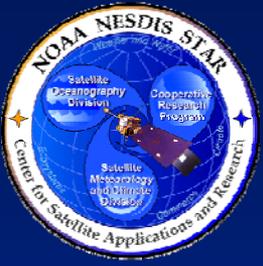# NOAA NESDIS
CENTER for SATELLITE APPLICATIONS and RESEARCH

DOCUMENT GUIDELINE
DG-11.5.A

SYSTEM READINESS DOCUMENT GUIDELINE - APPENDIX
Version 3.0

TITLE: DG-11.5.A: SYSTEM READINESS DOCUMENT GUIDELINE APPENDIX VERSION 3.0

AUTHORS:
Ken Jensen (Raytheon Information Solutions)

DATE: October 1, 2009

<Project and/or Product Name>

System Readiness 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

3

Review Outline

1. INTRODUCTION
2. CODE TEST REVIEW REPORT
3. SYSTEM REQUIREMENTS
4. SYSTEM READINESS
5. RISKS AND ACTIONS
6. SUMMARY AND CONCLUSIONS

Review Outline Slide

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Review Agenda

Introduction	<Start Time> - <End Time>	<Presenter(s)>
Code Test Review Report	<Start Time> - <End Time>	<Presenter(s)>
System Requirements	<Start Time> - <End Time>	<Presenter(s)>
Break	<Start Time> - <End Time>	
System Description	<Start Time> - <End Time>	<Presenter(s)>
System Readiness for Users	<Start Time> - <End Time>	<Presenter(s)>
Lunch	<Start Time> - <End Time>	
System Readiness for Operations	<Start Time> - <End Time>	<Presenter(s)>
System Readiness for Maintenance	<Start Time> - <End Time>	<Presenter(s)>
Break	<Start Time> - <End Time>	
Risks and Actions	<Start Time> - <End Time>	<Presenter(s)>
Summary and Conclusions	<Start Time> - <End Time>	<Presenter(s)>

Review Agenda Slide

1. INTRODUCTION
2. CODE TEST REVIEW REPORT
3. SYSTEM REQUIREMENTS
4. SYSTEM READINESS
5. RISKS AND ACTIONS
6. SUMMARY AND CONCLUSIONS

Section 1 Setup Slide

Section 1 – Introduction

Presented by

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

<Project Name> - Development Project Plan

- The Development Project Plan (DPP) is a standard artifact of the STAR EPL process.
  - » The DPP identifies project objectives, stakeholder roles and tasks, resources, milestones and schedule
  - » PRR reviewers can access this document at <pointer to the DPP>

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

Section 1.1

8

Project Objectives

- **Objective 1**
  - » Sub-bullet 1
  - » …………
  - » Sub-bullet N

- **Objective 2**
  - » Sub-bullet 1
  - » …………
  - » Sub-bullet N

- **………………..**

- **Objective M**
  - » Sub-bullet 1
  - » …………
  - » Sub-bullet N

Section 1.2

Project Stakeholders

- **<Stakeholder Role 1> - <Named Stakeholder(s) or TBD>**
  - » Sub-bullet 1 (Description of stakeholder tasks)
  - » …………
  - » Sub-bullet M (Description of stakeholder tasks)

- **<Stakeholder Role 2> - <Named Stakeholder(s) or TBD>**
  - » Sub-bullet 1 (Description of stakeholder tasks)
  - » …………
  - » Sub-bullet M (Description of stakeholder tasks)

- **………………..**

- **<Stakeholder Role N> - <Named Stakeholder(s) or TBD>**
  - » Sub-bullet 1 (Description of stakeholder tasks)
  - » …………
  - » Sub-bullet M (Description of stakeholder tasks)
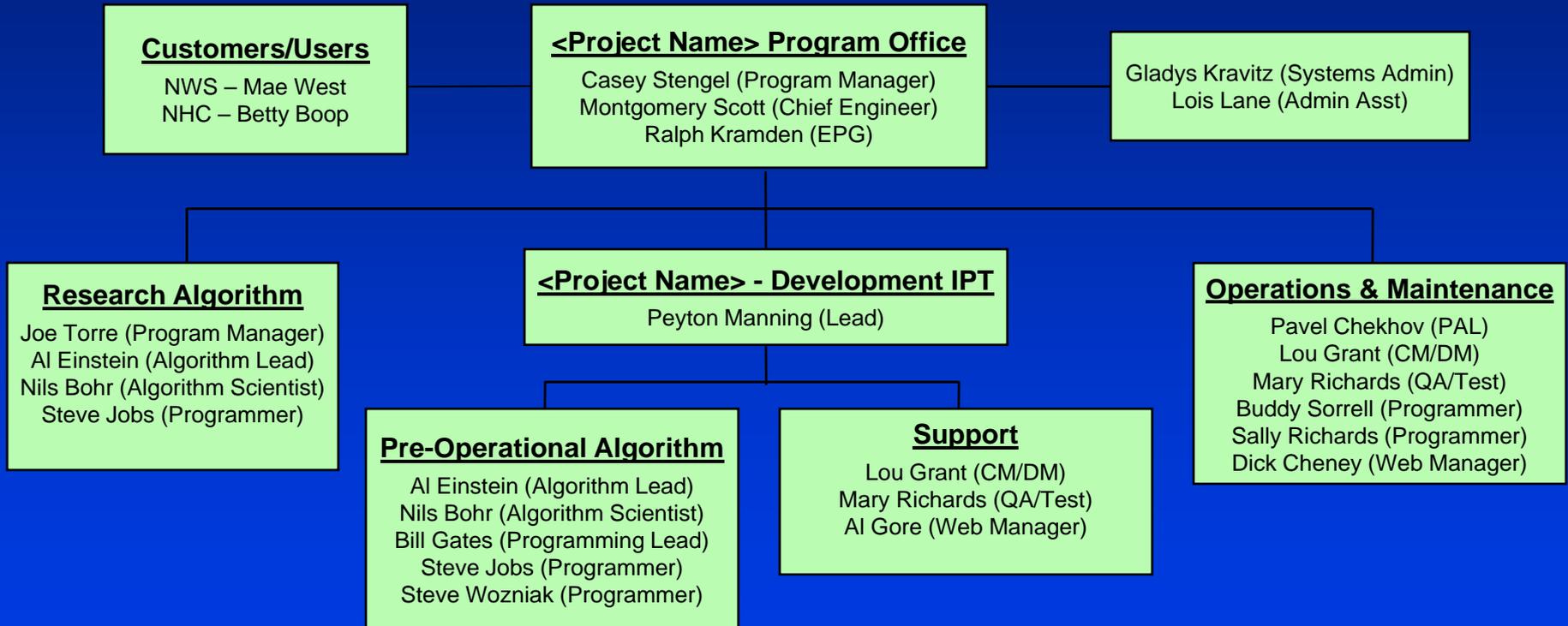
Section 1.3

Project Stakeholders

Stakeholder	Names	Description
<Role 1>	<Names or TBD>	<Description>
<Role 2>	<Names or TBD>	<Description>
…………..	<Names or TBD>	<Description>
<Role N>	<Names or TBD>	<Description>

**Section 1.3 –
Table Alternative**

<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 (Lead)

Operations & Maintenance

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

Pre-Operational Algorithm

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 1.3 - Option

12
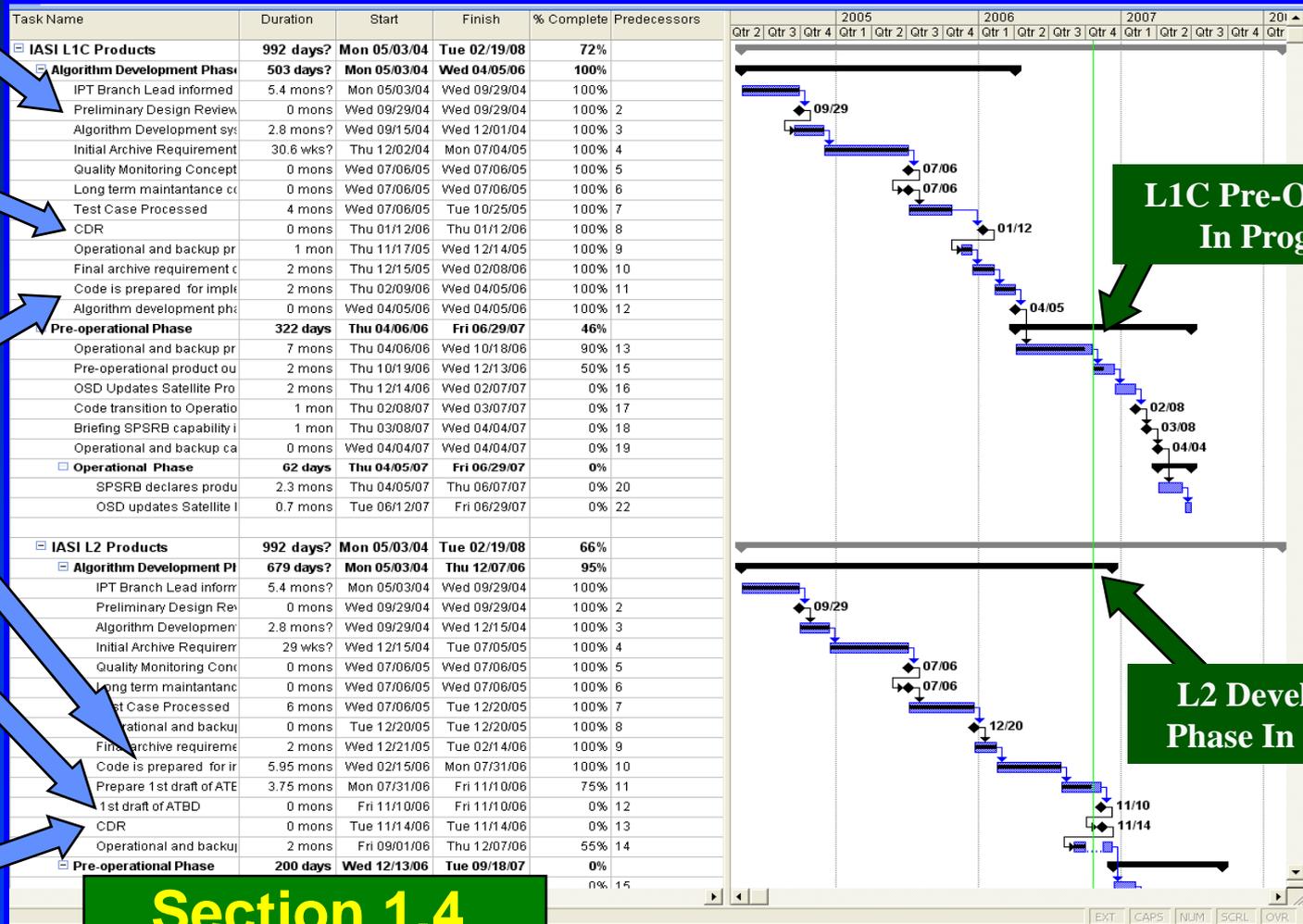
Project Milestones

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

Section 1.4

Project Timeline

Section 1.4

Project Timeline – 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
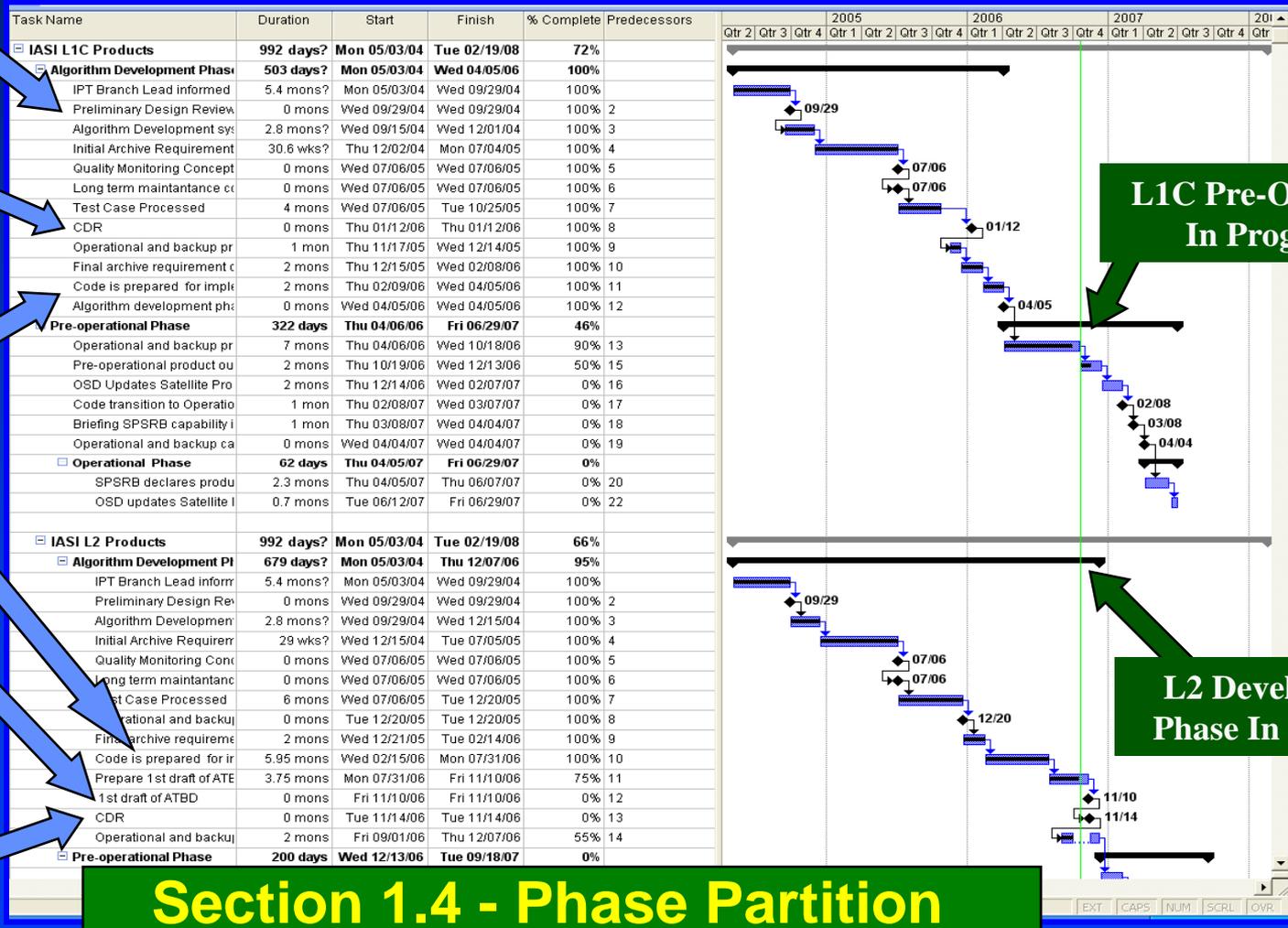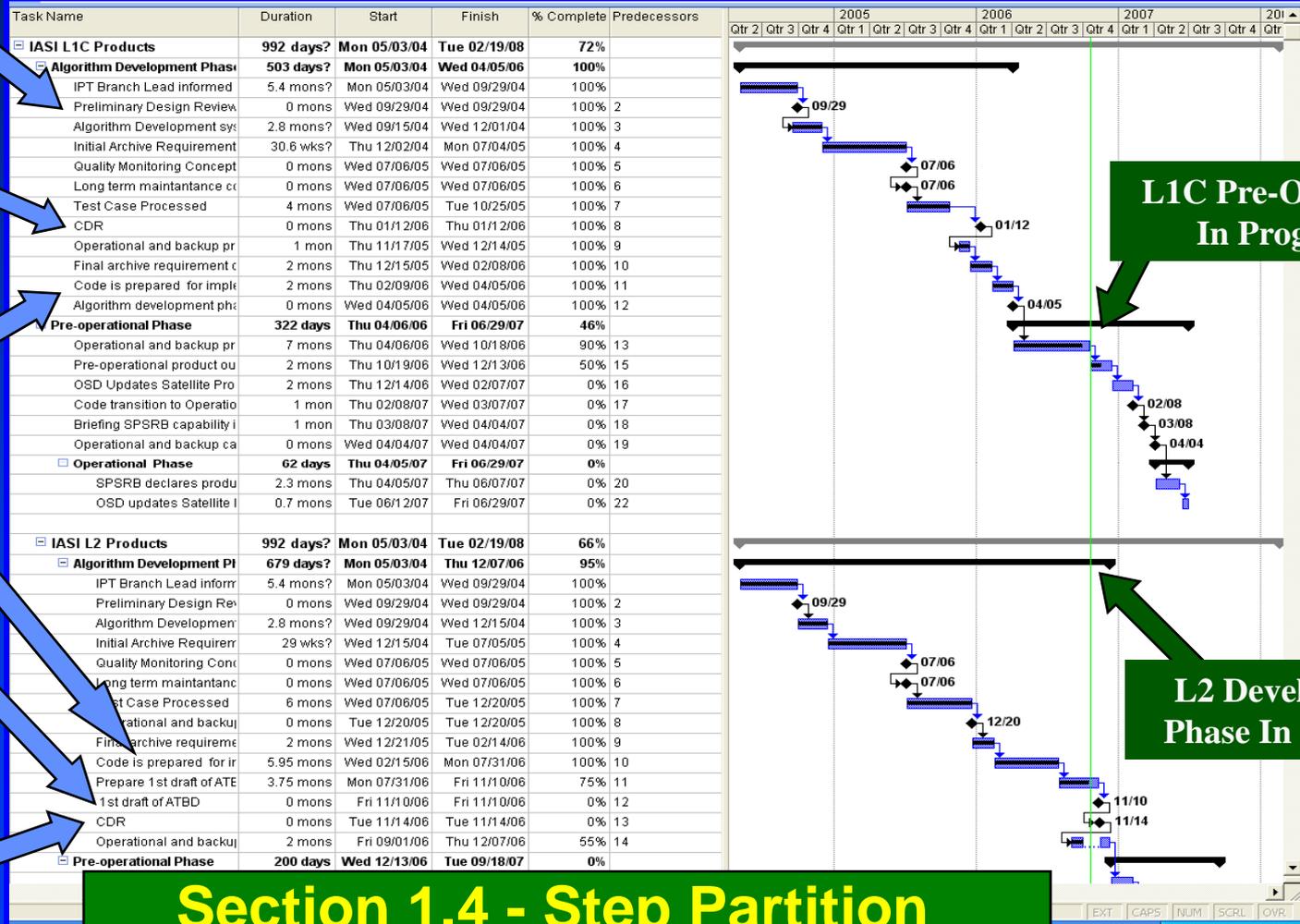
L2 Development Phase In Progress

Section 1.4 - Phase Partition

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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

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 Ph	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 backup	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 backup	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%	

2005 | 2006 | 2007 | 2008

L1C Pre-Op Phase In Progress

L2 Development Phase In Progress

09/29
09/29
07/06
07/06
07/06
07/06
01/12
12/20
04/05
02/08
03/08
04/04
11/10
11/14

Section 1.4 - Step Partition

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EXT CAPS NUM SCRL OVR

Project Plan - Changes Since CTR

<Describe any changes to the project plan – objectives, stakeholders, tasks, schedule and milestones – that have occurred since the Code Test Review (CTR). Use multiple slides as necessary for clarity.>

<OR, if there have been no changes, state the following:>

- There have been no changes to the project plan since the Code Test Review (CTR)

Section 1.5

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- <Describe the involvement of stakeholders in the project, noting compliance or deviation from the project plan. Use multiple slides as necessary for clarity. Follow the format shown on this slide and the next slide.>

- 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 1.6

- 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 1.6

SRR Guidelines and Check List

- Guidelines for the SRR reviewers are in STAR EPL process asset PRG-11.1

  » Reviewers can access this document at <pointer to PRG-11.1>

- The SRR reviewer checklist is STAR EPL process asset CL-11.1

  » Reviewers can access this document at <pointer to CL-11.1>

Section 1.7 – Alternative 1

- Guidelines for the SRR reviewers are in STAR EPL process asset PRG-11.1

  » Reviewers can access this document at <pointer(s) to PRG-11.1>

- The SRR Check List is in the Development Project Plan (DPP) Appendix C

  » Reviewers can access this document at <pointer(s) to DPP Appendix C>

Section 1.7 – Alternative 2

SRR Report

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

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

Review Objectives (1)

- Review the project plan
  - » Development Project Plan (DPP)

- Review the Code Test Review
  - » Code Test Review Report (CTRR)

- Review the System Requirements
  - » Operations Concept Document (OCD)
  - » Requirements Allocation Document (RAD)

Section 1.9

Review Objectives (2)

- **Review the System Readiness**
    - » Verification and Validation Plan (VVP)
    - » System Test Plan (STP)
    - » Verification and Validation Report (VVR)
    - » Metadata Document (MDD)
    - » Users Manuals (EUM, IUM)
    - » System Description Documents (ATBD, SWA, DDD)

- **Review risks and actions**
    - » Identify open risks and actions

- **Identify tasks to be completed before delivery to operations**

Section 1.9

Review Objectives (3)

- <Project-Unique Objective 1>
  - » Sub-bullets

- <Project-Unique Objective 2>
  - » Sub-bullets

- …………………………………
  - » ………………………………..

- <Project-Unique Objective N>
  - » Sub-bullets

Section 1.9

1. INTRODUCTION
2. CODE TEST REVIEW REPORT
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4. SYSTEM READINESS
5. RISKS AND ACTIONS
6. SUMMARY AND CONCLUSIONS

Section 2 Setup Slide

Section 2 –

Code Test Review Report

Presented by

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

- The Code Test Report (CTRR), a standard STAR EPL project artifact, is the approved report of the CTR reviewers
  - » SRR reviewers can access this document at <pointer to CTRR>
- The purposes of the CTRR are:
  - » To provide documented evidence that the CTR was conducted and closed according to STAR EPL standards, with proper disposition of CTR entry criteria, exit criteria, and other Check List Items (CLIs)
  - » To provide updated status on risks, including new risks
  - » To provide updated status on actions, including new actions
  - » To establish the entry criteria and exit criteria for the next technical review (this System Readiness Review)

Section 2.1

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CTR Check List Items

- The CTRR includes the disposition status for each of <fill in the correct number> CTR check list items (CLIs)

- <fill in the correct number> of the CLIs received "Pass" or "N/A" dispositions with no identified risk

- <fill in the correct number> of the CLIs received a "Defer" disposition with associated risks and actions (to be discussed in Section 5 of this SRD)

- **<fill in the correct number, if zero, omit this bullet> of the CLIs received a "Waive" disposition**

Section 2.2

CTR "Waive" Items With No Risk

- <Item 1 – CLI number and statement>
  - » <Provide a rationale for there being no risk>

- ………………………………………………………….

- <Item M – CLI number and statement>
  - » <Provide a rationale for there being no risk>

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- \<Item 1 – CLI number and statement\>
  - » \<Provide a risk number and statement\>
  - » \<Provide an impact statement and severity assessment (HIGH, MEDIUM, or LOW)\>
  - » \<Provide a likelihood of occurrence assessment (HIGH, MEDIUM, or LOW)\>
  - » \<If the risk assessment is HIGH or MEDIUM, explain why the item is being waived\>
- ………………………………………………….
- \<Item M – CLI number and statement\>
  - » \<Provide a risk number and statement\>
  - » \<Provide an impact statement and severity assessment (HIGH, MEDIUM, or LOW)\>
  - » \<Provide a likelihood of occurrence assessment (HIGH, MEDIUM, or LOW)\>
  - » \<If the risk assessment is HIGH or MEDIUM, explain why the item is being waived\>

Section 2.2

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CTR Exit Criteria

- There were <fill in the correct number> exit criteria for the CTR

- <fill in the correct number> received a "Pass" or "Not Applicable (N/A)" disposition

- <fill in the correct number> received a "Defer" disposition with associated risks and actions (to be discussed in Section 5 of this SRD)

Section 2.3

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- Exit # 1 - <Statement>
  - » **STATUS: <fill in disposition>**
  - » <If "N/A", explain why. If "Defer", provide a bulleted list of deferred items, with a list of actions associated with each item.>
- <Repeat for each exit criteria. Use as many slides as necessary for clarity. If more than one slide is used, include the correct range of exit criteria in the slide header (e.g. "CTR Exit Criteria Status – Exit Criteria M – N").>

Section 2.3

- The CTRR includes an assessment of <fill in the correct number> risks, <fill in the correct number> of which remained open

- The CTRR includes the status of <fill in the correct number> risk-associated actions, <fill in the correct number> of which remained open

- These risks and actions will be addressed in Section 5 of this SRD

Section 2.4

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- The CTRR has established <fill in the correct number> entry criteria for this SRR

  » The SRR reviewers should confirm that the entry criteria are satisfied and document the disposition of each item in the SRR Report

Section 2.5

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- <List the entry criteria for this SRR. Present as bullets. Use multiple slides as necessary for clarity. The following slides should be used if the standard SRR entry criteria, documented in STAR EPL Checklist CL-11.1, 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 CTRR.>

Section 2.5

- Entry # 1 - A Code Test Review Report (CTRR) has been written. The SRR reviewers have access to the current baseline version of the CTRR.

- Entry # 2 - A Development Project Plan (DPP) has been written. The SRR reviewers have access to the current baseline version of the DPP.

- Entry # 3 - An Operations Concept Document (OCD) has been written. The SRR reviewers have access to the current baseline version of the OCD.

- Entry # 4 - A Requirements Allocation Document (RAD) has been written. The SRR reviewers have access to the current baseline version of the RAD.

Section 2.5

- **Entry # 5** – An Algorithm Theoretical Basis Document (ATBD) has been written. The SRR reviewers have access to the current baseline version of the ATBD.

- **Entry # 6** - A Software Architecture Document (SWA) has been written. The SRR reviewers have access to the current baseline version of the SWA.

- **Entry # 7** - A Detailed Design Document (DDD) for each software unit has been written. The SRR reviewers have access to the current baseline version of the DDDs.

- **Entry # 8** - An Internal Users Manual (IUM) has been written. The SRR reviewers have access to the current baseline version of the IUM.

Section 2.5

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- **Entry # 9 -** An External Users Manual (EUM) has been written. The SRR reviewers have access to the current baseline version of the EUM.

- **Entry # 10 -** A Metadata Document (MDD) has been written. The SRR reviewers have access to the current baseline version of the MDD.

- **Entry # 11 -** Pre-operational code units, external interfaces, ancillary data, and system test data have been integrated into a product processing system in the development test environment. The SRR reviewers have access to the product processing system.

- **Entry # 12 -** A Verification and Validation Plan (VVP) has been written. The SRR reviewers have access to the current baseline version of the VVP.

Section 2.5

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- Entry # 10 - A Users Manual (UM) has been written. The SRR reviewers have access to the current baseline version of the UM.

- Entry # 11 - Pre-operational code units, external interfaces, ancillary data, and system test data have been integrated into a product processing system in the operational test environment. The SRR reviewers have access to the product processing system.

Section 2.5

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- Entry # 13 - A System Test Plan (STP) has been written. The SRR reviewers have access to the current baseline version of the STP.

- Entry # 14 - A Verification and Validation Report (VVR) has been written. The SRR reviewers have access to the current baseline version of the VVR.

- Entry # 15 - A System Readiness Document (SRD) has been written. The SRR reviewers have access to the current baseline version of the SRD.

- Entry # 16 - A Project Baseline Report (PBR) has been written. The SRR reviewers have access to the current baseline version of the PBR.

Section 2.5

<Project Name> - Tailored SRR Entry Criteria

- <List SRR entry criteria that are non-standard (added or revised from the standard set of entry criteria in STAR EPL Checklist CL-11.1), explain the deviation, provide a rationale, and assess the risk, usually by reference to a risk # to be discussed in Section 5>

- <If there are no tailored entry criteria, omit this slide>

<Project Name> - Waived SRR Entry Criteria

- <List any standard entry criteria that have been waived for this SRR. Provide a rationale, based on the CTRR, and assess the risk, usually by reference to a risk # to be discussed in Section 5. Use multiple slides as necessary for clarity.>

- <If there are no waived entry criteria, omit this slide>

Section 2.5

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- The CTRR has established <fill in the correct number> exit criteria for this SRR

  » The SRR reviewers should confirm that the exit criteria are satisfied and document the disposition of each item in the SRR Report

Section 2.6

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CTR Report - SRR Exit Criteria

- <List the exit criteria for this SRR. Present as bullets. Use multiple slides as necessary for clarity. The following slides should be used if the standard SRR exit criteria, documented in STAR EPL Checklist CL-11.1, 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 CTRR.>

Section 2.6

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- Exit # 1 - CTR "Conditional Pass" items have been satisfactorily disposed of.

- Exit # 2 - CTR "Defer" items have been satisfactorily disposed of.

- Exit # 3 - The project plan and DPP are satisfactory.

- Exit # 4 – The requirements allocation and RAD are satisfactory.

- Exit # 5 – The algorithm and ATBD are satisfactory.

- Exit # 6 – The design documents (SWA and DDDs) are satisfactory.

Section 2.6

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- Exit # 7 - The metadata and MDD are satisfactory.

Section 2.6

- Exit # 7 - The metadata and MDD are satisfactory.

- Exit # 8 - The delivery procedures, tools, training, support services, and documentation available to the users are satisfactory.

- Exit # 9 - System test results and VVR are satisfactory.

- Exit # 10 - The project baseline and PBR are satisfactory.

- Exit # 11 - The SRRR documents updated status of project risks and actions. The risk status is acceptable.

- Exit # 12 - The integrated product processing system is ready for delivery to operations.

Section 2.6

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<Project Name> - Tailored SRR Exit Criteria

- <List SRR exit criteria that are non-standard (added or revised from the standard set of exit criteria in STAR EPL Checklist CL-11.1), explain the deviation, provide a rationale, and assess the risk, usually by reference to a risk # to be discussed in Section 5>

- <If there are no tailored exit criteria, omit this slide>

Section 2.6

- \<List any standard exit criteria that have been waived for this SRR. Provide a rationale, based on the CTRR, and assess the risk, usually by reference to a risk # to be discussed in Section 5. Use multiple slides as necessary for clarity.\>

- \<If there are no waived exit criteria, omit this slide\>

Section 2.6

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1. INTRODUCTION
2. CODE TEST REVIEW REPORT
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6. SUMMARY AND CONCLUSIONS

Section 3 Setup Slide

Section 3 –
System Requirements

Presented by

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

Identification of System Requirements

- Requirements are derived from the documented needs and expectations of approved customers, users, and operators of the product processing system and its end products

- Requirements identification is a process of turning these needs and expectations into a specific set of requirements on the product processing system that balances needs and expectations with practical constraints.

- The following questions need to be answered:
  - » Why are the products being produced?
  - » How will the products be used?
  - » How should the products be produced?

Why Are The Products Being Produced?

- <Itemize customer/user needs. Adopt slides from Section 3 of the CDR presentation – the Critical Design Document (CDD).>

  » < Revise the CDD slides as needed to capture changes to the operations concept since the CDR. Refer to latest versions of the OCD, ATBD, and RAD. Use text, figures, tables from these artifacts>

- <Use multiple slides as necessary for clarity>

Section 3.2

How Will The Products Be Used?

- <Itemize customer/user expectations. Adopt slides from Section 3 of the CDD.>
  - » <Revise the CDD slides as needed to capture changes to the operations concept since the CDR. Refer to latest versions of the OCD, ATBD, and RAD.>
    - – <Use text, figures, tables from these artifacts>
- <Use multiple slides as necessary for clarity>

Section 3.2

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- <Provide a timeline scenario for operations. Include functionality, performance, maintenance, support, and disposal as appropriate. Adopt slides from Section 3 of the CDD.>
  - » <Note any operational constraints that have been identified>
  - » <Note the operational and support environments that have been identified>
  - » <Show how the scenario was developed>
  - » <Demonstrate that the scenario is consistent with customer needs and expectations, and with anticipated operational constraints>
  - » < Revise the CDD slides as needed to capture changes to the operations concept since the CDR. Refer to latest versions of the OCD, ATBD, and RAD.>

Section 3.2

Operations Concept Has Been Documented

- Operations Concept Document (OCD)
  - » Describes how the users' vision can be realized in an operational environment. Guidelines in STAR EPL process asset DG-6.1 <Pointer to DG-6.1>
  - » Can be obtained at <Pointer to latest OCD version>
  - » Captures customer needs and expectations
  - » Captures operator needs and expectations
  - » Provides operational scenarios for product operation and user interaction

Section 3.2

- The purpose of requirements allocation is to identify product and system components and trace each component to one or more requirement so that a system architecture that will meet all project requirements can be designed

- Requirements and their allocation to system components and product components of the product processing system are documented in the Requirements Allocation Document (RAD)

Project Requirements Have Been Documented

- **Requirements Allocation Document (RAD)**
  - » Guidelines in STAR EPL process asset DG-6.2 <pointer to DG-6.2>
  - » Can be obtained at <Pointer to latest RAD version>
  - » Contains the basic and derived requirements for the work products
  - » Contains the allocation of the requirements to system components and product components
    - – Includes an allocation matrix that relates each component to the requirements
    - – Notes updates to the requirements allocation since the previous version

Section 3.3

Requirements Have Been Established and Refined

- **Established at Project Requirements Review (PRR)**
  - » Requirements Allocation Document (RAD) v1r0

- **Refined for Preliminary Design Review (PDR)**
  - » Requirements Allocation Document (RAD) v1r1

- **Refined for Critical Design Review (CDR)**
  - » Requirements Allocation Document (RAD) v1r2

- **Revised as necessary after CDR**
  - » Requirements Allocation Document (RAD) v1rx

Section 3.3

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New Requirements Since CTR

- **<List each new requirement. If there are none, omit this slide.>**
  - » <If a derived requirement, list higher-level driving requirements>
  - » <If a basic requirement, list new derived requirements>
  - » <Note whether the new requirement has been approved at a delta Requirements Review>
  - » <If the new requirement has not been approved:>
    - <Explain rationale for the new requirement (e.g., revealed by detailed design issue, new customer request, etc.)>
    - <Note potential effects on the project plan>
    - <Document the agreement of affected stakeholders>
    - <Note new or modified risks that result from the new requirement>
    - <Note any recommended actions that result from the new requirement>

Section 3.4

Requirements Changes Since CTR

- <List each requirement change. If there are none, omit this slide.>
  - » <If a derived requirement, list higher-level driving requirements>
  - » <If a basic requirement, list derived requirements that are affected>
  - » <Note whether the change has been approved at a delta Requirements Review>
  - » <If the change has not been approved:>
    - <Explain rationale for the change (e.g., revealed by detailed design issue, operational constraint)>
    - <Note potential effects on the project plan>
    - <Document the agreement of affected stakeholders>
    - <Note new or modified risks that result from the change>
    - <Note any recommended actions that result from the change>

Section 3.4

- **<List each requirements allocation change. If there are none, omit this slide.>**
  - » <If a derived requirement, list higher-level driving requirements>
  - » <If a basic requirement, list derived requirements that are affected>
  - » <Note whether the change is due to a new requirement, a changed requirement, or a design change>
    - – <If due to a new or changed requirement, specify the requirement>
    - – <If due to a design change, specify the change>
    - – <Note whether the change has been approved at a delta Requirements Review>
  - » <If the change has not been approved:>
    - – <Explain rationale for the change (e.g., revealed by detailed design issue, operational constraint)>
    - – <Note potential effects on the project plan>
    - – <Document the agreement of affected stakeholders>
    - – <Note new or modified risks that result from the change, to be summarized in Section 5 of this SRD>
    - – <Note any recommended actions that result from the change, to be summarized in Section 5 of this SRD >

Section 3.4

1. INTRODUCTION
2. CODE TEST REVIEW REPORT
3. SYSTEM REQUIREMENTS
4. SYSTEM READINESS
5. RISKS AND ACTIONS
6. SUMMARY AND CONCLUSIONS

Section 4 Setup Slide

Section 4 – System Readiness

Presented by

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

Slide 4.0

65

The System Test – Verification and Validation

- System readiness for operations is demonstrated by verification and validation, accomplished by unit tests and a system test

- The system test is designed to ensure that the requirements specified for the product processing system are satisfied by the completed system (VERIFICATION) and that the final developed system will satisfy the needs and expectations of customers, users, and operators (VALIDATION)

- A detailed plan for the verification and validation of every requirement of the entire product processing system was presented at the CTR and documented in the STP <pointer to the STP>.

Section 4.1.1

- <List each change to the system test since CTR. If there are none, omit this slide.>
  - » <Changes can be additions, revisions, and/or deletions of test data, test sequences, success criteria>
  - » <Note whether the changes were approved at a delta Code Test Review>
  - » <If changes have not been approved, provide a rationale for each change. Usually, changes are made because of changed requirements (c.f. Section 3) or test constraints that were discovered during the system test.>

Section 4.1.2

Verification and Validation Report

- The results of system testing are documented in the Verification and Validation Report (VVR).

- The <Project Name> VVR is available at <pointer to the project VVR>.

- The VVR will be referred to often in the following sections, as we report on:
  - » System Readiness for Users
  - » System Readiness for Operations and Maintenance

System Readiness – Readiness for Users

Presented by

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

Product Users

- <List the identified product users and the product components to be delivered to each user, as documented in the RAD and the VVP.

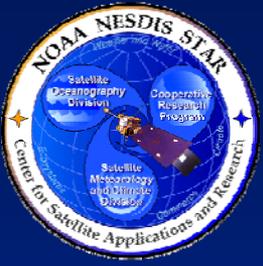- <Adopt slides from Section 5.2 of the CTD and revise as needed to capture changes since CTR.>

Section 4.2.1

<User 1> Needs

- <State the identified needs for User 1, as documented in the OCD, VVP, ATBD, and RAD.>

- <Adopt slides from Section 5.2 of the CTD and revise as needed to capture changes since CTR.>

- <Be as specific as possible for this specific user>

- <Repeat for each user; separate slides for each user (e.g., see next slide)>

Section 4.2.2
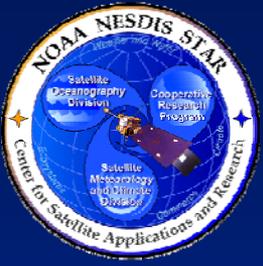
<User 2> Needs

- <State the identified needs for User 2, as documented in the OCD, VVP, ATBD, and RAD.>

- <Adopt slides from Section 5.2 of the CTD and revise as needed to capture changes since CTR.>

- <Be as specific as possible for this specific user (e.g., delivery procedure specific to User 2). If a need is identical to that for user 1, state this (e.g. "Notification needs for user 2 are identical to those for user 1")>

Section 4.2.2

Validation of User Needs

- <Provide the system test results that validate each user need, as documented in the VVR.>

- <Each user need identified in Section 4.2.2 should be validated with a specific system test sequence. Describe the test sequence and the results. Use text, graphs, figures, etc. as needed for clarity.>

  » <Validation can be presented for each need or for a set of needs, if a specific test sequence validates more than one need>

  » <Validation can be presented for each user or for groups of users, if a specific test sequence validates the needs of more than one user>

Section 4.2.3

Documentation Needs – Metadata Document

- Metadata Document (MDD)
  - » MDD Guidelines in STAR EPL process asset DG-11.3 <pointer to DG-11.3>
  - » Provides information that addresses NESDIS (ISO) guidelines for data providers to describe the content, quality, condition and characteristics of data generated by the product application system.
  - » Provides instructions for how to generate metadata files for the archive.
  - » MDD v1r0, an SRR artifact, is available at <Pointer to MDD v1r0)>

Section 4.2.4

Documentation Needs – External Users Manual

- The External Users Manual (EUM) is the primary source to satisfy the documentation needs of product users.

- The EUM provides the identified users with the information needed to acquire the product, understand its features, and validate its quality against requirements.
  - » The product includes all project artifacts (documentation, code, test data and reports) that are intended for product testers and end users.

- The EUM provides a product overview with sufficient detail so that the user understands how this product came to be created.

- The EUM provides a product description with sufficient detail so that the user understands how to locate and use the product files and to evaluate the product quality.

- The <Project Name> EUM is available at <pointer to the project EUM>.

Section 4.2.4

Raytheon

- The purpose of the Internal Users Manual (IUM) is to provide internal product users (i.e., analysts from the Office of Satellite Data Processing and Distribution (OSDPD) Satellite Analysis Branch (SAB) with information on the product processing system (PPS) that will enable them to effectively and reliably operate interactive tools such as Graphical User Interfaces (GUI).

- The IUM provides a product overview with sufficient detail so that the analyst understands how this product came to be created.

- The IUM provides a product description with sufficient detail so that the analyst understands how to locate the product files and perform standard product analyses.

- The <Project Name> IUM is available at <pointer to the project IUM>.

Section 4.2.4

Documentation Needs - Algorithm Theoretical Basis Document

- The Algorithm Theoretical Basis Document (ATBD) provides product users with a theoretical description (scientific and mathematical) of the algorithm that is used to create the product that meets user requirements.

  » ATBD Guidelines in DG-1.1 <pointer to DG-1.1>

  » The <Project Name> ATBD is available at <pointer to the project ATBD>.

Section 4.2.4

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System Readiness – Readiness for Operations and Maintenance

Presented by

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

Section 4.3

- <Identify the organization that will operate and maintain the operational product processing system>
- <Identify specific personnel who will perform operations and maintenance (O&M) for this project. Adopt slides from CTD Section 5.3.>
  - » <Operations Lead. Typically this is the OSDPD Product Area Lead (PAL).>
  - » <Integration and Maintenance Programmers>
  - » <Help Desk>
  - » <If personnel have not been identified for a specific O&M role, state this and note whether a risk has been identified (risks will be discussed in Section 5).>

Section 4.3.1

Operator Needs

- <State the identified operator needs, as documented in the OCD, VVP, and RAD. Adopt slides from CTD Section 5.3 and revise as needed. Operator needs typically include:
  - » <Procedures for normal operations>
  - » <Procedures for special operations>
  - » <Maintenance procedures>
  - » <Monitoring and diagnostic procedures>
  - » <Security procedures>
  - » <Tools and training for operations and maintenance>
  - » <Delivery and notification procedures>
  - » <Configuration management>
  - » <Documentation>

Section 4.3.2

Validation of Operator Needs

- <Provide the system test results that validate each operator need, as documented in the VVR. Use multiple slides as necessary for clarity.>

- <Each operator need identified in Section 4.3.2 should be validated with a specific system test sequence. Describe the test sequence and the results. Use text, graphs, figures, etc. as needed for clarity.>

- <Validation can be presented for each need or for a set of needs, if a specific test sequence validates more than one need>

Section 4.3.3

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Documentation Needs – Design Documents

- The software architecture is described in the Software Architecture Document (SWA).
  - » This information can be used to assist O&M personnel with installation and maintenance
  - » The <Project Name> SWA is available at <pointer to the project SWA>.

- The software detailed design is described in the software unit Detailed Design Documents (DDDs).
  - » This information can be used to assist O&M personnel with installation and maintenance
  - » The <Project Name> DDDs are available at <pointers to the project DDDs>.

Section 4.3.4

Project Baseline Report

- The project's baseline and change history is maintained in a Project Baseline Report (PBR)
  - » The PBR includes the change history, approval status, and location of every Configuration Item in the project's baseline, including every item presented in this System Description.
  - » PBR v3r4, an SRR artifact, can be accessed at <pointer to PBR v3r4>

Section 4.4

System Configuration

- <List the configuration items that comprise the pre-operational system that will be delivered to operations. This list should be consistent with PBR v3r4.>

1. INTRODUCTION

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4. SYSTEM READINESS

5. RISKS AND ACTIONS

6. SUMMARY AND CONCLUSIONS

Section 5 Setup Slide

Section 5 –
Risks and Actions

Presented by

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

- There are \<fill in the correct number\> risks to be reviewed at the SRR
  - » \<fill in the correct number\> risks were identified in the CTR Report
  - » \<fill in the correct number\> risks were identified after CTR

- The following slides contain, for each risk item:
  - » A risk statement
  - » Risk assessment (Severity and Likelihood)
  - » Risk mitigation recommendation
  - » Status of actions identified to mitigate the risk

Section 5.1

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- RISK # 1 - <Risk statement>

- CTR Assessment: <TBS> (Severity = <TBS>, Likelihood = <TBS>). <TBS = HIGH, MEDIUM, or LOW>

- Risk Mitigation: <Describe the risk mitigation plan, as stated in the CTR report. Use sub-bullets as warranted for clarity. Note actions associated with each item (sub-bullet) of the plan.>

- Status: <Present the development team's current assessment of the risk (HIGH, MEDIUM, LOW, or NONE). Explain the rationale for the assessment (e.g. list actions that are completed).

- <Present status of actions associated with Risk # 1 in subsequent slides. Present completed actions, then open actions. Use separate slides for each action (see next 2 slides).>

Section 5.1

Completed Actions – <Action number>

- ACTION: <Number, as listed in the CTR Report (CTRR)> - <Action statement, from the CTRR>

- CLOSURE CRITERIA: <Closure criteria statement, from the CTRR>
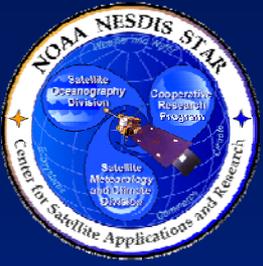
- STATUS: Completed. <Demonstrate that the closure criteria have been met. Use multiple slides as necessary.>

- <Repeat for each completed action associated with Risk # 1>

Section 5.1

Open Actions – <Action number>

- ACTION: <Number, as listed in the CTR Report (CTRR)> - <Action statement, from the CTRR>

- CLOSURE CRITERIA: <Closure criteria statement, from the CTRR>

- CLOSURE PLAN: <Closure plan, either from the CTRR or updated by the development team after CTR>

- 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 # 1>

Section 5.1

- <Present Risk # 2 status, using the same format as for Risk # 1>

- <On separate slides, present status of all actions associated with Risk # 2. Present completed actions, then open actions. Use the same format as for Risk # 1 actions.>

- <Repeat for each risk from the CTR Report>

- <Then, present any new risks identified after the CTR Report (see next slide)

Section 5.1

- RISK # <N> - <Risk statement>

- Assessment: <TBS> (Severity = <TBS>, Likelihood = <TBS>). <TBS = HIGH, MEDIUM, or LOW>

- Risk Mitigation: <Describe the risk mitigation plan. 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 # N in subsequent slides. Present completed actions, then open actions. Use separate slides for each action (see next 2 slides).>

Section 5.2

- 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 # N>

Section 5.2

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 # N>

Section 5.2

- <Present Risk # N+1 status, using the same format as for Risk # N>

- <On separate slides, present status of all actions associated with Risk # N+1. Present completed actions, then open actions. Use the same format as for Risk # N actions.>

- <Repeat for each new risks identified after the CTR Report>

Section 5.2

- <Present a bulleted list of risk statements for the risks that can be closed>

  » <For each risk, list the associated actions that can be closed. Each of these should have been presented in Sections 6.1 or 6.2 as a completed action.>

  » <Use multiple slides as necessary for clarity>

Section 5.3

- <Present a bulleted list of risk statements for the risks that are still open, in priority order (HIGH, MEDIUM, LOW).>

  » <For each risk, list the actions that must be closed to reduce the risk to an acceptable level, with closure plans and estimated closure dates>

Section 5.3

1. INTRODUCTION
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Section 6 Setup Slide

Section 6 –
Summary and Conclusions

Presented by

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

Review Objectives Have Been Addressed

- Code Test Review Report and actions have been reviewed
  - » <Notable conclusions from this section>

- System requirements have been reviewed
  - » <Notable conclusions from this section>

- System description has been reviewed
  - » <Notable conclusions from this section>

- System readiness has been reviewed
  - » <Notable conclusions from this section>

- Risks and Actions have been reviewed
  - » <Notable conclusions from this section>

Section 6.1

Issues, Actions And Risks

<List important issues, actions and risks that require attention. Use multiple slides as necessary for clarity.>

- <Item 1>
  » <Conclusions about item 1>

- ……………………
  » ………………………

- <Item N>
  » <Conclusions about item N>

Section 6.2

Next Steps

<List recommendations for next steps after the SRR>

- Reduction of risks
  - » <Recommendations for open actions>
- SPSRB Briefing
  - » <List of briefing artifacts to be prepared>
- Installation in operational environment
  - » <List of steps or tasks to be performed, including acceptance testing>

Section 6.3

Open Discussion

- The review is now open for free discussion