NOAA NESDIS
CENTER for SATELLITE APPLICATIONS and RESEARCH

DOCUMENT GUIDELINE

DG-8.4
GATE 4 DOCUMENT

GUIDELINE

Version 3.0

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GATE 4 DOCUMENT GUIDELINE
VERSION HISTORY SUMMARY

Version	Description	Revised Sections	Date
1.0	No version 1	N/A	N/A
2.0	No version 2	N/A	N/A
3.0	New Document Guideline by Ken Jensen (Raytheon Information Solutions)	New Document	12/7/2009

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LIST OF ACRONYMS

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
CL	Check List
CLI	Check List Item
CM/DM	Configuration Management/Data Management
CREST	Cooperative Remote Sensing and Technology Center
DG	Document Guideline
DPP	Development Project Plan
EPL	Enterprise Product Lifecycle
G4D	Gate 4 Document
G4R	Gate 4 Review
IPT	Integrated Product Team
NESDIS	National Environmental Satellite, Data, and Information Service
NOAA	National Oceanic and Atmospheric Administration
PAR	Process Asset Repository
PBR	Project Baseline Report
PG	Process Guidelines
PRG	Peer Review Guideline
PSR	Project Status Report
SG	Stakeholder Guideline
SOW	Statement Of Work
STAR	Center for Satellite Applications and Research
TG	Task Guideline

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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, CIMSS, CIOSS, CIRA, CREST) distributed throughout the US, multiple support contractors, and NESDIS Operations.

NESDIS/STAR is implementing an increased level of process maturity to support the exchange of these software systems from one location or platform to another. The Gate 4 Document (G4D), a Microsoft PowerPoint file, is one component of this process.

1.1. Objective

The objective of this Document Guideline (DG) is to provide STAR standards for the G4D. The intended users of this DG are the personnel assigned by the Project Lead to the task of creating a G4D for the project.

1.2. The Gate 4 Document

The G4D is the presentation document for a project's Gate 4 Review (G4R)[1]. The G4R is an important milestone of each project's product lifecycle.

The G4D should accomplish the following objectives:

» Describe changes to the project plan since the Gate 3 Review.

» Present the status of stakeholder involvement according to the project plan.

» Present the status of implementation of the planned project lifecycle

– Reviews and other milestones

– Work tasks

– Deliverable Items

» Present the Technical status of the project

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[1] Refer to the STAR EPL Process Guidelines (PG-1 and PG-1.A) for a description of the STAR EPL gates and reviews.

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- – Requirements

- – Work Products

- – Resources

- – Technical risks and actions

  » Present the Schedule status of the project

  - – Schedule risks and actions

  » Present the Budget status of the project

  - – Cost schedule

  - – Funding schedule

  - – Earned Value

  - – Budget risks and actions

  » Present the status of the project baseline

The intended target audience is the G4R reviewers. Typically, the G4D is prepared by the project's development team under the direction of the Project Lead.

The G4D should be developed as a Microsoft PowerPoint document. Upon approval, the approved version of the G4D may be converted to an Adobe pdf file for storage in the project artifact repository.

1.3. Background

This DG defines standards and guidelines for producing a G4D. It contains all information needed for a project's development team to produce a G4D that enables the G4R reviewers to confirm that the project is in compliance with all G4R requirements.

1.4. Benefits

A G4D developed in accordance with the standards in this DG enables the G4R reviewers to confirm that the project is in compliance with all G4R requirements. It is therefore a requirement that a G4D be developed in accordance with the guidelines in this document

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before obtaining G4R approval. The G4D will be reviewed at the G4R to determine whether a project proceeds to the Build phase of the STAR Enterprise Product Lifecycle (EPL)[2].

1.5. Overview

This DG contains the following sections:

Section 1.0 - Introduction
Section 2.0 - References
Section 3.0 - Standard Sections
Section 4.0 - Section Guidelines
Appendix A - Template File

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[2] A description of the STAR EPL can be found in STAR EPL process asset PG-1 (c.f. Section 2 of this document).

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2. REFERENCE DOCUMENTS

Gate 4 Document Guideline Appendix is a STAR EPL process asset (DG-8.4.A) that is intended to be an Appendix to DG-8.4 (this document). It contains Microsoft PowerPoint slide templates for the G4D slides described in DG-8.4. This document will be available to approved users in a STAR EPL process asset repository (PAR).

DPP: Development Project Plan is an artifact for the G4R. It should include the project plan, schedule, and resources, identify stakeholders, identify G4R entry and exit criteria, provide the G4R Check List Items (CLI), and provide an initial description of the customer/user's concept of operations from which requirements are to be derived. This information will be useful for the G4D developer in completing Section 2 of the G4D. This document will be available to approved users in a project artifact repository.

PSR: Project Status Report is an artifact for the G4R. It should report the current status of stakeholder involvement, technical progress, milestones, schedule, and budget. This information will be useful for the G4D developer in completing Section 3 of the G4D. This document will be available to approved users in a project artifact repository.

PSR Appendix is an artifact for the G4R. It should include the identified project risks and actions associated with these risks. This information will be useful for the G4D developer in completing Section 3 of the G4D. This document will be available to approved users in a project artifact repository.

PBR: Project Baseline Report is an artifact for the G4R. It provides a listing of all items in the project's baseline. This information will be useful for the G4D developer in providing pointers to the project artifacts. This document will be available to approved users in a project artifact repository. This version of the Project Baseline Report (PBR) will include all of the other G4R artifacts, and therefore should be the last G4R artifact to be finalized. The G4D developer should be in contact with the PBR developer to obtain the correct pointers to the project artifacts prior to the finalization of PBR v2r5.

All of the following references are STAR EPL process assets that are accessible in a STAR EPL Process Asset Repository (PAR) on the STAR web site:

http://www.star.nesdis.noaa.gov/star/EPL_index.php.

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PG-1: STAR EPL Process Guideline provides the definitive description of the standard set of processes of the STAR EPL.

PG-1.A: STAR EPL Process Guideline Appendix, an appendix to PG-1, is a Microsoft Excel file that contains the STAR EPL process matrix (Stakeholder/Process Step matrix), listings of the process assets and standard artifacts, descriptions of process gates and reviews, and descriptions of stakeholder roles and functions.

PRG-8.2: Gate 4 Review Guidelines are the guidelines for the G4R. It is useful for the G4D developers to understand what the reviewers will expect when reviewing the G4D.

SG-13: STAR EPL Development Lead Guidelines provides a description of standard tasks for Development Leads, including development of the G4D.

SG-14: STAR EPL Development Scientist Guidelines provides a description of standard tasks for Development Scientists, including development of the G4D.

SG-15: STAR EPL Development Tester Guidelines provides a description of standard tasks for Development Testers, including development of the G4D.

SG-16: STAR EPL Development Programmer Guidelines provides a description of standard tasks for Development Programmers, including development of the G4D.

TG-8: STAR EPL Detailed Design Task Guidelines provides a description of standard tasks for process step 8, during which the G4D is developed.

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3. STANDARD SECTIONS

The G4D slides are organized into sections. The standards sections are:

1.0   INTRODUCTION

      1.1   G4R Guidelines and Check List

      1.2   G4R Report

      1.3   Gate 3 Review Report

      1.4   Critical Design Review Report

      1.5   G4R Entry Criteria

      1.6   G4R Exit Criteria

      1.7   Review Objectives

2.0   PROJECT PLAN

      2.1   Development Project Plan

      2.2   Project Objectives

      2.3   Project Stakeholders

      2.4   Statement of Work

      2.5   Project Lifecycle

      2.6   Technical

      2.7   Integrated Master Plan

      2.8   Integrated Master Schedule

      2.9   Budget

      2.10   Project Risks

3.0   PROJECT STATUS

      3.1   Project Status Report

      3.2   Status of Stakeholders

      3.3   Lifecycle Status

      3.4   Technical Status

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4. SECTION GUIDELINES

This section contains the STAR guidelines for each section of the G4D. G4D developers will benefit greatly from using the slide templates contained in the "STAR_DG-8.4.A_G4D_v3r0.ppt" file, hereafter referred to as DG-8.4.A. DG-8.4.A is considered to be an Appendix to this document.

Note that the slides in DG-8.4.A include figures, tables, and bulleted text. All figures, tables and bulleted text should be adopted as they appear in these slides, except for text between delimiters, like this:

<Text>

Text between delimiters consists of guidelines. The G4D developer should replace this text with appropriate text, as suggested by the guidelines.

4.1. Slide Master

It is recommended, but not required, that G4D developers use the Slide Master from DG-8.4.A as the Slide Master for the G4D. A development team may wish to tailor its Slide Master. For example, a different slide background color that has been established as a "team color" may be used. Whether or not the Slide Master is tailored, the slide master shall include the STAR logo in the upper left corner of the slide, following the Slide Master in DG-8.4.A. The STAR logo should be identical to the Picture on the cover page of this document. Another example of tailoring is to add organization logos to the upper right corner of the slide, if the development team is non-STAR (e.g. a Cooperative Institute or Contractor). The Slide Master for DG-8.4.A includes the Raytheon logo as an example. This should be replaced by the appropriate logos or no logo if the development team consists of STAR personnel.

4.2. Title Slide

The first slide shall be a Title Slide, labeled "Title Slide" [3] in DG-8.4.A. The Title Slide shall include the Project and/or Product Name[4] and the Preparer's Names and Organizations.

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[3] The slide templates in DG-8.4.A are labeled in text boxes located in one of the lower corners of each slide.

[4] In the slide templates, unspecified (generic) fields are indicated by the <generic name> convention. The G4D developer should fill these in with the appropriate information specific to the project's G4R.

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4.3. Review Agenda Slide

The second slide shall be a *Review Agenda* Slide, labeled "Review Agenda Slide" in DG-8.4.A. The Review Agenda Slide shall list each section of the presentation, the scheduled time interval for the presentation of the section, and the name of the presenter(s) for that section. It is not required that the locations of the Break and Lunch periods be exactly where they are indicated in this slide. The development team should tailor its schedule to fit the contents of each section.

4.4. Review Outline Slide

The third slide shall be a *Review Outline* Slide, labeled "Review Outline Slide" in DG-8.4.A. The Review Outline Slide should contain a listing of each main section of the presentation, comparable to the Standard Sections shown in Section 3 of this DG.

4.5. Section 1 – Introduction

The G4D shall include an Introduction Section. This section shall include:

- A setup slide, labeled "Section 1 Setup Slide") in DG-8.4.A. This slide is a bulleted list of all 5 sections, with Section 1 highlighted, as shown.

- A Section Title slide, labeled "Slide 1.0" in DG-8.4.A.

- Section 1.1: *G4R Guidelines and Check List*, labeled "Section 1.1" in DG-8.4.A. This section provides the reviewers with pointers to the G4R Peer Review Guideline (PRG-8.2) and G4R Check List (CL-8.2) that they will need to prepare for and dispose of the review.

- Section 1.2: *G4R Report*, labeled "Section 1.2" in DG-8.4.A. This section provides the reviewers with pointers to the G4R Report Document Guidelines (DG-8.5) that they will need to produce the G4R Report.

- Section 1.3: *Gate 3 Review Report*, labeled "Section 1.3" in DG-8.4.A. The Gate 3 Review Report (G3RR) is the report of the project's Gate 3 Review (G3R) Team.

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- o Provide pointers to the G3RR and its Document Guidelines (DG-5.5)
- o Present the status of project risks and associated risk mitigation actions that was reported in the G3RR.
- o Provide a pointer to the G3RR Appendix. Present the status of the G3R Check List Items (CLI) that was reported in the G3RR Appendix.

- Section 1.4: *Critical Design Review Report*, labeled "Section 1.4" in DG-8.4.A. The Critical Design Review Report (CDRR) is the report of the project's Critical Design Review (CDR) Team.
    - o Provide pointers to the CDRR and its Document Guidelines (DG-8.3)
    - o Present the status of project risks and associated risk mitigation actions that was reported in the CDRR.
    - o Provide a pointer to the CDRR Appendix. Present the status of the CDR Check List Items (CLI) that was reported in the CDRR Appendix.

- Section 1.5: *G4R Entry Criteria*, labeled "Section 1.5" in DG-8.4.A. This section lists the G4R entry criteria. Present as bullets. Use multiple slides as necessary for clarity.
    - o Section 1.5 of DG-8.4.A shows the standard STAR EPL entry criteria for the G4R. These should be used if the standard G4R entry criteria, documented in STAR EPL Check List CL-8.2, are used. If the entry criteria for a particular project have been tailored, revise these slides as necessary to capture the tailored entry criteria. Refer to the DPP Appendix C to determine this.
    - o If applicable, list G4R entry criteria that are non-standard (added or revised from the standard set of entry criteria in STAR EPL Check List CL-8.2), explain the deviation, provide a rationale, and assess the risk, usually by reference to a risk # to be discussed in Section 3. Follow the instructions in Section 1.5 of DG-8.4.A.
    - o If applicable, list any standard entry criteria that have been waived for this G4R, provide a rationale, and assess the risk, usually by reference to a risk # to be discussed in Section 3. Follow the instructions in Section 1.5 of DG-8.4.A.

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- Section 1.6: *G4R Exit Criteria*, labeled "Section 1.6" in DG-8.4.A. Present as bullets. Use multiple slides as necessary for clarity.
  - Section 1.6 of DG-8.4.A shows the standard STAR EPL exit criteria for the G4R. These should be used if the standard G4R exit criteria, documented in STAR EPL Check List CL-8.2, are used. If the exit criteria for a particular project have been tailored, revise these slides as necessary to capture the tailored exit criteria. Refer to the DPP Appendix C to determine this.
  - If applicable, list G4R exit criteria that are non-standard (added or revised from the standard set of exit criteria in STAR EPL Check List CL-8.2), explain the deviation, provide a rationale, and assess the risk, usually by reference to a risk # to be discussed in Section 3. Follow the instructions in Section 1.6 of DG-8.4.A.
  - If applicable, list any standard exit criteria that have been waived for this G4R, provide a rationale, and assess the risk, usually by reference to a risk # to be discussed in Section 3. Follow the instructions in Section 1.6 of DG-8.4.A.

- Section 1.7: *Review Objectives*, labeled "Section 1.7" in DG-8.4.A, should provide a clear presentation of the Review Objectives. These should include STAR EPL standard objectives for a G4R, and may include project-unique objectives at the discretion of the development team. Refer to the DPP to determine this. The review objectives should correspond to the major sections of the review (c.f. Section 3 of this DG). Match the main bullets of this slide to the main sections. One level of sub-bullets can be used at the discretion of the development team. These would add some high-level descriptive information.

4.6. Section 2 – Development Project Plan

The G4D shall include a Development Project Plan Section. The focus is on changes to the project plan since its initial approval at the Gate 3 Review. This section shall include:

- A setup slide, labeled "Section 2 Setup Slide") in DG-8.4.A. This slide is a bulleted list of all 5 sections, with Section 2 highlighted, as shown.

- A Section Title slide, labeled "Slide 2.0" in DG-8.4.A.

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- Section 2.1: *Development Project Plan*, labeled "Section 2.1" in DG-8.4.A, introduces the Development Project Plan (DPP), a standard STAR EPL artifact for the G4R. Provide a pointer to the project's DPP and to the DPP Document Guideline (DG-5.1).

- Section 2.2: *Project Objectives*, labeled "Section 2.2" in DG-8.4.A.
    - Note changes to the project objectives since the Gate 3 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 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 2.2.

- Section 2.3: *Project Stakeholders*, labeled "Section 2.3" in DG-8.4.A.
    - Note changes to the project stakeholders since the Gate 3 Review. Stakeholders include suppliers, developers, operators, users, reviewers, and management/support. Explain the rationale for each change. Obtain the needed information from DPP Section 3.
    - Optionally, include an updated project organization chart that shows the stakeholders and their roles. See the DG-8.4.A slide labeled "Section 2.3 – Option" for a template.

- Section 2.4: *Statement of Work*, labeled "Section 2.4" in DG-8.4.A.
    - Note changes to the work tasks since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 4.1.
    - Note changes to the Work Breakdown Structure (WBS) since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 4.2.
    - Note changes to the deliverable items since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 4.3.

- Section 2.5: *Project Lifecycle*, labeled "Section 2.5" in DG-8.4.A.
    - Note changes to the project's development lifecycle steps since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 5.1.

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- o Often, DPP Section 5.1 will include a table that describes the lifecycle steps. If so, reproduce it here. See the DG-8.4.A slide labeled "Section 2.5 – Lifecycle Steps Table" for an example.
- o Note changes to the review objectives, entry criteria, and/or exit criteria since the Gate 3 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 2.6: *Technical*, labeled "Section 2.6" in DG-8.4.A.
  - o Note changes to the project's process requirements since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.1.
  - o Note changes to the project's product requirements since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.1.
  - o Note changes to the requirements on the development, test, and operational environments since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.1.
  - o Note changes to the project staffing requirements since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.1.
  - o Note changes to the technical constraints since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.2.
  - o Note changes to the major tasks since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.3.
  - o Note changes to the planned work products since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.4.
  - o Note changes to the needed resources since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 6.5.

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- Section 2.7: *Integrated Master Plan*, labeled "Section 2.7" in DG-8.4.A.
  - o List the project milestones and dates, noting any changes since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 7.1. Follow the instructions in Section 2.7 of DG-8.4.A.
  - o Note changes to the Integrated Master Plan (IMP) since the Gate 3 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.
  - o Note changes to the stakeholder commitment to the IMP since the Gate 3 Review. Explain the rationale for each change. Document new commitments from stakeholders. Obtain the needed information from DPP Section 7.3.

- Section 2.8: *Integrated Master Schedule* labeled "Section 2.8" in DG-8.4.A.
  - o Introduce the Integrated Master Schedule (IMS) and provide a pointer to the project's IMS file, which is Appendix B of the DPP. Show the IMS as an object or objects taken from the IMS file (either a Microsoft Project file or a Microsoft Excel file). Use superimposed text boxes to highlight notable accomplishments leading up to G4R. Note the G4R milestone. Section 2.8 of DG-8.4.A provides examples. Use separate slides for the Plan, Design, and Build phases, as shown in Section 2.8 of DG-8.4.A.
  - o Note changes to the IMS since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from the IMS file - DPP Appendix B.

- Section 2.9: *Budget*, labeled "Section 2.9" in DG-8.4.A.
  - o Note changes to the cost schedule since the Gate 3 Review. The cost schedule may change due to actual costs during the Design Phase that differed from previous estimates and/or revisions to projected cost estimates for the Build Phase. Explain the rationale for each change. Obtain the needed information from DPP Section 9.1.
  - o Note changes to the funding schedule since the Gate 3 Review. Explain the rationale for each change. Obtain the needed information from DPP Section 9.2.

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- o Note changes to the cost margin schedule since the Gate 3 Review. The cost margin schedule is the difference between the approved funding schedule and the cost schedule. Obtain the needed information from DPP Section 9.2.
- o Describe how the project will monitor earned value, as documented in DPP Section 9.3.

- Section 2.10: *Project Risks*, labeled "Section 2.10" in DG-8.4.A.
  - o List the risks to the successful execution of the project plan that have been identified, as documented in DPP Section 6.6.
  - o Note that the risks will be discussed in Section 3 of the G4D

4.7. Section 3 – Project Status

The G4D shall include a Project Status Section. Most of the content for this section should be obtained directly from PSR v2. This section shall include:

- A setup slide, labeled "Section 3 Setup Slide") in DG-8.4.A. This slide is a bulleted list of all 5 sections, with Section 3 highlighted, as shown.

- A Section Title slide, labeled "Slide 3.0" in DG-8.4.A.

- Section 3.1: *Project Status Report*, labeled "Section 3.1" in DG-8.4.A, introduces the Project Status Report (PSR), a standard STAR EPL artifact for the G4R.
  - o Provide a pointer to the project's PSR and to the PSR Document Guideline (DG-5.2).
  - o Provide a pointer to the project's PSR Appendix and to the PSR Appendix Document Guideline (DG-5.2.A).

- Section 3.2: *Status of Stakeholders,* labeled "Section 3.2" in DG-8.4.A.
  - o Describe how the stakeholders are involved in the project, compared with their planned involvement, as documented in PSR Section 2.1. 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.

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- o 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.
- o Assess stakeholder commitment to the project plan, as documented in PSR Section 2.2.

- Section 3.3: *Lifecycle Status*, labeled "Section 3.3" in DG-8.4.A.
    - o 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.
    - o 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 3.4: *Technical Status*, labeled "Section 3.4" in DG-8.4.A.
    - o 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.
    - o 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.
    - o Report the status of the needed resources (hardware, software, tools, data, personnel, and training), as documented in PSR Section 4.3. 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.

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- Section 3.5: *Status of Plan and Schedule*, labeled "Section 3.5" in DG-8.4.A.
  - 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.
  - 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
  - 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.
  - 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 3.6: *Budget Status*, labeled "Section 3.6" in DG-8.4.A.
  - 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).
  - Report the status of the funding schedule, as documented in PSR Section 6.2. Note whether the 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 cost schedule will be discussed later.
  - Compare the available funding schedule to the cost schedule for the Plan and Design Phases. 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.

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- o 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 3.7: *Status of Risks*, labeled "Section 3.7" in DG-8.4.A.
    - o Explain that risks are quantitatively analyzed, using the STAR EPL risk management system
    - o 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.
    - o Explain what technical risks are. See the "Section 3.7 – Technical Risks" slide of DG-8.4.A for instructions.
    - o In subsequent slides, present the status of each technical risk that has been identified in the G4D and PSR Appendix and is still open, including a description of the risk mitigation plan and the status of associated actions. Use the templates in DG-8.4.A Section 3.7.
    - o Explain what schedule risks are. See the "Section 3.7 – Schedule Risks" slide of DG-8.4.A for instructions.
    - o In subsequent slides, present the status of each schedule risk that has been identified in the G4D and PSR Appendix and is still open, including a description of the risk mitigation plan and the status of associated actions. Use the templates in DG-8.4.A Section 3.7.
    - o Explain what budget risks are. See the "Section 3.7 – Budget Risks" slide of DG-8.4.A for instructions.
    - o In subsequent slides, present the status of each budget risk that has been identified in the G4D and PSR Appendix and is still open, including a description of the risk mitigation plan and the status of associated actions. Use the templates in DG-8.4.A Section 3.7.
    - o Provide a summary of the risks. Use separate slides for HIGH risks, MEDIUM risks, and LOW risks. Follow the instructions in the "Section 3.7 – Risks Summary" slides of DG-8.4.A.

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4.8. Section 4 – Project Baseline

The G4D shall include a Project Baseline Section. This section shall include:

- A setup slide, labeled "Section 4 Setup Slide") in DG-8.4.A. This slide is a bulleted list of all 5 sections, with Section 4 highlighted, as shown.

- A Section Title slide, labeled "Slide 4.0" in DG-8.4.A.

- Section 4.1: *Status of Baseline*, labeled "Section 4.1" in DG-8.4.A.
    o Explain the development baseline. Use the template in the first Section 4.1 slide of DG-8.4.A.
    o Describe the planned Baseline Builds (BB). Use the template in the second Section 4.1 slide of DG-8.4.A.
    o List the contents of the most recent Baseline Build, BB 2.5.
    o Explain how the development baseline will be updated and maintained

- Section 4.2: *Project Baseline Report*, labeled "Section 4.2" in DG-8.4.A, introduces the Project Baseline Report (PBR), a standard STAR EPL artifact for the G4R. Provide pointers to PBR v2r5 and the PBR Document Guideline (DG-5.4).

4.9. Section 5 – Summary and Conclusions

The G4D shall include a Summary and Conclusions Section. This section shall include:

- A setup slide, labeled "Section 5 Setup Slide" in DG-8.4.A. This slide is a bulleted list of all 5 sections, with Section 5 highlighted, as shown.

- A Section Title slide, labeled "Slide 5.0" in DG-8.4.A.

- Section 5.1: *Review Objectives Status*, labeled "Section 5.1" in DG-8.4.A. This section explains how each review objective has been addressed. Follow the instructions in Section 5.1 of DG-8.4.A.

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- Section 5.2: *Next Step – Code and Test Data Development*, labeled "Section 5.2" in DG-8.4.A. List recommendations for the next step after the G4R. Follow the instructions in Section 5.2 of DG-8.4.A.

- Section 5.3: *Open Discussion*, labeled "Section 5.3" in DG-8.4.A. Announce that the review is open for free discussion. Note: If you have prepared and conducted the review in accordance with standards and if the reviewers have prepared for the review in accordance with standards, there should be no need for additional discussion.

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APPENDIX A – TEMPLATE FILE

The slide templates that are referenced in this DG are available in the Microsoft PowerPoint file "STAR_DG-8.4.A_G4D_v3r0.ppt". This file will be available to authorized users in the STAR EPL PAR.

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