

# Solar Probe Plus

*A NASA Mission to Touch the Sun*



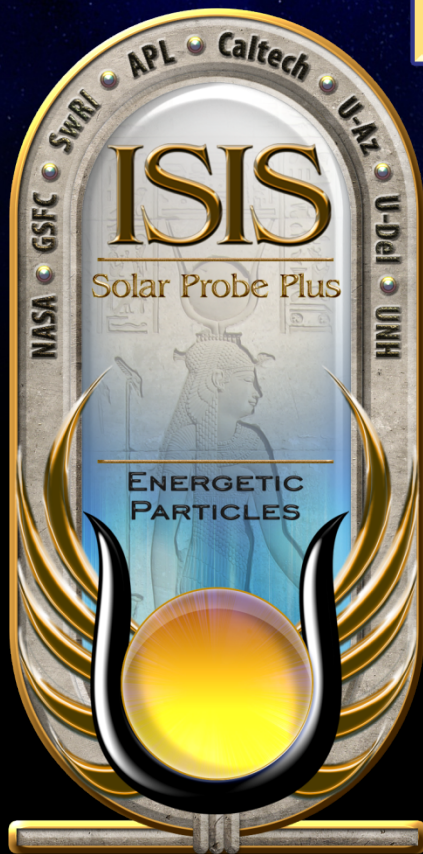
## Integrated Science Investigation of the Sun Energetic Particles

### Preliminary Design Review

05 – 06 NOV 2013

## Action Items

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# 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.



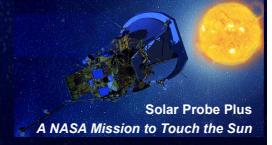
# SwRI Action Item Tracking



- 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

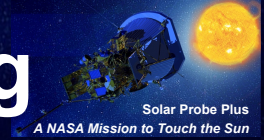


For tracking actions items from SPP-ISIS meetings and internal ISIS meetings:

- 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

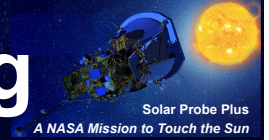


Action Items from	SwRI	APL	Caltech
PDR, CDR etc.	PIMS-AIM	PIMS-AIM	PIMS-AIM
Peer reviews	PIMS-AIM	Memos, spreadsheet	PIMS-AIM
I&T	PIMS-AIM	Memos, spreadsheet	PIMS-AIM
FRR, TRR etc.	PIMS-AIM	Memos, spreadsheet	PIMS-AIM
Meetings	Minutes	Minutes	Minutes





# 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.