Exit Criteria

- <List the PDR exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
 - **Exit # 1** - <Exit criteria # 1 statement>
 - **Exit # 2** - <Exit criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard exit criteria, as documented in PRG-7. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> CDR Entry Criteria

- <List the CDR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
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 - **Entry # 2** - <Entry criteria # 2 statement>
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<Project Name> CDR Exit Criteria

- <List the CDR exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
 - **Exit # 1** - <Exit criteria # 1 statement>
 - **Exit # 2** - <Exit criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard exit criteria, as documented in PRG-8.1. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name>

Gate 4 Review Entry Criteria

- <List the Gate 4 Review entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
 - **Entry # 1** - <Entry criteria # 1 statement>
 - **Entry # 2** - <Entry criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard entry criteria, as documented in PRG-8.2. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> Gate 4 Review Exit Criteria

- <List the Gate 4 Review exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
- **Exit # 1** - <Exit criteria # 1 statement>
- **Exit # 2** - <Exit criteria # 2 statement>
- <etc.> >
- <Note any deviations from the standard exit criteria, as documented in PRG-8.2. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> TRR Entry Criteria

- <List the TRR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
 - **Entry # 1** - <Entry criteria # 1 statement>
 - **Entry # 2** - <Entry criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard entry criteria, as documented in PRG-9. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> TRR Exit Criteria

- <List the TRR exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
 - **Exit # 1** - <Exit criteria # 1 statement>
 - **Exit # 2** - <Exit criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard exit criteria, as documented in PRG-9. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> CTR Entry Criteria

- <List the CTR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
 - **Entry # 1** - <Entry criteria # 1 statement>
 - **Entry # 2** - <Entry criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard entry criteria, as documented in PRG-10. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> CTR Exit Criteria

- <List the CTR exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
 - **Exit # 1** - <Exit criteria # 1 statement>
 - **Exit # 2** - <Exit criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard exit criteria, as documented in PRG-10. A tailoring rationale should be provided to explain why deviations are justified.>



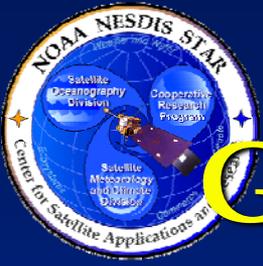
<Project Name> SRR Entry Criteria

- <List the SRR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
 - **Entry # 1** - <Entry criteria # 1 statement>
 - **Entry # 2** - <Entry criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard entry criteria, as documented in PRG-11.1. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> SRR Exit Criteria

- <List the SRR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
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 - **Exit # 2** - <Exit criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard exit criteria, as documented in PRG-11.1. A tailoring rationale should be provided to explain why deviations are justified.>



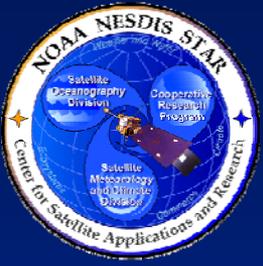
<Project Name> Gate 5 Review Entry Criteria

- <List the Gate 5 Review entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
 - **Entry # 1** - <Entry criteria # 1 statement>
 - **Entry # 2** - <Entry criteria # 2 statement>
 - <etc.> >
- <Note any deviations from the standard entry criteria, as documented in PRG-11.2. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> Gate 5 Review Exit Criteria

- <List the Gate 5 Review exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
- **Exit # 1** - <Exit criteria # 1 statement>
- **Exit # 2** - <Exit criteria # 2 statement>
- <etc.> >
- <Note any deviations from the standard exit criteria, as documented in PRG-11.2. A tailoring rationale should be provided to explain why deviations are justified.>



<Project Name> Process Requirements

- <State the process requirements. These should be tailored from STAR's set of standard practices (PG-1), using tailoring guidelines (PG-2).>
 - » <It is sufficient to note what is tailored only (i.e., it is not necessary or recommended to describe the entire set of standard practices).>
 - » <If there are no tailored practices, note that the organization's set of standard practices is adopted>
- <Adopt the process requirements information that is documented in DPP Section 6.1.>



<Project Name> Product Requirements

- <List the product requirements. These should be based on customer/user needs and expectations, as stated in a User Request and/or ConOps.>
- <Adopt the product requirements information that is documented in DPP Section 6.1. The DPP will usually have a bulleted or numbered list. If so, use this list here.>



<Project Name>

Environment Requirements

- <State requirements on the development, test, and operational environments, to the extent possible.>
- <Adopt the environment requirements information that is documented in DPP Section 6.1. The DPP will usually have a bulleted or numbered list. If so, use this list here.>



<Project Name> Staffing Requirements

- <Adopt the staffing requirements information that is documented in DPP Section 6.1. The DPP will usually present these as a table. If so, use this table here.>



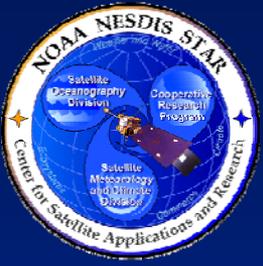
<Project Name> Technical Constraints

- <Adopt the technical constraints information that is documented in DPP Section 6.2. The DPP will usually present these as a bulleted or numbered list. If so, reproduce this list here.>



<Project Name> Major Tasks

- <List the major tasks, as documented in DPP Section 6.3. The DPP will usually present these as a bulleted or numbered list. If so, reproduce this list here. Use multiple slides as needed for clarity.>



<Project Name> Work Products

- <List the planned work products, as documented in DPP Section 6.4. The DPP will usually present these as a table. If so, reproduce this table here.>
- <An alternative to a table can be a bulleted list with sub-bullets, as follows:>
- <Work Product>
 - » Type (Document, Report, Presentation, etc.)
 - » Deliverable Item: (Yes, No, TBD)
 - » Reviews: <List all reviews for which the item is an artifact>
- <Use multiple slides as needed for clarity.>



<Project Name> Required Resources

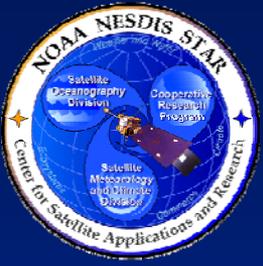
- <Identify the specific resources that are needed to meet the requirements, as documented in DPP Section 6.5.>
- <For each resource, note who the supplier should be and whether or not it has been allocated to the project.>
- <This information may be documented in DPP Section 6.5 as a table. If so, reproduce the table here.>
- <Use multiple slides as needed for clarity.>



<Project Name> Risks

Raytheon

- <List the risks to the successful execution of the project plan that have been identified, as documented in DPP Section 6.6.>
- Risk # 1 - <Risk statement>
- Risk # 2 - <Risk statement>
- <Use multiple slides as needed for clarity.>



<Project Name> Risk Management

- Risks are quantitatively analyzed, using the STAR EPL risk management system
 - » The Probability of a risk occurring is rated on a scale of 0 (0% probability) to 10 (100% probability).
 - » The Severity of a risk occurring is rated on a scale of 1 to 10.
 - » The product of Probability and Severity produces a Risk Score on a scale of 0 – 100.
 - » Risks are categorized by applying thresholds to the Risk Score. The standard thresholds are:
 - Risk Score = 0 (NONE)
 - Risk Score = 1 – 19 (LOW)
 - Risk Score = 20 – 39 (MEDIUM)
 - Risk Score = 40 – 100 (HIGH)
- The risks, their quantitative assessment, risk mitigation plan, and actions to implement the plan are documented in an Appendix to the Project Status Report (PSR)
 - » The PSR Appendix will be presented in G3D Section 3



<Project Name> Risk Management - Corrective Actions

- <Explain how corrective actions to mitigate project risks will be determined, implemented, and reviewed>
- <Explain the circumstances under which a re-plan will be required>
- <Explain the circumstances under which delta reviews will be required>



<Project Name> Integrated Master Plan

- The Integrated Master Plan (IMP) organizes the project lifecycle into a sequence of activities (process steps, tasks, reviews) that provide the roadmap for meeting project requirements.
- The IMP documents significant accomplishments with pass/fail criteria for both business and technical elements of the project and ties each accomplishment to a key program event.



<Project Name> IMP - Raytheon

Project Milestones

- **Gate 3 Review - <Date>**
- Project Requirements Review - <Date>
- Preliminary Design Review - <Date>
- Critical Design Review - <Date>
- Gate 4 Review - <Date>
- Test Readiness Review - <Date>
- Code Test Review - <Date>
- System Readiness Review - <Date>
- Gate 5 Review - <Date>
- Delivery to Operations - <Date>



<Project Name> IMP - Raytheon

Task 1.0

- <Describe major task 1.0, including task statement, predecessor tasks, initiating criteria, sub-tasks, work products, accomplishment criteria, and reviews for which the task's work products will be artifacts. Adopt the information from Section 7.2 of the DPP.>
- <See the next slide for an example of the recommended format>



<Project Name> IMP – Raytheon

Task 1.0

- 1.0 – Develop and document the project plan
 - » Predecessor tasks: None
 - » Initiating Criteria: Gate 2 and SPSRB approval
 - » Subtasks:
 - 1.1 – Identify resources
 - 1.2 – Secure supplier agreements
 - 1.3 – Identify project objectives, stakeholders, requirements
 - 1.4 – Produce SPSRB Plan
 - 1.5 – Develop the defined process
 - 1.6 – Develop the IMP and IMS
 - 1.7 – Develop the cost and funding schedules
 - 1.8 – Initial identification of project risks
 - 1.9 – Write DPP version 1
 - » Work Products: DPP_1.0
 - » Accomplishment Criteria: DPP_1.0 has been produced
 - » Task Accomplishment Reviews: Gate 3 Review



<Project Name> IMP - Raytheon

Task 2.0

- <Describe major task 2.0, including task statement, predecessor tasks, initiating criteria, sub-tasks, work products, accomplishment criteria, and reviews for which the task's work products will be artifacts. Adopt the information from Section 7.2 of the DPP.>
- <See the previous slide for an example of the recommended format>
- <Repeat on separate slides for each additional major task, from DPP Section 7.2>



<Project Name> IMP - **Raytheon** Stakeholder Commitment

- <Present documented commitment to the IMP from the needed relevant stakeholders, as documented in Section 7.3 of the DPP>
- <Use multiple slides as needed for clarity>



<Project Name>

Integrated Master Schedule

- <The IMS should be documented as either a Microsoft Excel file or a Microsoft Project file. The next two slides are templates for each of these cases. Use the appropriate slide template.>



<Project Name>

Integrated Master Schedule

- The IMP tasks have been organized into a resource-loaded Integrated Master Schedule (IMS).
- The IMS is documented as a Microsoft Excel file “<IMS filename>.xls” that is an Appendix to the DPP.



<Project Name>

Integrated Master Schedule

- The IMP tasks have been organized into a resource-loaded Integrated Master Schedule (IMS).
- The IMS is documented as a Microsoft Project file “<IMS filename>.mpp” that is an Appendix to the DPP.
- <It is recommended that excerpts from the Project Gantt chart be presented in subsequent slides for each of the Plan, Design, and Build phases. Examples are in the following three slides.>



<Project Name> IMS - Plan Phase

PDR
09/29/04

L1C Products CDR
01/12/06

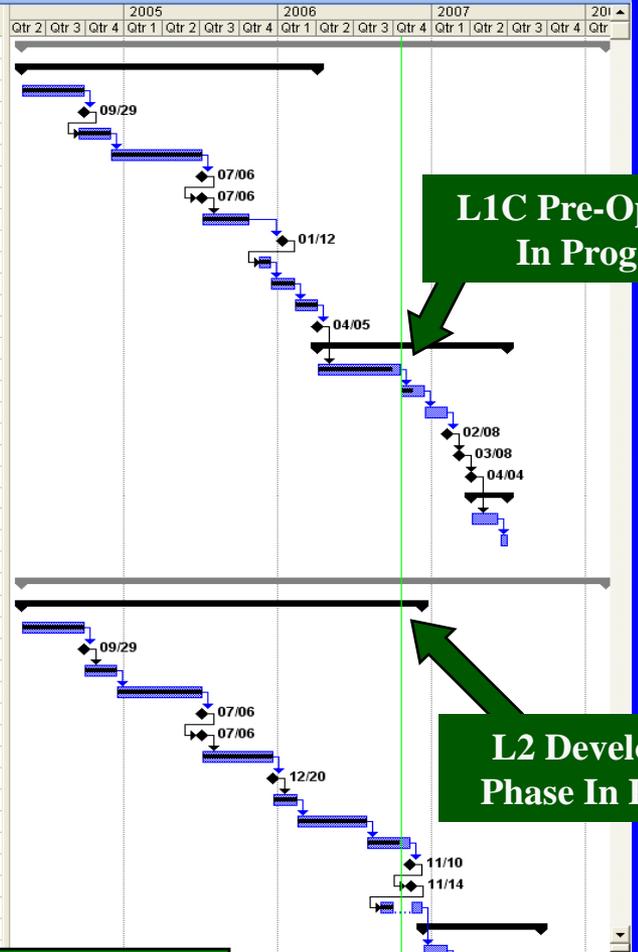
L1C Code
04/05/06

L2 Code
07/31/06

ATBD 1st draft
11/10/06

L2 Products CDR
11/14/06

Task Name	Duration	Start	Finish	% Complete	Predecessors
IASI L1C Products	992 days?	Mon 05/03/04	Tue 02/19/08	72%	
Algorithm Development Phase	503 days?	Mon 05/03/04	Wed 04/05/06	100%	
IPT Branch Lead informed	5.4 mons?	Mon 05/03/04	Wed 09/29/04	100%	
Preliminary Design Review	0 mons	Wed 09/29/04	Wed 09/29/04	100%	2
Algorithm Development sys	2.8 mons?	Wed 09/15/04	Wed 12/01/04	100%	3
Initial Archive Requirement	30.6 wks?	Thu 12/02/04	Mon 07/04/05	100%	4
Quality Monitoring Concept	0 mons	Wed 07/06/05	Wed 07/06/05	100%	5
Long term maintanance c	0 mons	Wed 07/06/05	Wed 07/06/05	100%	6
Test Case Processed	4 mons	Wed 07/06/05	Tue 10/25/05	100%	7
CDR	0 mons	Thu 01/12/06	Thu 01/12/06	100%	8
Operational and backup pr	1 mon	Thu 11/17/05	Wed 12/14/05	100%	9
Final archive requirement c	2 mons	Thu 12/15/05	Wed 02/08/06	100%	10
Code is prepared for imple	2 mons	Thu 02/09/06	Wed 04/05/06	100%	11
Algorithm development pha	0 mons	Wed 04/05/06	Wed 04/05/06	100%	12
Pre-operational Phase	322 days	Thu 04/06/06	Fri 06/29/07	46%	
Operational and backup pr	7 mons	Thu 04/06/06	Wed 10/18/06	90%	13
Pre-operational product ou	2 mons	Thu 10/19/06	Wed 12/13/06	50%	15
OSD Updates Satellite Pro	2 mons	Thu 12/14/06	Wed 02/07/07	0%	16
Code transition to Operatio	1 mon	Thu 02/08/07	Wed 03/07/07	0%	17
Briefing SPSRB capability i	1 mon	Thu 03/08/07	Wed 04/04/07	0%	18
Operational and backup ca	0 mons	Wed 04/04/07	Wed 04/04/07	0%	19
Operational Phase	62 days	Thu 04/05/07	Fri 06/29/07	0%	
SPSRB declares produ	2.3 mons	Thu 04/05/07	Thu 06/07/07	0%	20
OSD updates Satellite l	0.7 mons	Tue 06/12/07	Fri 06/29/07	0%	22
IASI L2 Products	992 days?	Mon 05/03/04	Tue 02/19/08	66%	
Algorithm Development PI	679 days?	Mon 05/03/04	Thu 12/07/06	95%	
IPT Branch Lead informr	5.4 mons?	Mon 05/03/04	Wed 09/29/04	100%	
Preliminary Design Rev	0 mons	Wed 09/29/04	Wed 09/29/04	100%	2
Algorithm Development	2.8 mons?	Wed 09/29/04	Wed 12/15/04	100%	3
Initial Archive Requirerr	29 wks?	Wed 12/15/04	Tue 07/05/05	100%	4
Quality Monitoring Conc	0 mons	Wed 07/06/05	Wed 07/06/05	100%	5
Long term maintananc	0 mons	Wed 07/06/05	Wed 07/06/05	100%	6
Test Case Processed	6 mons	Wed 07/06/05	Tue 12/20/05	100%	7
Operational and backu	0 mons	Tue 12/20/05	Tue 12/20/05	100%	8
Final archive requireme	2 mons	Wed 12/21/05	Tue 02/14/06	100%	9
Code is prepared for ir	5.95 mons	Wed 02/15/06	Mon 07/31/06	100%	10
Prepare 1st draft of ATE	3.75 mons	Mon 07/31/06	Fri 11/10/06	75%	11
1st draft of ATBD	0 mons	Fri 11/10/06	Fri 11/10/06	0%	12
CDR	0 mons	Tue 11/14/06	Tue 11/14/06	0%	13
Operational and backu	2 mons	Fri 09/01/06	Thu 12/07/06	55%	14
Pre-operational Phase	200 days	Wed 12/13/06	Tue 09/18/07	0%	

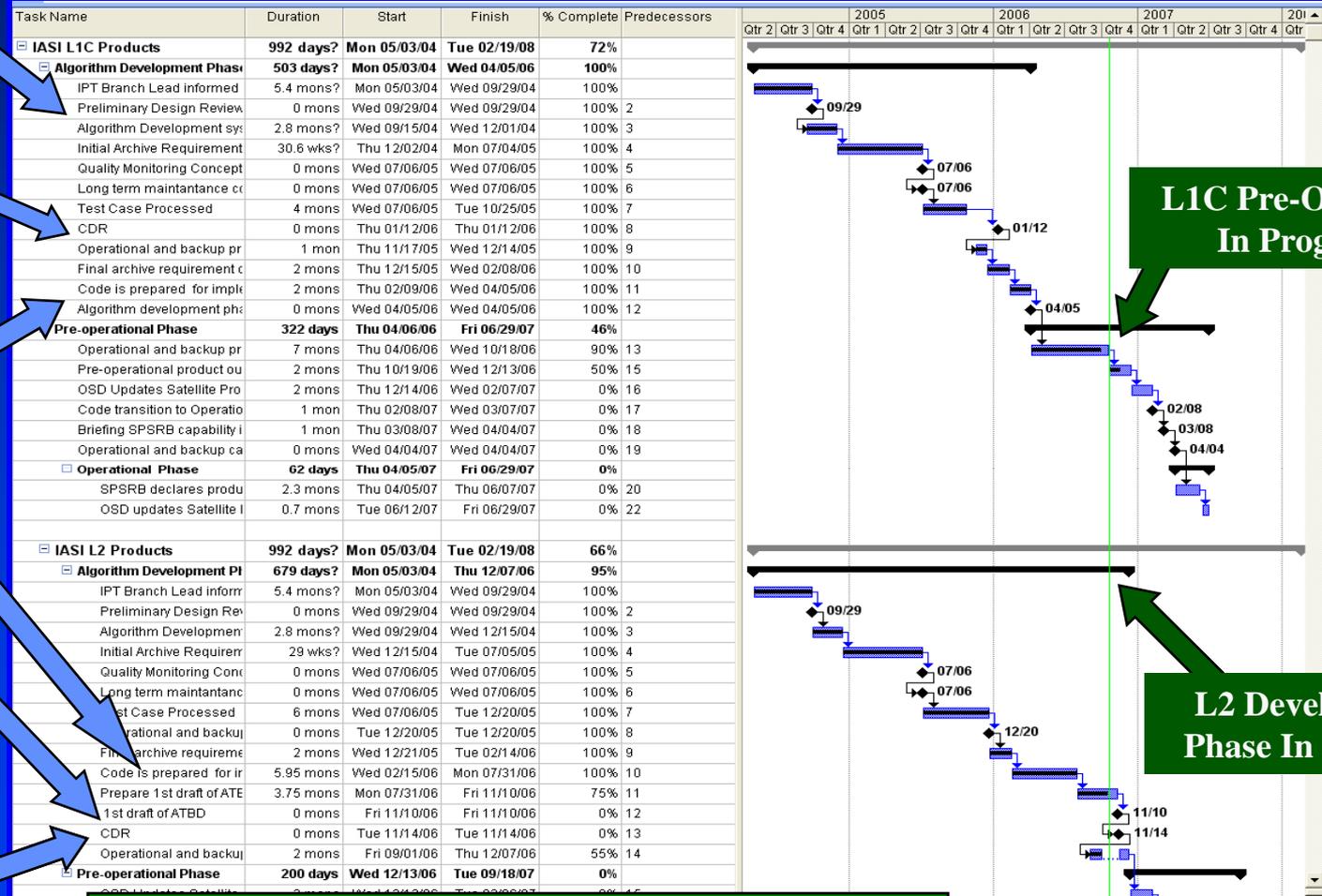


Section 2.8 – Plan Phase



<Project Name> IMP - Design Phase

- PDR**
09/29/04
- L1C Products CDR**
01/12/06
- L1C Code**
04/05/06
- L2 Code**
07/31/06
- ATBD 1st draft**
11/10/06
- L2 Products CDR**
11/14/06



Section 2.8 – Design Phase

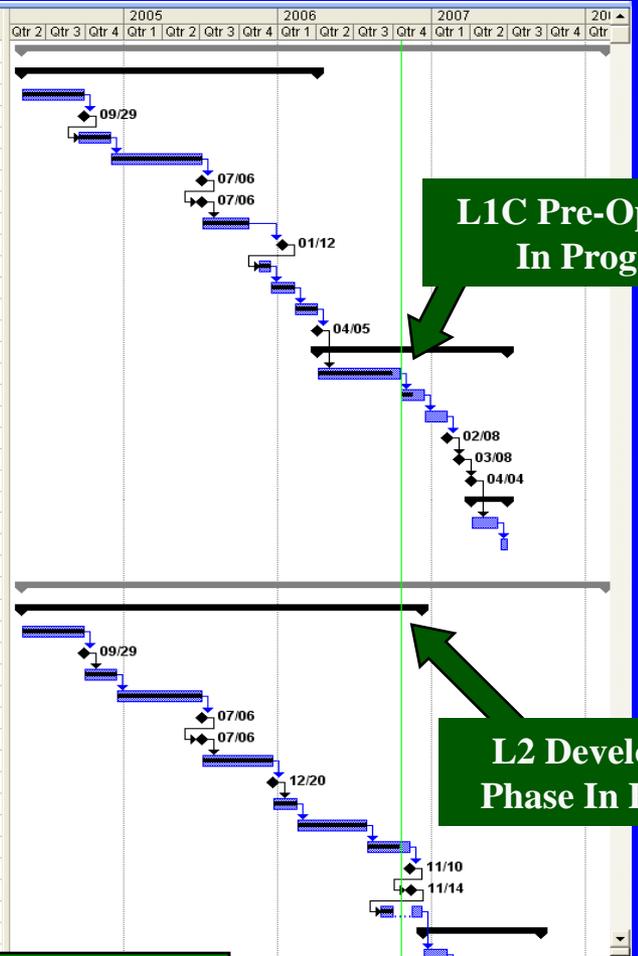


<Project Name> IMP - Build Phase

Raytheon

- PDR**
09/29/04
- L1C Products CDR**
01/12/06
- L1C Code**
04/05/06
- L2 Code**
07/31/06
- ATBD 1st draft**
11/10/06
- L2 Products CDR**
11/14/06

Task Name	Duration	Start	Finish	% Complete	Predecessors
IASI L1C Products	992 days?	Mon 05/03/04	Tue 02/19/08	72%	
Algorithm Development Phase	503 days?	Mon 05/03/04	Wed 04/05/06	100%	
IPT Branch Lead informed	5.4 mons?	Mon 05/03/04	Wed 09/29/04	100%	
Preliminary Design Review	0 mons	Wed 09/29/04	Wed 09/29/04	100%	2
Algorithm Development sys	2.8 mons?	Wed 09/15/04	Wed 12/01/04	100%	3
Initial Archive Requirement	30.6 wks?	Thu 12/02/04	Mon 07/04/05	100%	4
Quality Monitoring Concept	0 mons	Wed 07/06/05	Wed 07/06/05	100%	5
Long term maintanance co	0 mons	Wed 07/06/05	Wed 07/06/05	100%	6
Test Case Processed	4 mons	Wed 07/06/05	Tue 10/25/05	100%	7
CDR	0 mons	Thu 01/12/06	Thu 01/12/06	100%	8
Operational and backup pr	1 mon	Thu 11/17/05	Wed 12/14/05	100%	9
Final archive requirement c	2 mons	Thu 12/15/05	Wed 02/08/06	100%	10
Code is prepared for imple	2 mons	Thu 02/09/06	Wed 04/05/06	100%	11
Algorithm development pha	0 mons	Wed 04/05/06	Wed 04/05/06	100%	12
Pre-operational Phase	322 days	Thu 04/06/06	Fri 06/29/07	46%	
Operational and backup pr	7 mons	Thu 04/06/06	Wed 10/18/06	90%	13
Pre-operational product ou	2 mons	Thu 10/19/06	Wed 12/13/06	50%	15
OSD Updates Satellite Pro	2 mons	Thu 12/14/06	Wed 02/07/07	0%	16
Code transition to Operatio	1 mon	Thu 02/08/07	Wed 03/07/07	0%	17
Briefing SPSRB capability i	1 mon	Thu 03/08/07	Wed 04/04/07	0%	18
Operational and backup ca	0 mons	Wed 04/04/07	Wed 04/04/07	0%	19
Operational Phase	62 days	Thu 04/05/07	Fri 06/29/07	0%	
SPSRB declares produ	2.3 mons	Thu 04/05/07	Thu 06/07/07	0%	20
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IPT Branch Lead informr	5.4 mons?	Mon 05/03/04	Wed 09/29/04	100%	
Preliminary Design Rev	0 mons	Wed 09/29/04	Wed 09/29/04	100%	2
Algorithm Development	2.8 mons?	Wed 09/29/04	Wed 12/15/04	100%	3
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Code is prepared for ir	5.95 mons	Wed 02/15/06	Mon 07/31/06	100%	10
Prepare 1st draft of ATE	3.75 mons	Mon 07/31/06	Fri 11/10/06	75%	11
1st draft of ATBD	0 mons	Fri 11/10/06	Fri 11/10/06	0%	12
CDR	0 mons	Tue 11/14/06	Tue 11/14/06	0%	13
Operational and backu	2 mons	Fri 09/01/06	Thu 12/07/06	55%	14
Pre-operational Phase	200 days	Wed 12/13/06	Tue 09/18/07	0%	



Section 2.8 – Build Phase



<Project Name> IMS - Schedule Assumptions

Raytheon

- <State the assumptions that were made about the expected duration of tasks. Provide a rationale for the assumptions, as documented in Section 8 of the DPP. Use the following template:>
- The IMS is based on the following schedule assumptions:
 - » <Assumption 1 statement and rationale>
 - » <Assumption 2 statement and rationale>
 - » <etc.>



<Project Name> Cost Estimate

- <Estimate the cost for the work products and tasks based on estimation rationale, as documented in DPP Section 9.1. Use multiple slides as needed for clarity.>



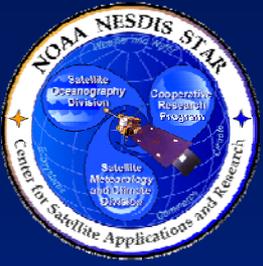
<Project Name> Cost Schedule

- <Present the estimated cost schedule, based on the estimated cost for the work products and tasks mapped to the IMS, as documented in DPP Section 9.1. Use multiple slides as needed for clarity.>



<Project Name> Funding

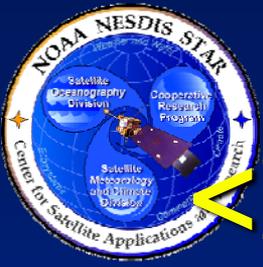
- <Identify the funding sources and the mechanisms for delivering the required funding in a timely manner, as documented in DPP Section 9.2>
- <All funding agreements between project stakeholders should be presented, either explicitly adopted from DPP Section 9.2 or by reference to external documents (e.g. contracts, MOUs).



<Project Name> Funding Schedule

Raytheon

- <Present the expected funding schedule, as documented in DPP Section 9.2. The funding schedule should be presented with a granularity that allows it to be compared to the cost schedule.>



<Project Name> Cost Margin

- <Compare the available funding schedule to the cost schedule. Identify the difference between the two. This difference (available funding minus the cost) is the “real cost margin”. This should be documented in DPP Section 9.2.>



<Project Name> Earned Value Management

Raytheon

- <Describe how the project will monitor earned value, as documented in DPP Section 9.3.>
- <Earned value is the planned (i.e., budgeted) cost for the work that has been accomplished. Earned value management is the process of monitoring a project's accrual of earned value to ensure that project expenditures are producing the expected quantity and quality of work products.>



- 1) INTRODUCTION
- 2) DEVELOPMENT PROJECT PLAN
- 3) DEVELOPMENT PROJECT STATUS**
- 4) PROJECT BASELINE
- 5) SUMMARY AND CONCLUSIONS



Section 3 – Development Project Status

Presented by

<Presenter's Name>
<Presenter's Title/Role>
<Presenter's Organization>



<Project Name> - Project Status Report

- The Project Status Report (PSR) is a standard artifact of the STAR EPL process.
 - » The PSR reports the current status of stakeholder involvement, technical progress, milestones, schedule, and budget
 - » Gate 3 reviewers can access this document at <pointer to the PSR>
- Guidelines for the PSR are found in STAR EPL process asset DG-5.2
 - » Gate 3 reviewers can access this document at <pointer to DG-5.2>



<Project Name> - Project Status Report Appendix

- The PSR Appendix is a Microsoft Excel file that describes the status of project risks and associated risk mitigation actions
 - » Gate 3 reviewers can access this document at <pointer to the PSR Appendix>
- Guidelines for the PSR Appendix are found in STAR EPL process asset DG-5.2.A
 - » Gate 3 reviewers can access this document at <pointer to DG-5.2.A>



Stakeholders

- <Describe how the stakeholders are involved in the project, compared with their planned involvement, as documented in PSR Section 2.1. Use the format shown in the next two slides. Use multiple slides for clarity.>
- <Note any issues with stakeholder involvement. These should be documented in PSR Section 2.1 and captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with stakeholder involvement will be discussed later.>

Stakeholder Involvement



- **Development Lead**
 - » Sub-bullet 1 (Description of involvement related to the Project Plan)
 - »
 - » Sub-bullet M (Description of involvement related to the Project Plan)
- **Development Scientists**
 - » Sub-bullet 1 (Description of involvement related to the Project Plan)
 - »
 - » Sub-bullet M (Description of involvement related to the Project Plan)
- **Development Testers**
 - » Sub-bullet 1 (Description of involvement related to the Project Plan)
 - »
 - » Sub-bullet M (Description of involvement related to the Project Plan)



Stakeholder Involvement

- **Development Programmers**
 - » Sub-bullet 1 (Description of involvement related to the Project Plan)
 - »
 - » Sub-bullet M (Description of involvement related to the Project Plan)
- **QA**
 - » Sub-bullet 1 (Description of involvement related to the Project Plan)
 - »
 - » Sub-bullet M (Description of involvement related to the Project Plan)
- **CM/DM**
 - » Sub-bullet 1 (Description of involvement related to the Project Plan)
 - »
 - » Sub-bullet M (Description of involvement related to the Project Plan)
- **Customers / Users**
 - » Sub-bullet 1 (Description of involvement related to the Project Plan)
 - »
 - » Sub-bullet M (Description of involvement related to the Project Plan)



Stakeholder Agreements

- <Where relevant, describe how stakeholder agreements have been complied with by stakeholder activities and involvement, as documented in PSR Section 2.2>
- <Note any compliance issues with stakeholder involvement. These should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with stakeholder agreement compliance will be discussed later.>
- <Assess stakeholder commitment to the project plan, as documented in PSR Section 2.2>



Lifecycle Status

- <Report the status of implementation of the product lifecycle, as documented in PSR Section 3.1>
- <Note whether the project has compensated for missing lifecycle steps as planned. If not, this should be captured as a risk in the PSR Appendix. If risks have been identified, note that the risks associated with lifecycle implementation will be discussed later.>



Status of Reviews

- <Report the status of the planned reviews, as documented in PSR Section 3.2>
- <Note whether the reviews have been conducted as planned (objectives, entry criteria, exit criteria, check list). If not, this should be captured as a risk in the PSR Appendix. If risks have been identified, note that the risks associated with the reviews will be discussed later.>



Status of Requirements

- <Report the status of the identified project requirements, as documented in PSR Section 4.1, including process, product, environment, and staffing requirements>
- <Note whether requirements are being met on schedule. If not, this should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with the requirements will be discussed later.>



Status of Work Products

- <Report the status of the identified work products, as documented in PSR Section 4.2>
- <Note whether work products are being produced on schedule. If not, this should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with the work products will be discussed later.>



Status of Resources

- <Report the status of the needed resources (hardware, software, tools, data, personnel, and training), as documented in PSR Section 4.3. Use multiple slides as needed for clarity.>
- <Note whether resources are being provided on schedule. If not, this should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with the needed resources will be discussed later.>



Status of Milestones

- <Report the status of achieving milestones, as documented in PSR Section 5.1>
- <For each milestone, note whether it has been achieved on schedule. Failures should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with milestones will be discussed later.>



Status of Work Tasks

- <Report the status of progress on the IMP major tasks, as documented in PSR Section 5.2>
- <Note any technical and/or schedule issues with task progress. These should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with progress on the work tasks will be discussed later.>



Status of Deliverable Items

- <Report the status of progress on the deliverable items, as documented in PSR Section 5.3>
- <Note any technical and/or schedule issues with deliverable items, including requests to add or remove items. These should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with deliverable items will be discussed later.>



Status of Cost Schedule

- <Report the status of the cost schedule, as documented in PSR Section 6.1>
- <Note whether costs have deviated significantly from the cost schedule. Significant deviations should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with the cost schedule will be discussed later.>



Status of Funding Schedule

- <Report the status of the funding schedule, as documented in PSR Section 6.2>
- <Note whether funding has deviated significantly from the funding schedule. Significant deviations should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with the funding schedule will be discussed later.>



Earned Value Status

- <Report the status of the project's earned value, as documented in PSR Section 6.3>
- <If the project is implementing an Earned Value Management System (EVMS), note how it has been implemented and note the Schedule Performance Index (SPI) and Cost Performance Index (CPI). If risks have been identified, note that the risks associated with earned value will be discussed later.>



Technical Risks

- Technical risks are risks that impact the technical execution of the project plan, independent of schedule and cost
- Technical risks include risks associated with:
 - » Stakeholder involvement
 - » Process compliance, including reviews
 - » Quality of work products
 - » Needed resources, including training
- <In subsequent slides, describe each technical risk that has been identified in the G3D and PSR Appendix and is still open. The next slide provides a template.>



Technical Risks - Risk # <M>

- **RISK # <M>** - <Risk statement>
- **Risk Assessment: <Z (TBS)>** (Severity = <X>, Likelihood = <Y>). <TBS = HIGH, MEDIUM, or LOW>, <X> and <Y> are numerical assessments on a scale of 0 to 10. <Z> = <X> * <Y> >
- **Risk Mitigation:** <Describe the risk mitigation plan, as stated in the PSR Appendix. Use sub-bullets as warranted for clarity. Note actions associated with each item (sub-bullet) of the plan.>
- <Present status of actions associated with Risk # M in subsequent slides. Present completed actions, then open actions. Use separate slides for each action (see next 2 slides for templates).>



Completed Actions - <Action number>

- ACTION: <Number> - <Action statement>
- CLOSURE CRITERIA: <Closure criteria statement>
- STATUS: Completed. <Demonstrate that the closure criteria have been met. Use multiple slides as necessary.>
- <Repeat for each completed action associated with Risk # M>



Open Actions - <Action number>

- ACTION: <Number> - <Action statement>
- CLOSURE CRITERIA: <Closure criteria statement>
- CLOSURE PLAN: <Closure plan>
- STATUS: Open. <Explain what parts of the closure plan have been completed and what remains to be done. Use multiple slides as necessary.>
- <Repeat for each open action associated with Risk # M>



Technical Risks - Risk # N

- <Present Risk # N status, using the same format as for Risk # M>
- <On separate slides, present status of all actions associated with Risk # N. Present completed actions, then open actions. Use the same format as for Risk # M actions.>
- <Repeat for each risk>



Schedule Risks

- Schedule risks are risks that result in the project being behind schedule, independent of technical factors
- Schedule risks include:
 - » Delays in expected deliveries from suppliers
 - » Insufficient stakeholder involvement (e.g., illness of key personnel, contract issues)
 - » Delays in predecessor tasks due to non-technical factors
- <In subsequent slides, describe each schedule risk that has been identified in the G3D and PSR Appendix and is still open. The next slide provides a template.>



Schedule Risks - Risk # <M>

- **RISK # <M>** - <Risk statement>
- **Risk Assessment: <Z (TBS)>** (Severity = <X>, Likelihood = <Y>). <TBS = HIGH, MEDIUM, or LOW>, <X> and <Y> are numerical assessments on a scale of 0 to 10. <Z> = <X> * <Y> >
- **Risk Mitigation:** <Describe the risk mitigation plan, as stated in the PSR Appendix. Use sub-bullets as warranted for clarity. Note actions associated with each item (sub-bullet) of the plan.>
- <Present status of actions associated with Risk # M in subsequent slides. Present completed actions, then open actions. Use separate slides for each action (see next 2 slides for templates).>



Completed Actions - <Action number>

- ACTION: <Number> - <Action statement>
- CLOSURE CRITERIA: <Closure criteria statement>
- STATUS: Completed. <Demonstrate that the closure criteria have been met. Use multiple slides as necessary.>
- <Repeat for each completed action associated with Risk # M>



Open Actions - <Action number>

- ACTION: <Number> - <Action statement>
- CLOSURE CRITERIA: <Closure criteria statement>
- CLOSURE PLAN: <Closure plan>
- STATUS: Open. <Explain what parts of the closure plan have been completed and what remains to be done. Use multiple slides as necessary.>
- <Repeat for each open action associated with Risk # M>



Schedule Risks - Risk # N

- <Present Risk # N status, using the same format as for Risk # M>
- <On separate slides, present status of all actions associated with Risk # N. Present completed actions, then open actions. Use the same format as for Risk # M actions.>
- <Repeat for each risk>



Budget Risks

- Budget risks are risks that impact the ability of the project to pay for the needed resources
- Budget risks include:
 - » Disruptions in the planned funding schedule
 - » Unexpected need for additional resources
 - » Unexpected cost of planned resources, independent of technical and schedule factors
- <In subsequent slides, describe each budget risk that has been identified in the G3D and PSR Appendix and is still open. The next slide provides a template.>



Budget Risks - Risk # <M>

- **RISK # <M>** - <Risk statement>
- **Risk Assessment: <Z (TBS)>** (Severity = <X>, Likelihood = <Y>). <TBS = HIGH, MEDIUM, or LOW>, <X> and <Y> are numerical assessments on a scale of 0 to 10. <Z> = <X> * <Y> >
- **Risk Mitigation:** <Describe the risk mitigation plan, as stated in the PSR Appendix. Use sub-bullets as warranted for clarity. Note actions associated with each item (sub-bullet) of the plan.>
- <Present status of actions associated with Risk # M in subsequent slides. Present completed actions, then open actions. Use separate slides for each action (see next 2 slides for templates).>



Completed Actions - <Action number>

- ACTION: <Number> - <Action statement>
- CLOSURE CRITERIA: <Closure criteria statement>
- STATUS: Completed. <Demonstrate that the closure criteria have been met. Use multiple slides as necessary.>
- <Repeat for each completed action associated with Risk # M>



Open Actions - <Action number>

- ACTION: <Number> - <Action statement>
- CLOSURE CRITERIA: <Closure criteria statement>
- CLOSURE PLAN: <Closure plan>
- STATUS: Open. <Explain what parts of the closure plan have been completed and what remains to be done. Use multiple slides as necessary.>
- <Repeat for each open action associated with Risk # M>



Budget Risks - Risk # N

- <Present Risk # N status, using the same format as for Risk # M>
- <On separate slides, present status of all actions associated with Risk # N. Present completed actions, then open actions. Use the same format as for Risk # M actions.>
- <Repeat for each risk>



Risk Summary - High Risks

- <N> HIGH risks have been identified
 - » <n1> Technical Risks
 - » <n2> Schedule Risks
 - » <n3> Budget Risks
 - » <M> actions have been identified to mitigate HIGH risks
 - » These actions have been included in the IMS
 - » Effort to mitigate HIGH risks is <X> days, equivalent to <Y> FTE.



Risk Summary - Medium Risks

- <N> MEDIUM risks have been identified
 - » <n1> Technical Risks
 - » <n2> Schedule Risks
 - » <n3> Budget Risks
 - » <M> actions have been identified to mitigate MEDIUM risks
 - » These actions have been included in the IMS
 - » Effort to mitigate MEDIUM risks is <X> days, equivalent to <Y> FTE.



Risk Summary - Low Risks

- <N> LOW risks have been identified
 - » <n1> Technical Risks
 - » <n2> Schedule Risks
 - » <n3> Budget Risks
 - » <M> actions have been identified to mitigate LOW risks
 - » These actions have been included in the IMS
 - » Effort to mitigate LOW risks is <X> days, equivalent to <Y> FTE.



- 1) INTRODUCTION
- 2) DEVELOPMENT PROJECT PLAN
- 3) DEVELOPMENT PROJECT STATUS
- 4) PROJECT BASELINE**
- 5) SUMMARY AND CONCLUSIONS



Section 4 - Project Baseline

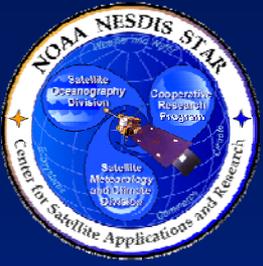
Presented by

<Presenter's Name>
<Presenter's Title/Role>
<Presenter's Organization>



Development Baseline

- The project's development baseline consists of every tangible item that is produced during the development stage of the product lifecycle.
- Typically, these are the work products identified in the project plan
- Many of the work products will undergo revision during the various steps of the lifecycle
- The baseline contains the latest approved version of each work product, based on approval at a review
- Prior to each review, recommended revisions to work products will be included in a provisional baseline, pending review approval



Baseline Builds

- During the development lifecycle, the project baseline will be updated via a series of Baseline Builds (BB), executed by the CM stakeholders.
- There is a BB prior to each planned review and after the closing of each planned review.
- The standard BBs, along with their standard contents, are documented in the STAR EPL Process Guideline (PG-1.A), <Pointer to PG-1.A>.
- The standard BB for the Gate 3 Review is BB 1.0



<Project Name> Baseline Build 1.0

- <If the project's BB 1.0 includes the standard items, adopt the following>
- The <Project Name> BB 1.0 includes the following items:
 - » Research and Development (R&D) code
 - » R&D test data
 - » Algorithm Theoretical Basis Document (ATBD) v1
 - » Software Architecture Document (SWA) v1
 - » Project Proposal, including User Request
 - » Gate 2 Review Report (G2RR)
 - » *Development Project Plan (DPP) v1, including Appendices A, B, C
 - » *Project Status Report (PSR) v1, including Appendix
 - » *Gate 3 Document (this presentation package)
 - » *Project Baseline Report (PBR) v1r0

* Artifacts for the Gate 3 Review



<Project Name> Baseline Build 1.0

- <If the project's BB 1.0 has been tailored, adopt the following>
- The <Project Name> BB 1.0 includes the following items:
 - » <Item 1>
 - » <Item 2>
 - »
 - » <Item M>
 - » *<Item M+1>
 - » *<Item M+2>
 - »
 - » *<Item M+N>
 - » *Project Baseline Report (PBR) v1r0

* Artifacts for the Gate 3 Review



<Project Name> Baseline Maintenance

- The <Project Name> development baseline will be updated as work products are revised and new work products are produced.
- Baseline maintenance will occur by a planned series of BBs.
- Each future BB will be executed by project CM, using <specify the CM tool>.
- The status of the development baseline after each BB will be described by the **Project Baseline Report (PBR)**



Project Baseline Report

- The project's baseline and change history is maintained in a Project Baseline Report (PBR).
 - » Document guidelines are in STAR EPL process asset DG-5.4.
 - <Pointer to DG-5.4>
 - » The PBR includes the change history, approval status, and location of every Configuration Item in the project's baseline.
 - » PBR v1r0, a Gate 3 Review artifact, can be accessed at <pointer to PBR v1r0>



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Section 5 - Summary and Conclusions

Presented by

<Presenter's Name>
<Presenter's Title/Role>
<Presenter's Organization>



Review Objectives Have Been Addressed

<Explain how each review objective has been addressed>

- Project Plan has been reviewed
 - » <Notable conclusions from this section>
- Project Status has been reviewed
 - » <Notable conclusions from this section>
- Risks have been reviewed
 - » <Notable conclusions from this section>
- Actions have been reviewed
 - » <Notable conclusions from this section>
- Project Baseline has been reviewed
 - » <Notable conclusions from this section>



Next Step - Project Requirements

<List recommendations for next steps after the Gate 3 Review. If the standard lifecycle is planned, use the following:>

- Requirements Development
 - » <Recommendations for Project Requirements step>
 - » <Recommendations for open actions>
 - » <Preparation of Project Requirements Review artifacts>



Open Discussion

- The review is now open for free discussion