NOAA NESDIS
CENTER for SATELLITE APPLICATIONS and RESEARCH

DOCUMENT GUIDELINE
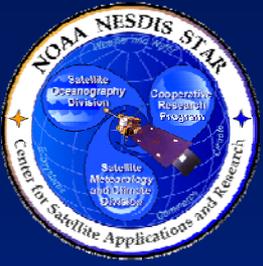# DG-11.7.A

GATE 5 DOCUMENT
APPENDIX GUIDELINE
Version 3.0

TITLE: DG-11.7.A: GATE 5 DOCUMENT GUIDELINE APPENDIX VERSION 3.0

AUTHORS:
Ken Jensen (Raytheon Information Solutions)

DATE: November 23, 2009

\<Project and/or Product Name\>

Gate 5 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\>

Title Slide

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

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Review Outline

1) INTRODUCTION

2) DEVELOPMENT PROJECT PLAN

3) DEVELOPMENT PROJECT STATUS

4) PROJECT BASELINE

5) 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 Setup Slide

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Section 1 – Introduction

Presented by

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

Gate 5 Review Guidelines and Check List

- Guidelines for the Gate 5 reviewers are in STAR EPL process asset PRG-11.2
  - » Reviewers can access this document at <pointer to PRG-11.2>

- The Standard Gate 5 Review Check List is STAR EPL process asset CL-11.2
  - » Reviewers can access this document at <pointer to CL-11.2>

- The <project name> Gate 5 Review Check List is in the Development Project Plan (DPP) Appendix C
  - » Reviewers can access this document at <pointer to DPP Appendix C>

Section 1.1

Gate 5 Review Report

- The Gate 5 Review Report (G5RR) is a standard artifact of the STAR EPL process.
  - » The Gate 5 reviewers should produce this report after conducting the Gate 5 Review.
  - » The report will be an artifact for the Gate 5 Review.

- Guidelines for the G5RR are found in STAR EPL process asset DG-11.8
  - » Gate 5 reviewers can access this document at <pointer to DG-11.8>

Section 1.2

<Project Name> Gate 4 Review Report

- The <Project Name> Gate 4 Review Report (G4RR) is the report of the <Project Name> Gate 4 reviewers

- The G4RR, an artifact for the Gate 5 Review, can be obtained at <pointer to the G4RR>.

- Guidelines for the G4RR are found in STAR EPL process asset DG-8.5
    - » Gate 5 reviewers can access this document at <pointer to DG-8.5>

Section 1.3

- The G4RR reported the status of project risks and associated risk mitigation actions

  » There were <N1> identified HIGH risks with <N2> associated actions that were still open

  » There were <N3> identified MEDIUM risks with <N4> associated actions that were still open

  » There were <N5> identified LOW risks with <N6> associated actions that were still open

Section 1.3

- The <Project Name> G4RR includes an Appendix that contains the completed G4R Check List
  - » The G4RR Appendix, an artifact for the Gate 5 Review, can be obtained at <pointer to the G4RR Appendix>.

- There are <N1> Check List Items (CLI) in the G4RR Appendix
  - » <N2> of the CLIs received a PASS or N/A disposition
  - » <N3> of the CLIs received a CONDITIONAL PASS
    - – <N4> of these remain open
  - » <N5> of the CLIs were waived
  - » <N6> of the CLIs were DEFERRED to Design Phase reviews
    - – <N7> of these remain open

Section 1.3

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<Project Name> System Readiness Review Report

- The <Project Name> System Readiness Review Report (SRRR) is the report of the <Project Name> SRR reviewers

- The SRRR, an artifact for the Gate 5 Review, can be obtained at <pointer to the SRRR>.

- Guidelines for the SRRR are found in STAR EPL process asset DG-11.6
  - » Gate 5 reviewers can access this document at <pointer to DG-11.6>

Section 1.4

- The SRRR reported the status of project risks and associated risk mitigation actions

  » There were <N1> identified HIGH risks with <N2> associated actions that were still open

  » There were <N3> identified MEDIUM risks with <N4> associated actions that were still open

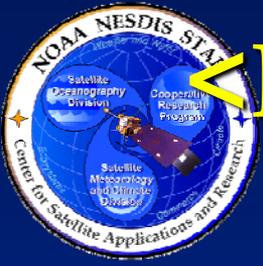 » There were <N5> identified LOW risks with <N6> associated actions that were still open

Section 1.4

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- The <Project Name> SRRR includes an Appendix that contains the completed SRR Check List.
  - » The SRRR Appendix, an artifact for the Gate 5 Review, can be obtained at <pointer to the SRRR Appendix>.

- There are <N1> Check List Items (CLI) in the SRRR Appendix
  - » <N2> of the CLIs received a PASS or N/A disposition
  - » <N3> of the CLIs received a CONDITIONAL PASS
    - – <N4> of these remain open
  - » <N5> of the CLIs were waived
  - » <N6> of the CLIs were DEFERRED
    - – <N7> of these remain open

- <List the entry criteria for this Gate 5 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-11.2, 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).>

Section 1.5

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- **Entry # 1 -** A Gate 4 Review Report (G4RR) has been written. The Gate 5 reviewers have access to the current baseline version of the G4RR.

- **Entry # 2 -** A System Readiness Review Report (SRRR) has been written. The Gate 5 reviewers have access to the current baseline version of the SRRR.

- **Entry # 3 -** A Development Project Plan (DPP) has been written. The Gate 5 reviewers have access to the current baseline version of the DPP.

- **Entry # 4 -** A Project Status Report (PSR) has been written. The Gate 5 reviewers have access to the current baseline version of the PSR.

- **Entry # 5 -** A Gate 5 Document (G5D) has been written. The Gate 5 reviewers have access to the current baseline version of the G5D.

- **Entry # 6 -** A Project Baseline Report (PBR) has been written. The Gate 5 reviewers have access to the current baseline version of the PBR.

Section 1.5

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- <Note any changes to the Gate 5 Review entry criteria that have occurred since the Gate 4 Review, consistent with the SRRR.>

- <Provide a rationale for the changes. If appropriate, assess the risk, usually by reference to a risk # to be discussed in G5D Section 3>

- <If there are no changes to the entry criteria, omit this slide>

Section 1.5

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- <List the exit criteria for this Gate 5 Review. Present as bullets. Use multiple slides as necessary for clarity. The following slides should be used if the standard Gate 5 Review exit criteria, documented in STAR EPL Check List CL-11.2, 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.>

Section 1.6

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- Exit # 1 – SRR status and SRRR are satisfactory

- Exit # 2 – Project plan and DPP are satisfactory

- Exit # 3 – Project status and PSR are satisfactory

- Exit # 4 - Project baseline and PBR are satisfactory

- Exit # 5 – Project risks are acceptable

- Exit # 6 – Status of risk mitigation actions is acceptable

- Exit # 7 – Project is ready for delivery to operations

Section 1.6

Changes To Gate 5 Review Exit Criteria

- <Note any changes to the Gate 5 Review exit criteria that have occurred since the Gate 4 Review, consistent with the CDRR.>

- <Provide a rationale for the changes. If appropriate, assess the risk, usually by reference to a risk # to be discussed in G5D Section 3>

- <If there are no changes to the exit criteria, omit this slide>

Section 1.6

Review Objectives

- Review changes to 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

Section 1.7

1) INTRODUCTION

2) **DEVELOPMENT PROJECT PLAN**

3) DEVELOPMENT PROJECT STATUS

4) PROJECT BASELINE

5) SUMMARY AND CONCLUSIONS

Section 2 Setup Slide

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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.

- Guidelines for the DPP are found in STAR EPL process asset DG-5.1
  - » Gate 5 reviewers can access this document at <pointer to DG-5.1>

- The DPP identifies project objectives, stakeholder roles and tasks, resources, milestones, schedule, and budget

- DPP version 2 was approved at the Gate 4 Review

- The DPP has been updated to version 3 for the Gate 5 Review
  - » Gate 5 reviewers can access this document at <pointer to the DPP>

- In the following slides, significant changes to the project plan since the Gate 4 Review are noted and explained

Section 2.1

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\<Project Name\> Project Objectives

- \<Note changes to the project objectives since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 2.1.\>

- <Note changes to the user's concept of operations since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 2.2.>

Section 2.2

<Note changes to the project suppliers since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 3.1.>

Section 2.3

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<Note changes to the project developers since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 3.2.>
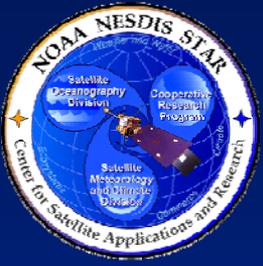
Section 2.3

\<Note changes to the project operators since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 3.3.\>

Section 2.3

\<Note changes to the project users since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 3.4.\>

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<Note changes to the project reviewers since the Gate 4 Review. Explain the rationale for each change. Typical changes are the specification of the names of reviewers and/or Review Leads that were TBS in DPP version 1. Obtain the needed information from DPP Section 3.5.>
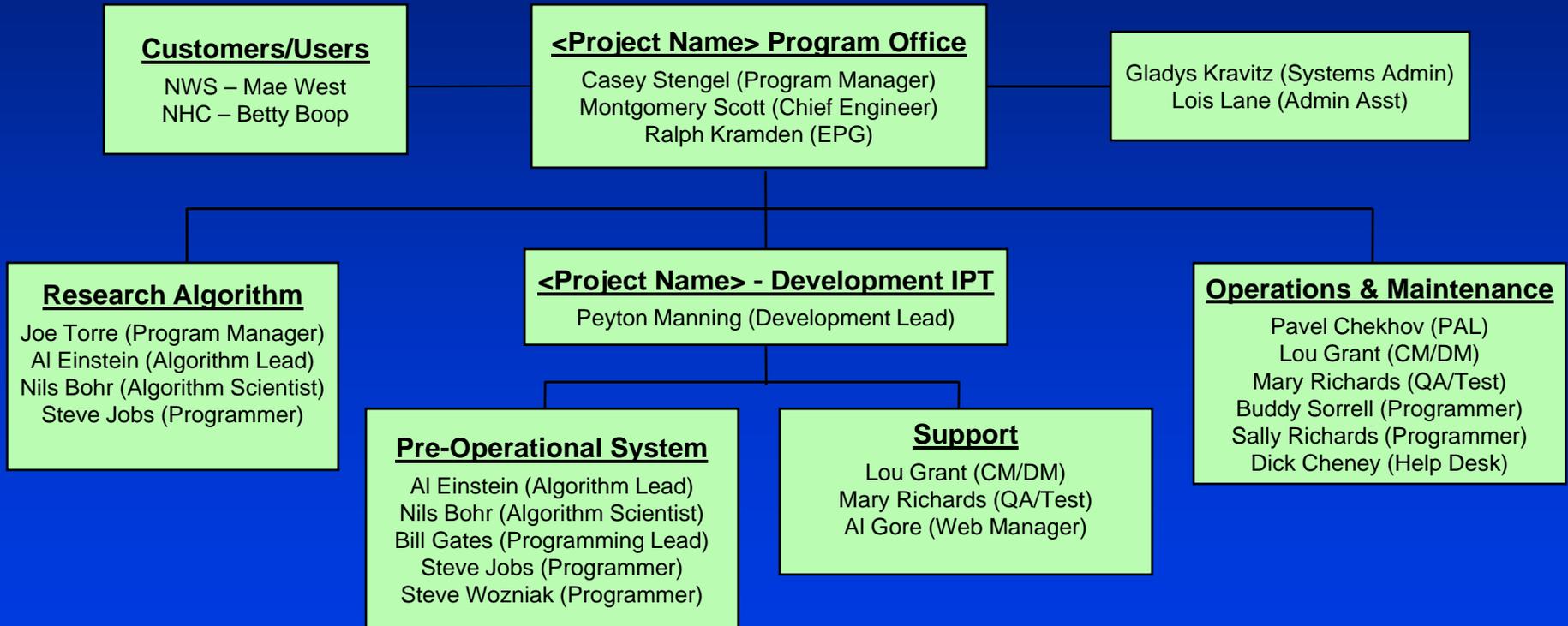
Section 2.3

32

<Note changes to the project management and support since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 3.6.>

Section 2.3

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\<Project Name\> Organization Chart

Customers/Users

NWS – Mae West
NHC – Betty Boop

\<Project Name\> Program Office

Casey Stengel (Program Manager)
Montgomery Scott (Chief Engineer)
Ralph Kramden (EPG)

Gladys Kravitz (Systems Admin)
Lois Lane (Admin Asst)

Research Algorithm

Joe Torre (Program Manager)
Al Einstein (Algorithm Lead)
Nils Bohr (Algorithm Scientist)
Steve Jobs (Programmer)

\<Project Name\> - Development IPT

Peyton Manning (Development Lead)

Operations & Maintenance

Pavel Chekhov (PAL)
Lou Grant (CM/DM)
Mary Richards (QA/Test)
Buddy Sorrell (Programmer)
Sally Richards (Programmer)
Dick Cheney (Help Desk)

Pre-Operational System

Al Einstein (Algorithm Lead)
Nils Bohr (Algorithm Scientist)
Bill Gates (Programming Lead)
Steve Jobs (Programmer)
Steve Wozniak (Programmer)

Support

Lou Grant (CM/DM)
Mary Richards (QA/Test)
Al Gore (Web Manager)

Section 2.3 - Option

<Note changes to the work tasks since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 4.1.>

Section 2.4

<Note changes to the Work Breakdown Structure (WBS) since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 4.2.>

Section 2.4

<Project Name> Deliverable Items

<Note changes to the deliverable items since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 4.3.>

\<Note changes to the project's development lifecycle steps since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 5.1.\>

Section 2.5

<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

<Note changes to the review objectives, entry criteria, and/or exit criteria since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 5.2.>

<If there have been changes, the review check lists (DPP Appendix C) should have been updated. Describe all such changes.>

Section 2.5

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\<Note changes to the project's process requirements since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.1.\>

Section 2.6

<Project Name> Product Requirements

<Note changes to the project's product requirements since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.1.>

- \<Note changes to the requirements on the development, test, and operational environments since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.1.\>

Section 2.6

<Note changes to the project's staffing requirements since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.1.>

Section 2.6

<Project Name> Technical Constraints

<Note changes to the technical constraints since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.2.>

<Project Name> Major Tasks

<Note changes to the major tasks since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.3.>

<Note changes to the planned work products since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.4.>

Section 2.6

\<Note changes to the needed resources since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.5.\>

Section 2.6

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<Project Name> IMP - Project Milestones

<List the project milestones and dates, noting any changes since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 7.1. See the next slide for a template.>

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

Section 2.7

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<Project Name> Integrated Master Plan

<Note changes to the Integrated Master Plan (IMP) since the Gate 4 Review, including added tasks, deleted tasks, and changes to predecessor tasks, initiating criteria, sub-tasks, work products, accomplishment criteria, and reviews for which the task's work products will be artifacts. Explain the rationale for each change. Obtain the needed information from DPP Section 7.2.>

Section 2.7

<Project Name> IMP – Stakeholder Commitment

<Note changes to the stakeholder commitment to the IMP since the Gate 4 Review. Explain the rationale for each change. Document new commitments from stakeholders. Obtain the needed information from DPP Section 7.3.>

<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.>

Section 2.8

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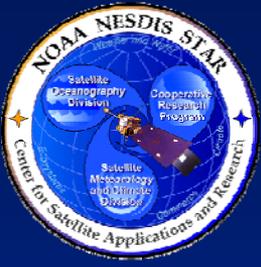
<Project Name> Integrated Master Schedule

- 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.

Section 2.8 – Microsoft Excel Alternative

# <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.>

Section 2.8 – Microsoft Project Alternative

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

L1C Pre-Op Phase
In Progress

L2 Development
Phase In Progress

Section 2.8 – Plan Phase

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<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

L1C Pre-Op Phase In Progress

L2 Development Phase In Progress

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 maintantance 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
OSD updates Satellite I	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 inform	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 Developmen	2.8 mons?	Wed 09/29/04	Wed 12/15/04	100%	3
Initial Archive Requirem	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 maintantanc	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%	
OSD Updates Satellite	2 mons	Wed 12/13/06	Tue 02/06/07	0%	15
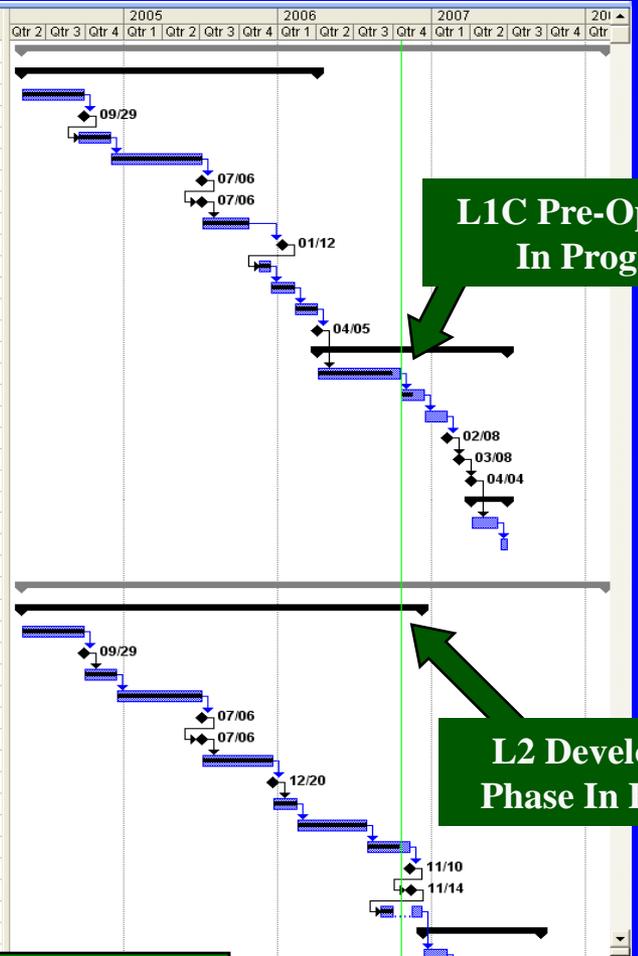
Section 2.8 – Design Phase
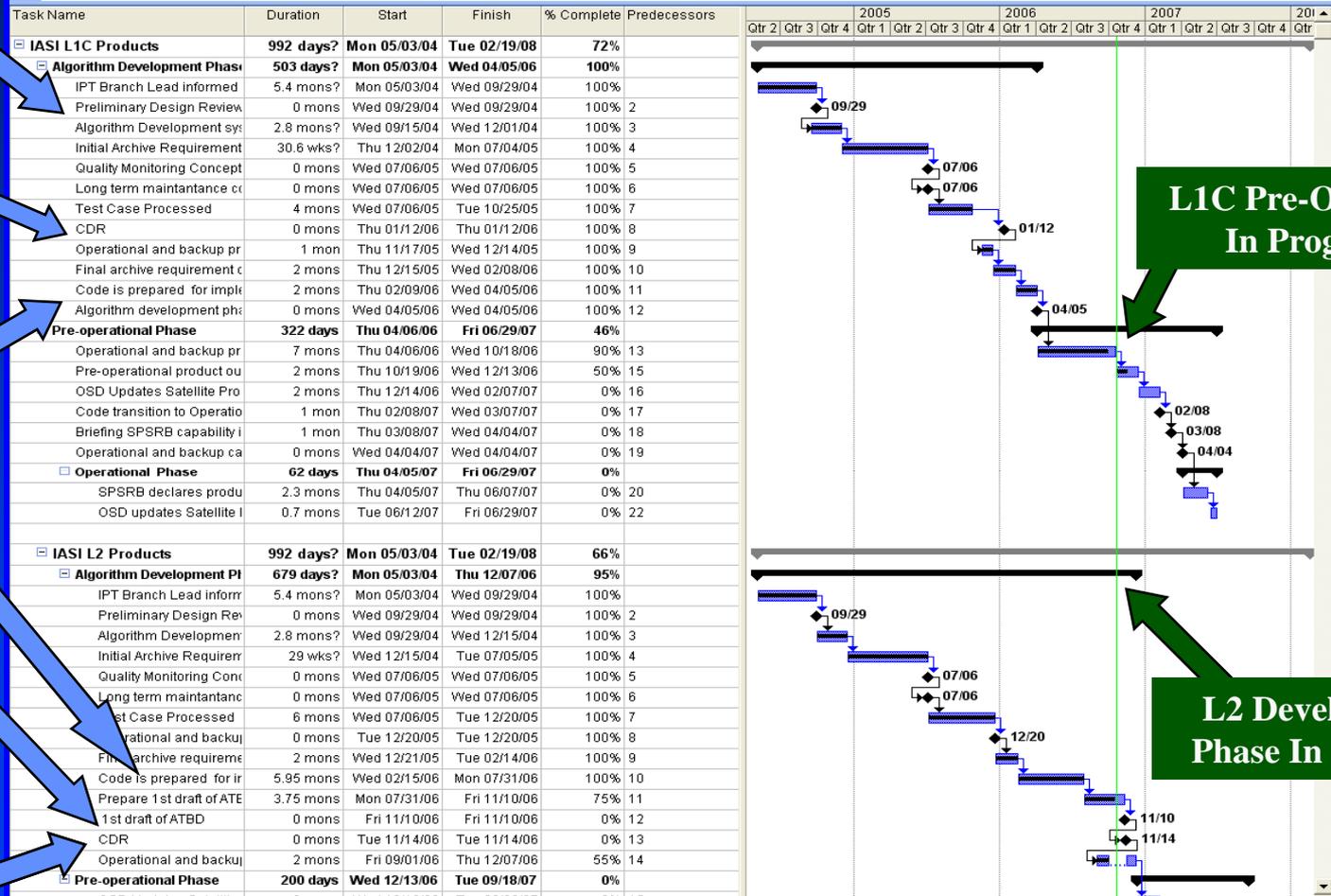
\<Project Name\> IMP – Build Phase

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PDR 09/29/04

L1C Products CDR 01/12/06

L1C Code 04/05/06

L2 Code 07/31/06
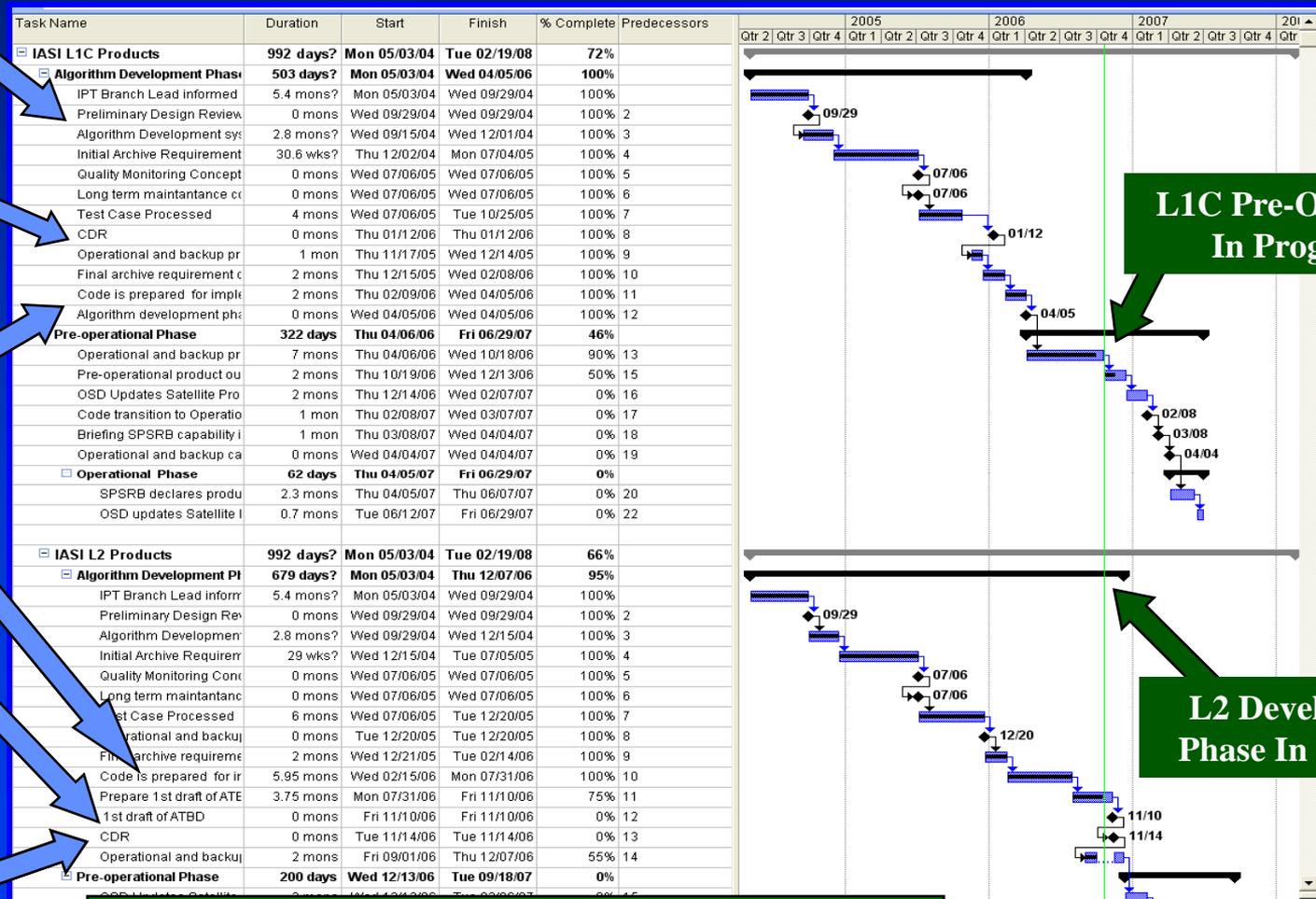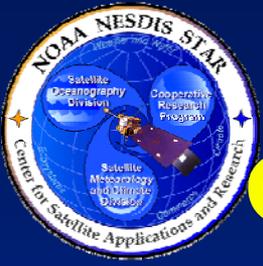
ATBD 1st draft 11/10/06

L2 Products CDR 11/14/06

L1C Pre-Op Phase In Progress

L2 Development Phase In Progress

<Project Name> IMS - Changes Since Gate 4 Review

<Note changes to the IMS since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from the IMS file - DPP Appendix B.>

Section 2.8

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<Note changes to the cost schedule since the Gate 4 Review. The cost schedule may change due to actual costs during the Build Phase that differed from previous estimates. Explain the rationale for each change. Obtain the needed information from DPP Section 9.1.>

Section 2.9

<Note changes to the funding schedule since the Gate 4 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 9.2.>

Section 2.9

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\<Note changes to the cost margin schedule since the Gate 4 Review. The cost margin is the difference between the approved funding schedule and the cost schedule. Obtain the needed information from DPP Section 9.2.\>

Section 2.9

<Project Name> Earned Value Management

- <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.>

Section 2.9

<Project Name> Risks

- <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>

- <etc.>

- These risks are discussed in Section 3 of this presentation

Section 2.10

1) INTRODUCTION

2) DEVELOPMENT PROJECT PLAN

3) **DEVELOPMENT PROJECT STATUS**

4) PROJECT BASELINE

5) SUMMARY AND CONCLUSIONS

Section 3 Setup Slide

Section 3 –

Development Project Status

Presented by

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

- 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 5 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 5 reviewers can access this document at \<pointer to DG-5.2\>

Section 3.1

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<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 5 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 5 reviewers can access this document at <pointer to DG-5.2.A>

Section 3.1

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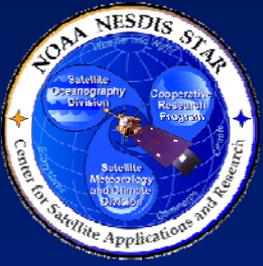
Stakeholders

- <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.>

Section 3.2

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)

Section 3.2

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)

Section 3.2

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>

Section 3.2

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.>

Section 3.3

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.>

Section 3.3

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.>

Section 3.4

- <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.>

Section 3.4

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.>

Section 3.4

- <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.>

Section 3.5

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.>

Section 3.5
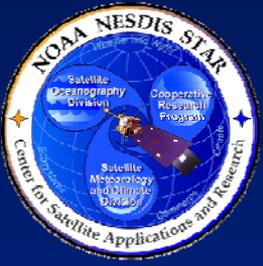
Status of Deliverable Items

- <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.>

Section 3.5

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- <Identify significant deviations from the planned task schedule. These should be captured as risks in the PSR Appendix. If risks have been identified, note that schedule risks will be discussed later.>

- <If Earned Value Management is being used, note the Schedule Performance Index (SPI)>

Section 3.5

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.>

- <If Earned Value Management is being used, note the Cost Performance Index (CPI)>

Section 3.6

- <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.>

Section 3.6

Status of Cost Margin

- <Compare the actual funding schedule to the actual cost schedule. Identify the difference between the two. This difference (available funding minus the cost) is the "actual cost margin". This should be documented in PSR Section 6.2.>

Earned Value Status

- <Report the status of the project's Earned Value, as documented in PSR Section 6.3. If risks have been identified, note that the risks associated with Earned Value will be discussed later.>

Section 3.6

<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 the PSR Appendix

Section 3.7

- <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>

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 G5D and PSR Appendix and is still open. The next slide provides a template.>

Section 3.7 – Technical Risks

- 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).>

Section 3.7

- 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>

Section 3.7

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>

Section 3.7

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>

Section 3.7

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 G5D and PSR Appendix and is still open. The next slide provides a template.>

Section 3.7 – Schedule Risks

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).>

Section 3.7

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>

Section 3.7

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- 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>

Section 3.7

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- \<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>

Section 3.7

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 G5D and PSR Appendix and is still open. The next slide provides a template.>

Section 3.7 – Budget Risks

Raytheon

- 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).>

Section 3.7

- 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>

Section 3.7

- 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>

Section 3.7

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- <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.

Section 3.7 – Risks Summary

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.

Section 3.7 – Risks Summary

- <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.

Section 3.7 – Risks Summary

1) INTRODUCTION

2) DEVELOPMENT PROJECT PLAN

3) DEVELOPMENT PROJECT STATUS

4) PROJECT BASELINE

5) SUMMARY AND CONCLUSIONS

Section 4 Setup Slide

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

Section 4.1

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Baseline Builds

- During the development lifecycle, the project baseline has been 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 5 Review is BB 3.5

- The <Project Name> development baseline is updated as work products are revised and new work products are produced.

- Baseline maintenance occurs by a planned series of BBs.

- Each BB is executed by project CM, using <specify the CM tool>.

- The status of the development baseline after each BB is 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 v3r5, a Gate 5 Review artifact, can be accessed at <pointer to PBR v3r5>

Section 4.2

1) INTRODUCTION

2) DEVELOPMENT PROJECT PLAN

3) DEVELOPMENT PROJECT STATUS

4) PROJECT BASELINE

5) **SUMMARY AND CONCLUSIONS**

Section 5 Setup Slide

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>

Section 5.1

<List recommendations for next steps after the Gate 5 Review. If the standard lifecycle is planned, use the following:>

- Complete Baseline Build 3.6
  - » Update work products as directed by Gate 5 Reviewers
  - » Add Gate 5 Review Report to baseline
  - » Update PBR to version 3.6
- Delivery To Operations
  - » Deliver code and test data to Operations Test Environment
  - » Assist in the installation, compilation, and execution of code in the Test Environment
  - » Develop documentation to Operations
- Development Project Report
  - » Document experiences and lessons learned in a Development Project Report (DPR)
  - » Add DPR to baseline
  - » Complete Baseline Build 4.0

Section 5.2

Open Discussion

- The review is now open for free discussion