

Solar Probe Plus

A NASA Mission to Touch the Sun



Integrated Science Investigation of the Sun Energetic Particles

Preliminary Design Review

05 – 06 NOV 2013

Action Items

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Action Items - Outline



- Source of Action Items
- ISIS Action Items from Meetings
- SwRI Action Item Tracking
- APL / Caltech Action Item Tracking
- Summary of ISIS Action Item Tracking

Is this what you want?



Source of Action Items



- No Action Items assigned at the M^{DR} **Is this correct?**
- No Action Items self-imposed by the team
- Other Action Items:
 - from internal ISIS meetings
 - from SPP-ISIS meetings
 - from Peer Reviews
 - from PDR, CDR, SIR, PER, PSR, LRR
 - from Fabrication Readiness Reviews, Pre-Ship Reviews ...
 - from I&T **What's missing?**



ISIS Action Items from Meetings



Tracking Actions Items from internal ISIS meetings and SPP-ISIS meetings:

- Action Items arising during meetings are noted in the minutes and an actionee and due date are assigned.
- Progress is tracked during subsequent meetings and noted in the minutes.
- Action Items remain in the meeting minutes until they are closed.
- The ISIS Systems Engineer (SE) is responsible for tracking the disposition of ISIS Action Items from internal meetings.
- The SPP Payload SE is responsible for tracking those arising from SPP-ISIS meetings.



SwRI Action Item Tracking



More formal tracking of higher level Action Items:

- SwRI has its own tracking system for Action Items -
[Project Information Management System – Action Item Management PIMS-AIM](#)
 - PIMS-AIM tracks the Action Item history and automatically distributes status updates, due date reminders, closure memos.
 - The ISIS Project Manager is responsible for PIMS-AIM.
 - The ISIS Systems Engineer (SE) is responsible for tracking the disposition of ISIS Action Items.

Will we use any other tracking tools / methods?



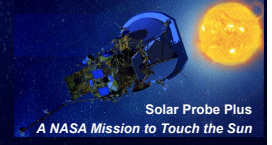
SwRI Action Item Tracking



- For reviews, in addition to PIMS-AIM entries:
 - At the end of each review, action items are re-visited, summarized and documented, written inputs from reviewers collected.
 - Review materials are posted on the ISIS Wiki.
 - An Internal Design Review Report form is generated and signed off by the review chair when all Action Items are closed.



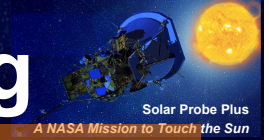
APL / Caltech Action Item Tracking



- APL has its own tracking systems which it will use for lower level Action Items. For example, for peer reviews:
 - Post-review, a memo is circulated to all review participants and ISIS management which lists all Action Items.
 - At APL, Action Items are recorded in an Excel spreadsheet and tracked by the EPI-Lo team. This is periodically distributed as work on each Action Item progresses.
 - Action Item Response memos are circulated to all review participants and ISIS management summarizing the disposition of each action item until all have been closed.
- APL will use SwRI's PIMS-AIM for higher level Action Items e.g. from PDR, CDR etc.
- Caltech will use the SwRI Action Item tracking tools.



Summary of ISIS Action Item Tracking



Does this table work?

Action Items from	SwRI	APL	Caltech
Internal meetings	Minutes	Minutes	Minutes
SPP-ISIS meetings	Minutes	Minutes	Minutes
Peer reviews	IDRRs, PIMS-AIM	Memos, spreadsheet	IDRRs, PIMS-AIM
PDR	IDRRs, PIMS-AIM	IDRRs, PIMS-AIM	IDRRs, PIMS-AIM
CDR	IDRRs, PIMS-AIM	IDRRs, PIMS-AIM	IDRRs, PIMS-AIM
TRR	IDRRs	IDRRs	IDRRs
SIR	IDRRs	IDRRs	IDRRs
PER	IDRRs	IDRRs	IDRRs
I&T	PIMS-AIM	PIMS-AIM	PIMS-AIM
PSR	IDRRs	IDRRs	IDRRs
LRR	IDRRs	IDRRs	IDRRs

Help! What's missing?
How will we really track all these AIs?