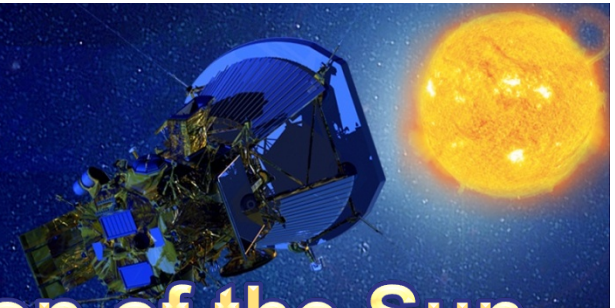
Solar Probe Plus

A NASA Mission to Touch the Sun



Integrated Science Investigation of the Sun
Energetic Particles

Preliminary Design Review
05 – 06 NOV 2013

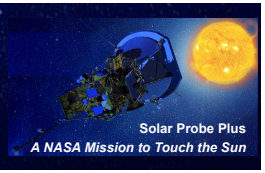
Action Items

Nigel Angold

Outline

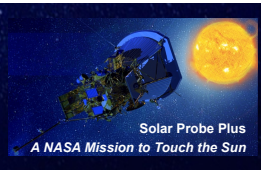
- Sources of Action Items
- SwRI Action Item Tracking
- APL / Caltech Action Item Tracking
- ISIS Action Items from Meetings
- Summary of ISIS Action Item Tracking

Sources of Action Items



- No action items assigned to ISIS at MDR
- Other action items:
  - from PDR, CDR, SIR, PER, PSR
  - from Peer Reviews
  - from I&T
  - from Fabrication Readiness Reviews, Test Readiness Reviews etc.
  - from SPP-ISIS meetings
  - from internal ISIS meetings

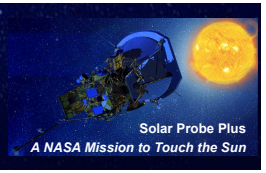
SwRI Action Item Tracking



SwRI has its own tracking system for action items:

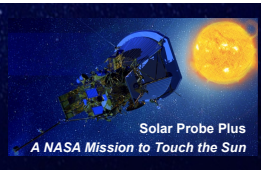
- Project Information Management System – Action Item Management PIMS-AIM
  - PIMS-AIM tracks the action item history and automatically distributes status updates, due date reminders, closure memos.
  - The ISIS Project Manager is responsible for PIMS-AIM.
  - The ISIS Systems Engineer (SE) is responsible for tracking the disposition of ISIS action items.
  - For reviews, in addition to PIMS-AIM tracking, an Internal Design Review Report (IDRR) form is generated and signed off by the review chair when all action items are closed.

SwRI Action Item Tracking



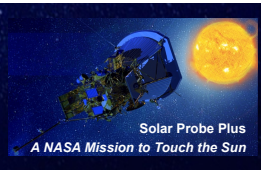
- PIMS-AIM will be used to track action items from:
  1) PDR, CDR, SIR, PER, PSR
  2) EPI-Hi Peer Reviews
  3) EPI-Hi I&T
  4) EPI-Hi FRRs, TRRs
- At the end of a review, action items are re-visited, summarized and documented, written inputs from reviewers collected.
- Action item materials are posted on the ISIS Wiki.

APL / Caltech Action Item Tracking



- APL has its own tracking systems which the EPI-Lo team will use for lower level action items e.g. 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. and is always available to EPI-Lo as a backup tracking mechanism.
- Caltech will use the SwRI action item tracking tools.

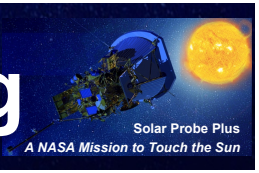
ISIS Action Items from Meetings



For tracking actions items from SPP-ISIS meetings and internal ISIS meetings:

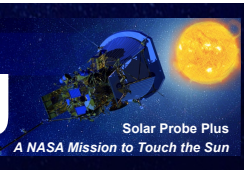
- Action items arising during meetings are noted in the minutes and an actionee and due date are assigned.
- Progress is tracked during subsequent meetings and noted in the minutes.
- Action items remain in the meeting minutes until they are closed.
- The SPP Payload Systems Engineer (SE) is responsible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

Summary of ISIS Action Item Tracking



Action Items from	SwRI	APL	Caltech
PDR, CDR etc.	PIMS-AIM	PIMS-AIM	PIMS-AIM
Peer reviews	PIMS-AIM	Memos, spreadsheet	PIMS-AIM
I&T	PIMS-AIM	Memos, spreadsheet	PIMS-AIM
FRR, TRR etc.	PIMS-AIM	Memos, spreadsheet	PIMS-AIM
Meetings	Minutes	Minutes	Minutes

Summary of ISIS Action Item Tracking



- SwRI has the tools to track ISIS action items.
- Institutional tracking tools will be used by the EPI-Lo team at APL to track lower level action items (PIMS-AIM is available as a backup tracking system).
- High level EPI-Lo action items will be tracked with SwRI's tracking tools.
- SwRI's tools will be used to track all EPI-Hi action items.
- Action items arising from meetings are being tracked through meeting minutes.
- All ISIS action items are being effectively tracked.