NOAA NESDIS
CENTER for SATELLITE APPLICATIONS
and RESEARCH (STAR)

STAKEHOLDER GUIDELINE

SG-4
STAR CM/DM STAKEHOLDER GUIDELINES

Version 3.0

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VERSION HISTORY SUMMARY

Version	Description	Revised Sections	Date
1.0	No version 1		
2.0	No version 2		
3.0	New Stakeholder Guideline adapted from CMMI guidelines by Ken Jensen (Raytheon Information Solutions)	New Document	12/31/2009

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LIST OF ACRONYMS

ATBD	Algorithm Theoretical Basis Document
BB	Baseline Build
CDD	Critical Design Document
CDR	Critical Design Review
CDRR	Critical Design Review Report
CI	Cooperative Institute
CICS	Cooperative Institute for Climate Studies
CIMSS	Cooperative Institute for Meteorological Satellite Studies
CIOSS	Cooperative Institute for Oceanographic Satellite Studies
CIRA	Cooperative Institute for Research in the Atmosphere
CM/DM	Configuration Management/Data Management
CREST	Cooperative Remote Sensing and Technology Center
CTD	Code Test Document
CTR	Code Test Review
CTRR	Code Test Review Report
DDD	Detailed Design Document
DG	Document Guidelines
DPP	Development Project Plan
EPG	Enterprise Process Group
EPL	Enterprise Product Lifecycle
EUM	External Users Manual
G3D	Gate 3 Document
G3R	Gate 3 Review
G3RR	Gate 3 Review Report
G4D	Gate 4 Document
G4R	Gate 4 Review
G4RR	Gate 4 Review Report
G5D	Gate 5 Document
G5R	Gate 5 Review
G5RR	Gate 5 Review Report
IUM	Internal Users Manual
MDD	Metadata Document
NESDIS	National Environmental Satellite, Data, and Information Service
NOAA	National Oceanic and Atmospheric Administration

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OCD	Operations Concept Document
PAR	Process Asset Repository
PBR	Project Baseline Report
PCOD	Pre-Operational Code
PDD	Preliminary Design Document
PDR	Preliminary Design Review
PDRR	Preliminary Design Review Report
PG	Process Guidelines
PRD	Project Requirements Document
PRR	Project Requirements Review
PRRR	Project Requirements Review Report
PSR	Project Status Report
PTEST	Pre-Operational Test Data
R&D	Research & Development
RAD	Requirements Allocation Document
RAS	Requirements Allocation Sheet
RNM	Requirements/Needs Matrix
SG	Stakeholder Guideline
SPSRB	Satellite Products and Services Review Board
SRD	System Readiness Document
SRR	System Readiness Review
SRRR	System Readiness Review Report
STAR	Center for Satellite Applications and Research
STP	System Test Plan
SWA	Software Architecture Document
TG	Task Guideline
TRD	Test Readiness Document
TRR	Test Readiness Review
TRRR	Test Readiness Review Report
UTP	Unit Test Plan
UTR	Unit Test Report
VVP	Verification and Validation Plan
VVR	Verification and Validation Report

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1. INTRODUCTION

The NOAA/NESDIS Center for Satellite Applications and Research (STAR) develops a diverse spectrum of complex, often interrelated, environmental algorithms and software systems. These systems are developed through extensive research programs, and transitioned from research to operations when a sufficient level of maturity and end-user acceptance is achieved. Progress is often iterative, with subsequent deliveries providing additional robustness and functionality. Development and deployment is distributed, involving STAR, the Cooperative Institutes (CICS[1], CIMSS[2], CIOSS[3], CIRA[4], CREST[5]) distributed throughout the US, multiple support contractors, and NESDIS Operations.

NESDIS/STAR is implementing an increased level of process maturity to support the development of these software systems from research to operations. This document is a Stakeholder Guideline (SG) for users of this process, which has been designated as the STAR Enterprise Product Lifecycle (EPL).

1.1. Objective

The STAR Enterprise is comprised of a large number of organizations that participate and cooperate in the development and production of environmental satellite data products and services. Individual project teams are customarily composed of personnel from these organizations, supplemented by contractor personnel. These organizations and project teams are referred to as the STAR Enterprise stakeholders.

The objective of this Stakeholder Guideline (SG-4) is to provide a detailed description of the standard tasks of the **STAR CM/DM Group**. The intended users of this SG are those who have been assigned to perform Configuration Management (CM) and Data Management (DM) support to STAR development projects.

STAR CM/DM is the Configuration Management (CM) and Data Management (DM) group for the STAR organization. CM/DM is responsible for establishing and maintaining project baselines for code, test data, documentation, and reports. CM/DM works with each

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[1] Cooperative Institute for Climate Studies

[2] Cooperative Institute for Meteorological Satellite Studies

[3] Cooperative Institute for Oceanographic Satellite Studies

[4] Cooperative Institute for Research in the Atmosphere

[5] Cooperative Remote Sensing and Technology Center

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Development Lead to ensure that project artifacts are maintained in accordance with STAR standards. **STAR CM/DM** works with **Operations CM/DM** on the transition of the project baseline from pre-operational development to operations.

Currently, a **STAR CM/DM Group** has not been established. In the interim, project development personnel will perform this function. Typically, **Development Programmers** will do this, but **Development Scientists** or **Development Testers** may be assigned to this role for a specific project by the project's **Development Lead**. SG-4 version 3.0 is written on the assumption that CM/DM will be performed on the project-level by members of a project's Development team. Guidelines for organization-level CM/DM activities are deferred to a future version.

A *Development Programmer* is a programmer who has been assigned by the **Development Lead** to one or more of the tasks of preliminary design and detailed design of pre-operational code, writing pre-operational code, integrating code into a pre-operational system, and supporting **Development Testers** in testing pre-operational code. **Development Programmers** who have been assigned to a CM/DM role for a project should use this SG in addition to SG-16.

A *Development Scientist* is nominally a STAR scientist who has been assigned by the **Development Lead** to one or more of the tasks of reviewing the technical content of project proposals, maturing a research algorithm into an operational algorithm, developing project requirements, supporting product design, coding and testing, and providing product validation and science maintenance. **Development Scientists** who have been assigned to a CM/DM role for a project should use this SG in addition to SG-14.

A *Development Tester* is any person located at a research organization who has been assigned by the **Development Lead** to one or more of the tasks of identifying pre-operational test data, acquiring and integrating the test data into the pre-operational product processing system, creating pre-operational unit and system test plans, executing unit and system tests, and analyzing and reporting test results for review. **Development Testers** who have been assigned to a CM/DM role for a project should use this SG in addition to SG-15.

Stakeholder satisfaction is a critical component of the process. The intention is for the process to be more of a benefit that a burden to stakeholders. If stakeholders are not satisfied that this is the case, the process will require improvement.

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Comments and suggestions for improvement of the process architecture, assets, artifacts and tools are always welcome. Stakeholders can provide feedback by contacting:

Ken.Jensen@noaa.gov

1.2. Version History

This is the first version of SG-4. It is identified as version 3.0 to align it with the release of the version 3.0 STAR EPL process assets.

1.3. Overview

This SG contains the following sections:

Section 1.0 - Introduction
Section 2.0 - Reference Documents
Section 3.0 - Reviews
Section 4.0 - Project Artifacts
Section 5.0 - Task Descriptions

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2. REFERENCE DOCUMENTS

All of the reference documents for the STAR EPL process are STAR EPL process assets that are accessible in a Process Asset Repository (PAR) on the STAR website. http://www.star.nesdis.noaa.gov/star/EPL_index.php.

Process assets include:

- Process Guidelines
- Stakeholder Guidelines
- Task Guidelines
- Document Guidelines
- Training Documents

2.1. Process Guidelines

Process Guideline (PG) documents describe STAR's standard set of practices and guidelines for tailoring them to specific projects.

- STAR EPL Process Guidelines (PG-1)
- STAR EPL Process Guidelines Appendix (PG-1.A)
- STAR EPL Tailoring Guidelines (PG-2)

PG-1 and PG-1.A apply generally to each EPL step. Each stakeholder performing tasks during each step can benefit from a familiarity with these documents.

2.2. Stakeholder Guidelines

A Stakeholder Guideline (SG) is a description of how to perform all STAR EPL standard tasks assigned to a given type of stakeholder. For each type of stakeholder, the appropriate SG provides that stakeholder with a complete description of the standard tasks for that stakeholder role, along with references to all appropriate process assets and project artifacts. This functions as a complement to the Task Guidelines (TGs), which provide a completion description of all stakeholder tasks for a specific process step. The relevant SG for **STAR CM/DM** is SG-4 (this document).

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2.3. Task Guidelines

The STAR EPL is designed as a sequence of 11 process steps that take a product from initial conception through delivery to operations. These steps are:

- Step 1 - Basic Research
- Step 2 - Focused R & D
- Step 3 - Project Proposal
- Step 4 - Resource Identification
- Step 5 - Project Plan
- Step 6 - Project Requirements
- Step 7 - Preliminary Design
- Step 8 - Detailed Design
- Step 9 - Code & Test Data Development
- Step 10 - Code Test And Refinement
- Step 11 - System Integration and Test

A Task Guideline (TG) is a description of how to perform the tasks of a STAR EPL process step. There is one Task Guideline for each step in the STAR EPL. Table 2.1 lists the Task Guidelines that are relevant for **STAR CM/DM**.

TABLE 2.1 – Relevant Task Guidelines

ID	Step
TG-5	Project Plan
TG-6	Project Requirements
TG-7	Preliminary Design
TG-8	Detailed Design
TG-9	Code and Test Data Development
TG-10	Code Test and Refinement
TG-11	System Integration and Test

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2.4. Document Guidelines

There is a Document Guideline (DG) for each standard STAR EPL document. Each DG includes a description of the purpose for the document, a standard document outline (table of contents), a brief description of each subsection in the outline, and an Appendix containing an example document.

Table 2.2 lists the Document Guidelines that are relevant for **STAR CM/DM**.

TABLE 2.2 – Relevant Document Guidelines

ID	Document
DG-0.1	Document Style Guideline
DG-5.4	Project Baseline Report (PBR)

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3.   PROJECT ARTIFACTS

Project Artifacts are a set of items that must be produced by the appropriate stakeholders during the product life cycle to support the reviews. They are established and maintained under CM by an Enterprise Process Group (EPG) under the direction of a Steering Committee.

3.1. Project Artifact Repository

The project artifacts are maintained by **STAR CM/DM** in a project artifact repository. This is a complete set of configuration-managed artifacts developed by each project in accordance with STAR standards. When a project artifact has been approved at a Technical Review or Gate Review, it is placed in the project artifact repository under CM.

Responsibility for producing project artifacts is assigned to stakeholders during the Plan phase, and may be tailored from the standard assignment. The project artifacts that are usually the responsibility of **STAR CM/DM** are listed in Table 3.1.

TABLE 3.1 – Relevant Artifacts

Artifact	Type
Project Baseline Report v1	Report

Project Baseline Report: The Project Baseline Report (PBR) is the document that describes the status of the configuration items that comprise the project baseline. Refer to DG-5.4 for detailed PBR guidelines.

3.2. Baseline Builds

During the development lifecycle, the project baseline is established and 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). They are also listed in Tables 4.1 – 4.7 of this SG.

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4. TASK DESCRIPTION

STAR CM/DM participates in the following process steps:

- Step 5 - Project Plan (TG-5)
- Step 6 - Project Requirements (TG-6)
- Step 7 - Preliminary Design (TG-7)
- Step 8 - Detailed Design (TG-8)
- Step 9 - Code & Test Data Development (TG-9)
- Step 10 - Code Test And Refinement (TG-10)
- Step 11 - System Integration and Test (TG-11)

The standard **STAR CM/DM** tasks for each of these steps are described below. **STAR CM/DM personnel** may also refer to the relevant TGs for a complementary task description.

4.1 Project Plan Tasks

Figure 4.1 shows the process flow for step 5. See TG-5 for a complete description.

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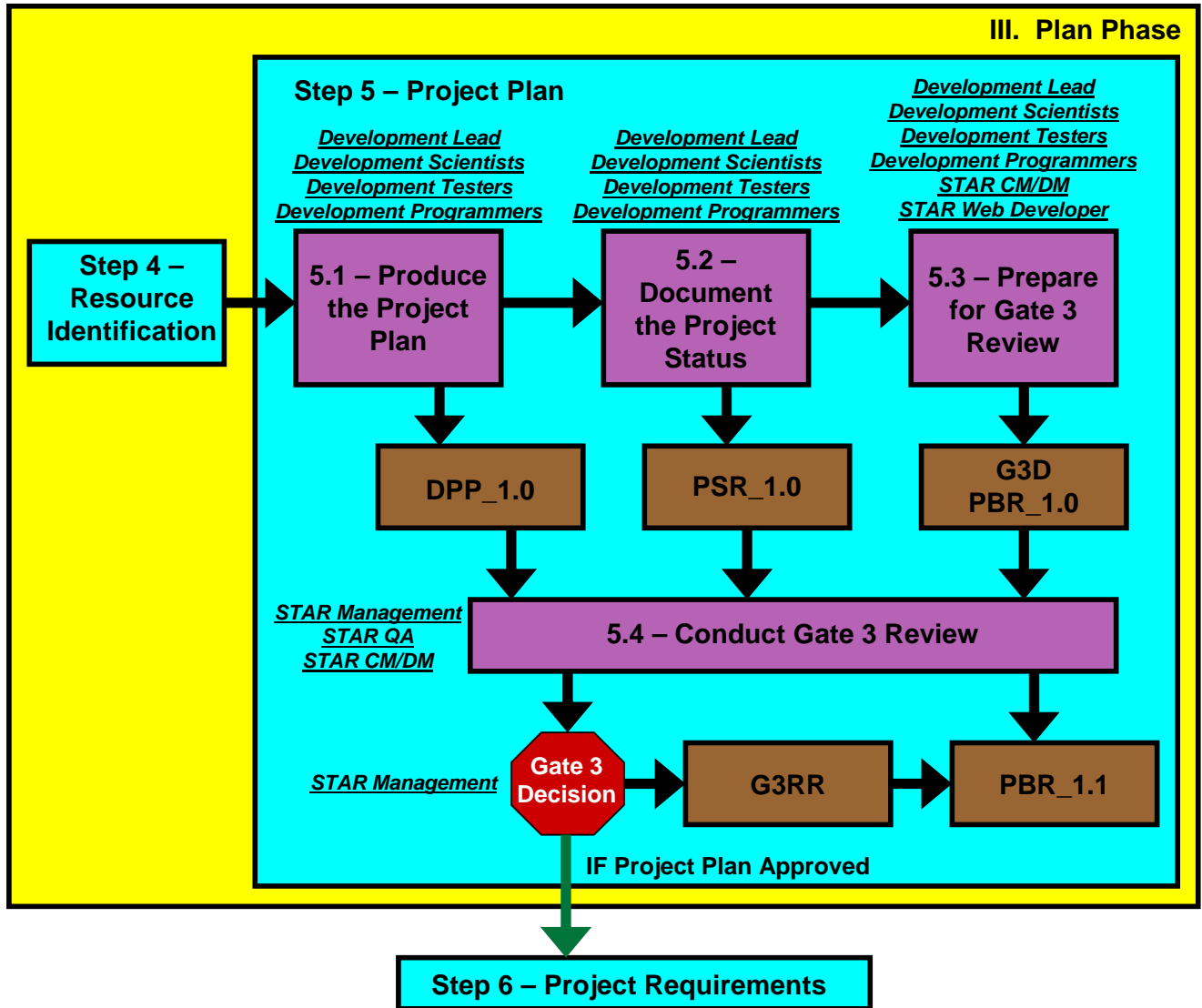TITLE: STAR CM/DM Stakeholder Guidelines

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Figure 4.1 – Step 5 Process Flow

Step 5 activities for **STAR CM/DM** include:

    5.3: Prepare for Gate 3 Review

    5.4: Conduct Gate 3 Review

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4.1.1 Prepare Gate 3 Review

STAR CM/DM establishes a project baseline under CM for research-grade code, test data, and documentation, inserts the standard BB 1.0 items in the baseline, and initiates a Project Baseline Report (PBR_1.0), in accordance with PBR guidelines DG-5.4. The standard BB 1.0 items are listed in Table 4.1

TABLE 4.1 – Standard Baseline Build 1.0 Contents

Artifact	Type
Algorithm Theoretical Basis Document v1.1	Document
Software Architecture Document v1.1	Document
R&D Code	Code
R&D Test Data	Test Data
Project Proposal	Document
Gate 2 Review Report	Report
Development Project Plan v1.0	Document
Project Status Report v1.0	Report
Project Status Report Appendix v1.0	Report
Gate 3 Document	Presentation
Project Baseline Report v1.0	Report

Note that a project may tailor its BB 1.0 items. Refer to Section 7 of the project's Development Project Plan (DPP) for the project's tailored list of BB 1.0 items. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the BB 1.0 artifacts are placed in the baseline for the build.

4.1.2 Conduct Gate 3 Review

The "Project Plan" step culminates with a Gate 3 Review. After the Gate 3 Review, **STAR CM/DM** completes BB 1.1 by adding the Gate3 Review Report and any revisions to G3R artifacts to the baseline, and then updating the PBR to version 1.1. **STAR CM/DM** should

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consult with the **Development Lead** to ensure that the correct versions of the G3RR and updated artifacts are placed in the baseline for the build.

4.2 Project Requirements Tasks

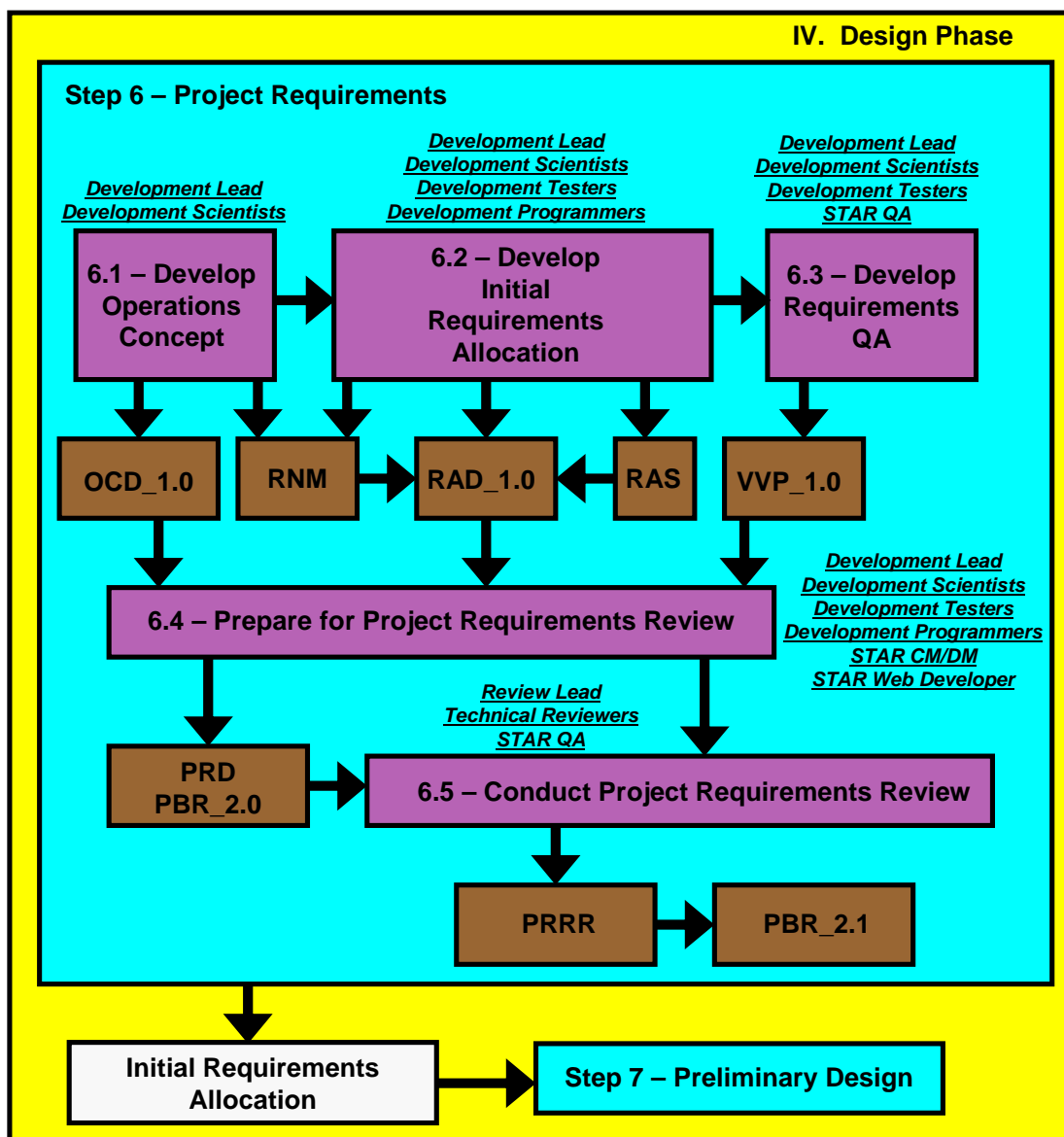Figure 4.2 shows the process flow for step 6. See TG-6 for a complete description.

Figure 4.2 – Step 6 Process Flow

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Step 6 activities for **STAR CM/DM** include:

>   6.4: Prepare for PRR

>   6.5: Conduct PRR

4.2.1 Prepare For PRR

STAR CM/DM updates the project baseline via BB 2.0 by adding the BB 2.0 items, and updates the Project Baseline Report (PBR) to version 2.0, in accordance with PBR guidelines DG-5.4. The standard BB 2.0 items are listed in Table 4.2.

TABLE 4.2 – Standard Baseline Build 2.0 Contents

Artifact	Type
Development Project Plan v2.0	Document
Operations Concept Document v1.0	Document
Requirements Allocation Document v1.0	Document
Verification and Validation Plan v1.0	Document
Project Requirements Document	Presentation
Project Baseline Report v2.0	Report

Note that a project may tailor its BB 2.0 items. Refer to Section 7 of the project's Development Project Plan (DPP) for the project's tailored list of BB 2.0 items. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the BB 2.0 artifacts are placed in the baseline for the build.

4.2.2 Conduct PRR

After the PRR, **STAR CM/DM** updates the project baseline via BB 2.1 by adding the PRR Report and any revisions to PRR artifacts to the baseline, and updates the Project Baseline Report (PBR) to version 2.1, in accordance with PBR guidelines DG-5.4. BB 2.1 will include all post-PRR revisions to the PRR artifacts, the PRRR, and PBR_2.1. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the PRRR and updated artifacts are placed in the baseline for the build.

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4.3   Preliminary Design Tasks

Figure 4.3 shows the process flow for step 7. See TG-7 for a complete description.

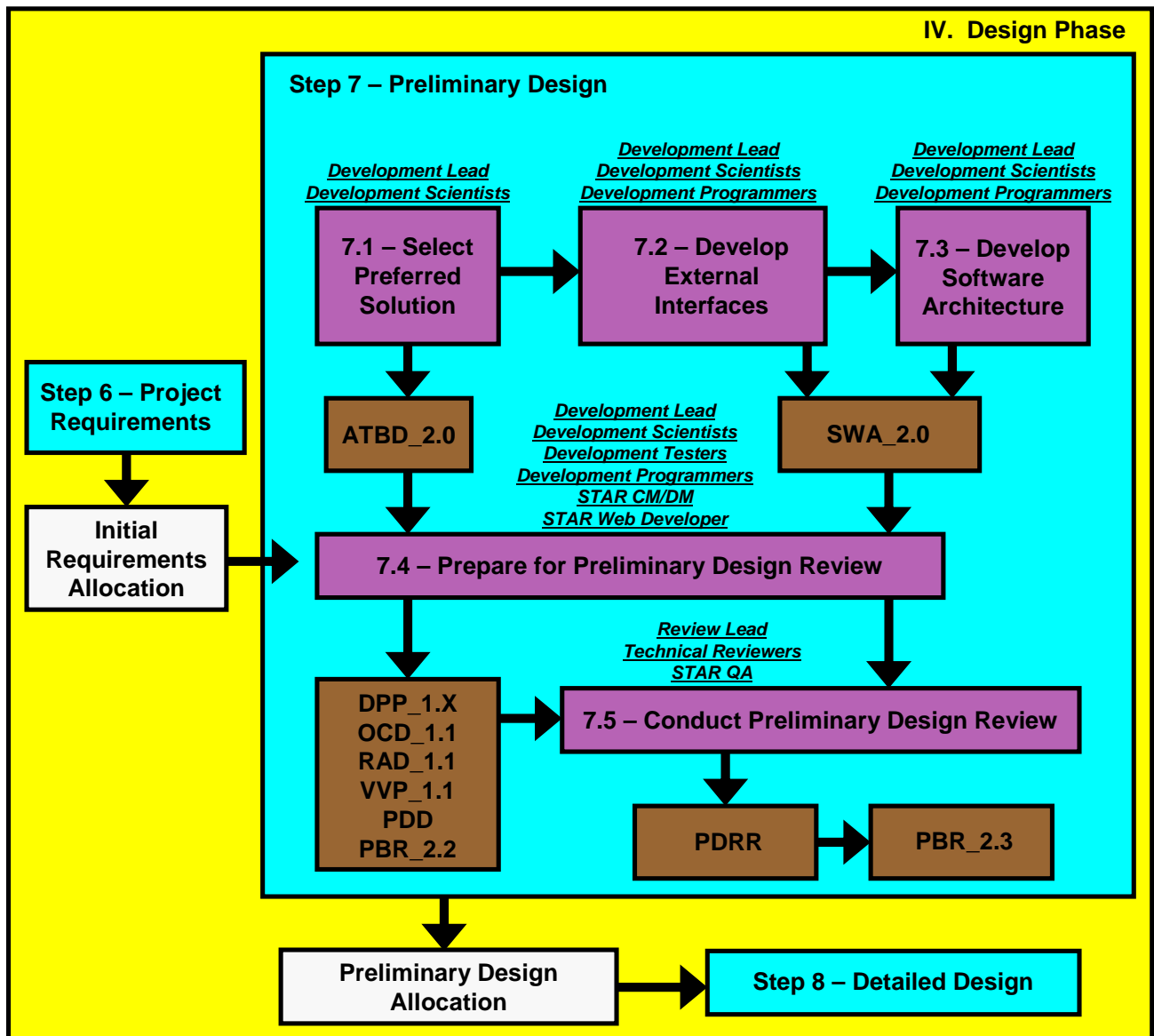**Figure 4.3** – Step 7 Process Flow

Step 7 activities for **STAR CM/DM** include:

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7.4: Prepare for PDR

7.5: Conduct PDR

4.3.1 Prepare For PDR

STAR CM/DM updates the project baseline via BB 2.2 by adding the BB 2.2 items, and updates the Project Baseline Report (PBR) to version 2.2, in accordance with PBR guidelines DG-5.4. The standard BB 2.2 items are listed in Table 4.3.

TABLE 4.3 – Standard Baseline Build 2.2 Contents

Artifact	Type
Development Project Plan v2.x	Document
Algorithm Theoretical Basis Document v2.0	Document
Software Architecture Document v2.0	Document
Operations Concept Document v1.1	Document
Requirements Allocation Document v1.1	Document
Verification and Validation Plan v1.1	Document
Preliminary Design Document	Presentation
Project Baseline Report v2.2	Report

Note that a project may tailor its BB 2.2 items. Refer to Section 7 of the project's Development Project Plan (DPP) for the project's tailored list of BB 2.2 items. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the BB 2.2 artifacts are placed in the baseline for the build.

4.3.2 Conduct PDR

The "Preliminary Design" step culminates with a PDR.

After the PDR, **STAR CM/DM** updates the project baseline via BB 2.3 by adding the PDR Report and any revisions to PDR artifacts to the baseline, and updates the Project Baseline Report (PBR) to version 2.3, in accordance with PBR guidelines DG-5.4. BB 2.3 will include all post-PDR revisions to the PDR artifacts, the PDRR, and PBR_2.3. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the PDRR and updated artifacts are placed in the baseline for the build.

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4.4 Detailed Design Tasks

Figure 4.4 shows the process flow for step 8. See TG-8 for a complete description.

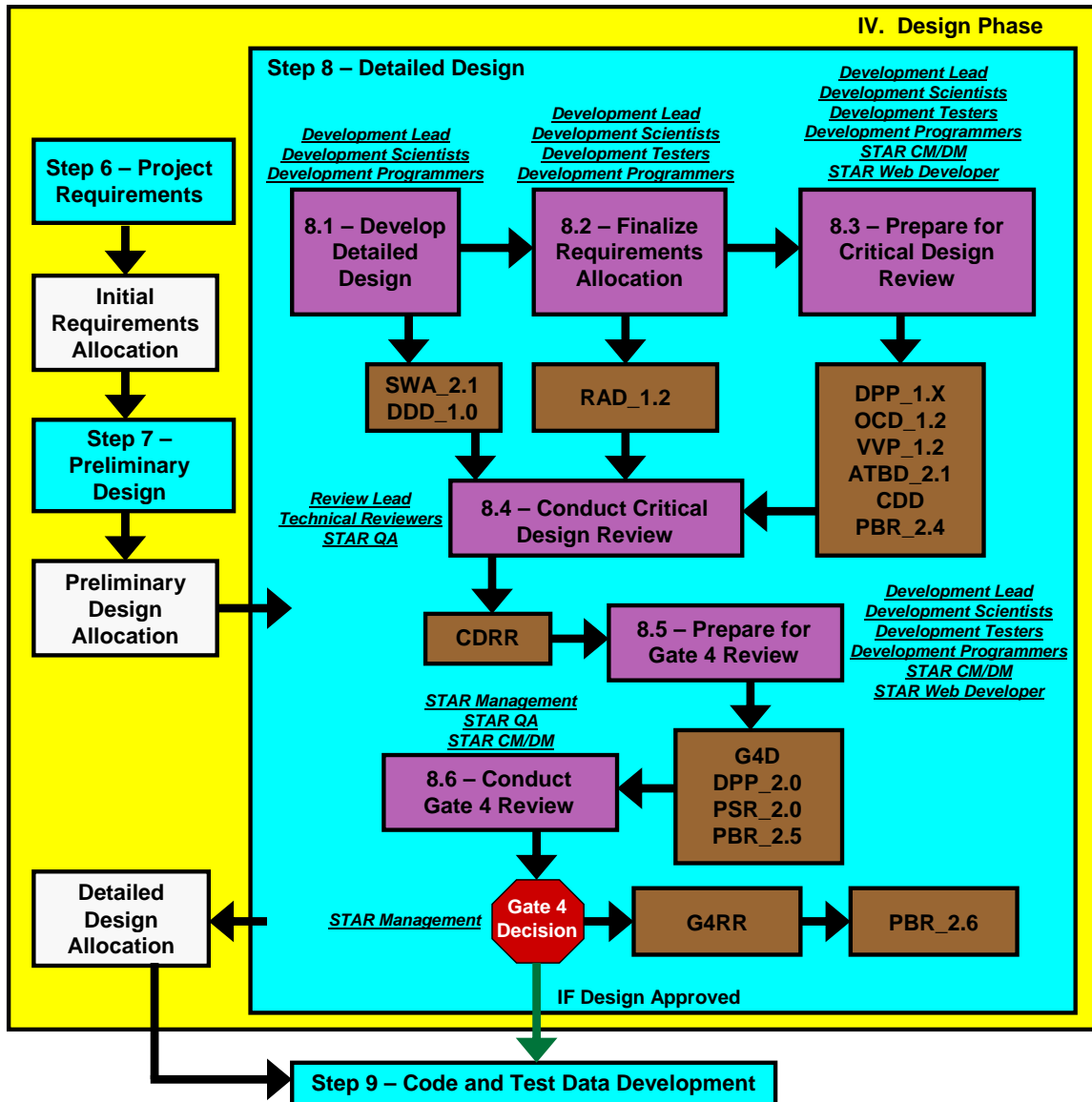**Figure 4.4** – Step 8 Process Flow

Step 8 activities for **STAR CM/DM** include:

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8.3: Prepare for CDR

8.5: Prepare for Gate 4 Review

8.6: Conduct Gate 4 Review

4.4.1 Prepare for CDR

STAR CM/DM inserts the standard BB 2.4 items in the baseline, and updates the Project Baseline Report (PBR) to version 2.4, in accordance with PBR guidelines DG-5.4. The standard BB 2.4 items are listed in Table 4.4.

TABLE 4.4 – Standard Baseline Build 2.4 Contents

Artifact	Type
Development Project Plan v2.x	Document
Algorithm Theoretical Basis Document v2.1	Document
Software Architecture Document v2.1	Document
Operations Concept Document v1.2	Document
Requirements Allocation Document v1.2	Document
Verification and Validation Plan v1.2	Document
Detailed Design Document v1.0	Document
Critical Design Document	Presentation
Project Baseline Report v2.4	Report

Note that a project may tailor its BB 2.4 items. Refer to Section 7 of the project's Development Project Plan (DPP) for the project's tailored list of BB 2.4 items. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the BB 2.4 artifacts are placed in the baseline for the build.

4.4.2 Prepare Gate 4 Review

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STAR CM/DM completes BB 2.5 by adding the CDR Report, an updated DPP, an updated PSR and Appendix, and any revisions to CDR artifacts to the baseline, and then updating the PBR to version 2.5. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the CDRR and updated artifacts are placed in the baseline for the build.

4.4.3 Conduct Gate 4 Review

The "Detailed Design" step culminates with a Gate 4 Review. After the Gate 4 Review, **STAR CM/DM** completes BB 2.6 by adding the Gate 4 Review Report and any revisions to G4R artifacts to the baseline, and then updating the PBR to version 2.6. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the G4RR and updated artifacts are placed in the baseline for the build.

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4.5   Code & Test Data Development Tasks

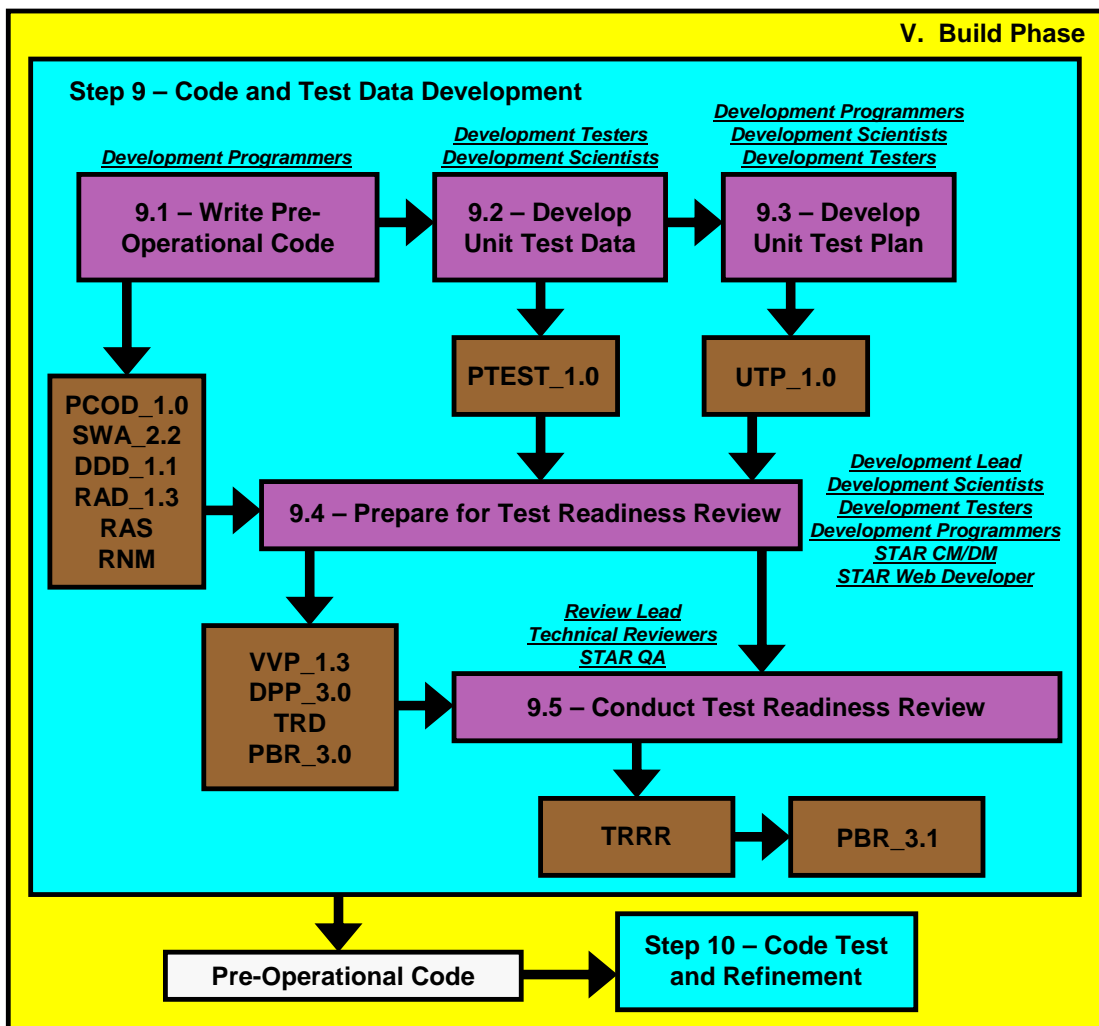Figure 4.5 shows the process flow for step 9. See TG-9 for a complete description.

Figure 4.5 – Step 9 Process Flow

Step 9 activities for **STAR CM/DM** include:

9.4: Prepare for TRR

9.5: Conduct TRR

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4.5.1   Prepare for TRR

STAR CM/DM inserts the standard BB 3.0 items in the baseline, and updates the Project Baseline Report (PBR) to version 3.0, in accordance with PBR guidelines DG-5.4. The standard BB 3.0 items are listed in Table 4.5.

TABLE 4.5 – Standard Baseline Build 3.0 Contents

Artifact	Type
Development Project Plan v3.0	Document
Pre-Operational Code	Code
Pre-Operational Test Data	Test Data
Software Architecture Document v2.2	Document
Detailed Design Document v1.1	Document
Requirements Allocation Document v1.3	Document
Unit Test Plan v1.0	Document
Verification and Validation Plan v1.3	Document
Test Readiness Document	Presentation
Project Baseline Report v3.0	Report

Note that a project may tailor its BB 3.0 items. Refer to Section 7 of the project's Development Project Plan (DPP) for the project's tailored list of BB 3.0 items. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the BB 3.0 artifacts are placed in the baseline for the build.

4.5.2   Conduct TRR

The "Code and Test Data Development" step culminates with a TRR. After the TRR, **STAR CM/DM** completes BB 3.1 by adding the TRR Report and any revisions to TRR artifacts to the baseline, and then updating the PBR to version 3.1. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the TRRR and updated artifacts are placed in the baseline for the build.

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4.6 Code Test and Refinement Tasks

Figure 4.6 shows the process flow for step 10. See TG-10 for a complete description.

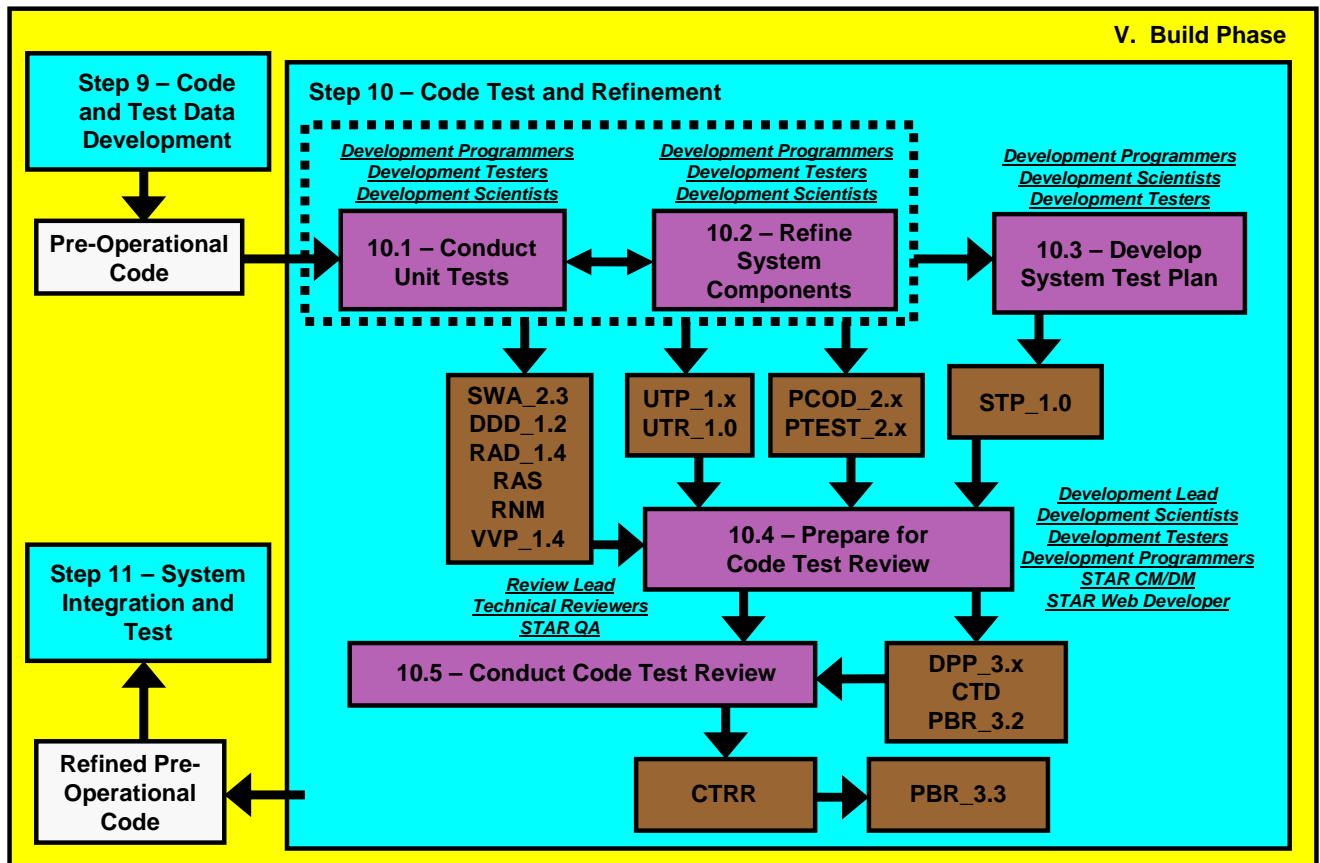**Figure 4.6** – Step 10 Process Flow

Step 10 activities include:

> 10.4: Prepare for CTR
>
> 10.5: Conduct CTR

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4.6.1 Prepare for CTR

STAR CM/DM inserts the standard BB 3.2 items in the baseline, and updates the Project Baseline Report (PBR) to version 3.2, in accordance with PBR guidelines DG-5.4. The standard BB 3.2 items are listed in Table 4.6.

TABLE 4.6 – Standard Baseline Build 3.2 Contents

Artifact	Type
Development Project Plan v3.x	Document
Refined Pre-Operational Code	Code
Refined Pre-Operational Test Data	Test Data
Software Architecture Document v2.3	Document
Detailed Design Document v1.2	Document
Requirements Allocation Document v1.4	Document
Unit Test Plan v1.x	Document
Unit Test Report v1.0	Report
System Test Plan v1.0	Document
Verification and Validation Plan v1.4	Document
Code Test Document	Presentation
Project Baseline Report v3.2	Report

Note that a project may tailor its BB 3.2 items. Refer to Section 7 of the project's Development Project Plan (DPP) for the project's tailored list of BB 3.2 items. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the BB 3.2 artifacts are placed in the baseline for the build.

4.6.2 Conduct CTR

The "Code Test and Refinement" step culminates with a CTR. After the CTR, **STAR CM/DM** completes BB 3.3 by adding the CTR Report and any revisions to CTR artifacts to the baseline, and then updating the PBR to version 3.3. **STAR CM/DM** should consult with

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the **Development Lead** to ensure that the correct versions of the CTRR and updated artifacts are placed in the baseline for the build.

4.7 System Integration and Test Tasks

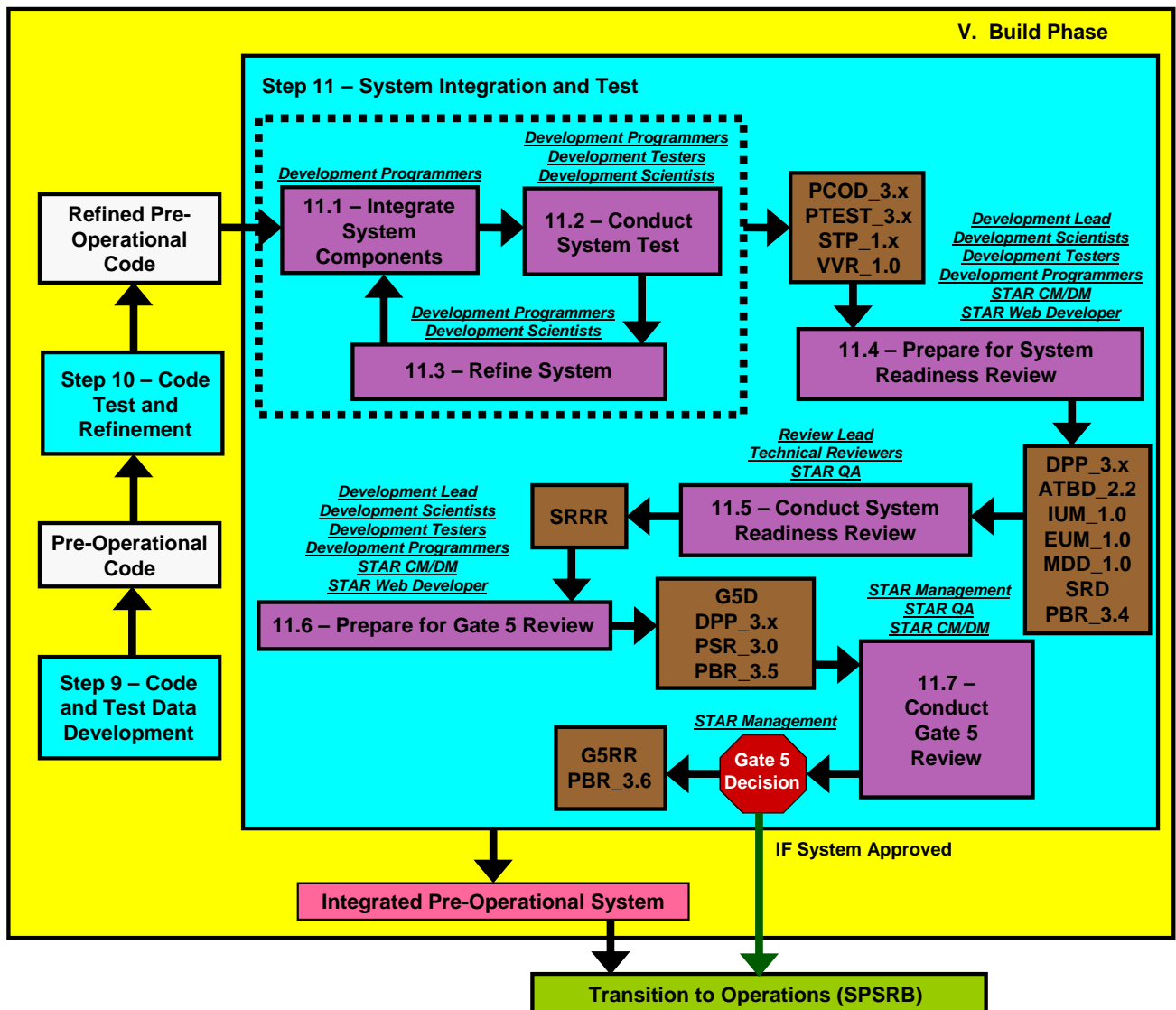Figure 4.7 shows the process flow for step 11. See TG-11 for a complete description.

Figure 4.7 – Step 11 Process Flow

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Step 11 activities include:

> 11.4: Prepare for SRR
>
> 11.6: Prepare for Gate 5 Review
>
> 11.7: Conduct Gate 5 Review

4.7.1 Prepare for SRR

STAR CM/DM inserts the standard BB 3.4 items in the baseline, and updates the Project Baseline Report (PBR) to version 3.4, in accordance with PBR guidelines DG-5.4. . The standard BB 3.4 items are listed in Table 4.7.

TABLE 4.7 – Standard Baseline Build 3.4 Contents

Artifact	Type
Development Project Plan v3.x	Document
Integrated Pre-Op Code	Code
System Test Data	Test Data
Internal Users Manual v1.0	Document
External Users Manual v1.0	Document
Metadata Document v1.0	Document
System Test Plan v1.1	Document
Verification and Validation Report v1.0	Report
Algorithm Theoretical Basis Document v2.2	Document
System Readiness Document	Presentation
Project Baseline Report v3.4	Report

Note that a project may tailor its BB 3.4 items. Refer to Section 7 of the project's Development Project Plan (DPP) for the project's tailored list of BB 3.4 items. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the BB 3.4 artifacts are placed in the baseline for the build.

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4.7.2 Prepare for Gate 5 Review

Once the project passes its SRR, it is referred to the Gate 5 Review, the final STAR review prior to delivery of the pre-operational system to operations. The purpose of the Gate 5 Review is to ensure **STAR Management** approval of the project status prior to delivery.

STAR CM/DM completes BB 3.5 by adding the SRR Report, an updated DPP, an updated PSR and Appendix, and any revisions to SRR artifacts to the baseline, and then updating the PBR to version 3.5. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the SRRR and updated artifacts are placed in the baseline for the build.

4.7.3 Conduct Gate 5 Review

The "System Integration and Test" step culminates with a Gate 5 Review. After the Gate 5 Review, **STAR CM/DM** completes BB 3.6 by adding the Gate 5 Review Report and any revisions to G5R artifacts to the baseline, and then updating the PBR to version 3.6. **STAR CM/DM** should consult with the **Development Lead** to ensure that the correct versions of the G5RR and updated artifacts are placed in the baseline for the build.

BB 3.6 is the final planned baseline build of the development stage of the project. It should include the final approved version of each item to be delivered to operations.

Each stakeholder who performed activities during the Plan, Design, and Build phases is encouraged to document an assessment of the experience in a personal record. This assessment should include: what was good, what was bad, what worked, what did not work, what can be improved, how it can be improved.

_____

END OF DOCUMENT