

PDS EN Change Request Process

October 21, 2005

The PDS EN Change Request (CR) Process is driven by direction set forth by the PDS Program Manager and Program Scientist:

- The MC sets policy and priority of tasks; the PS carries that to the PM who consults with HQ to insure resource, and then directs EN for tasks.
- On mundane tasks, EN can get direction from the PM (PE),
- For resource intensive or policy driven tasks, priority set by MC.

When in doubt, EN will seek advice from PS and PM to determine if an issue/task should be considered mundane or not. Mundane tasks will not be submitted as CR.

Once a CR is open, EN will develop a task plan and present it to the MC. Only when the task plan is approved, the task will be added to EN schedule. For a development task, formal EN engineering lifecycle process will be followed (see EN Software Engineering Process). Reviews will be held as gates to proceed from one development phase to next: requirement to design to test and to deploy. Review boards will be formed as the gatekeepers. Appropriate technical, DN and/or MC personnel will be invited to be on the review boards.

In general, reviews include:

- Plan Review (MC)
- Requirements Review (Review board)
- Design Review (Review board)
- Acceptance Review (Review board)
- Release Approval (MC)
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Rework will be required if any of the gates is not passed.

Responsibilities

MC

- Set policy
- Prioritize tasks
- Review work plan
- Approve release

PS

- Carry prioritized tasks to PM

PM

- Consult tasks with PE
- Direct EN to begin work

PE

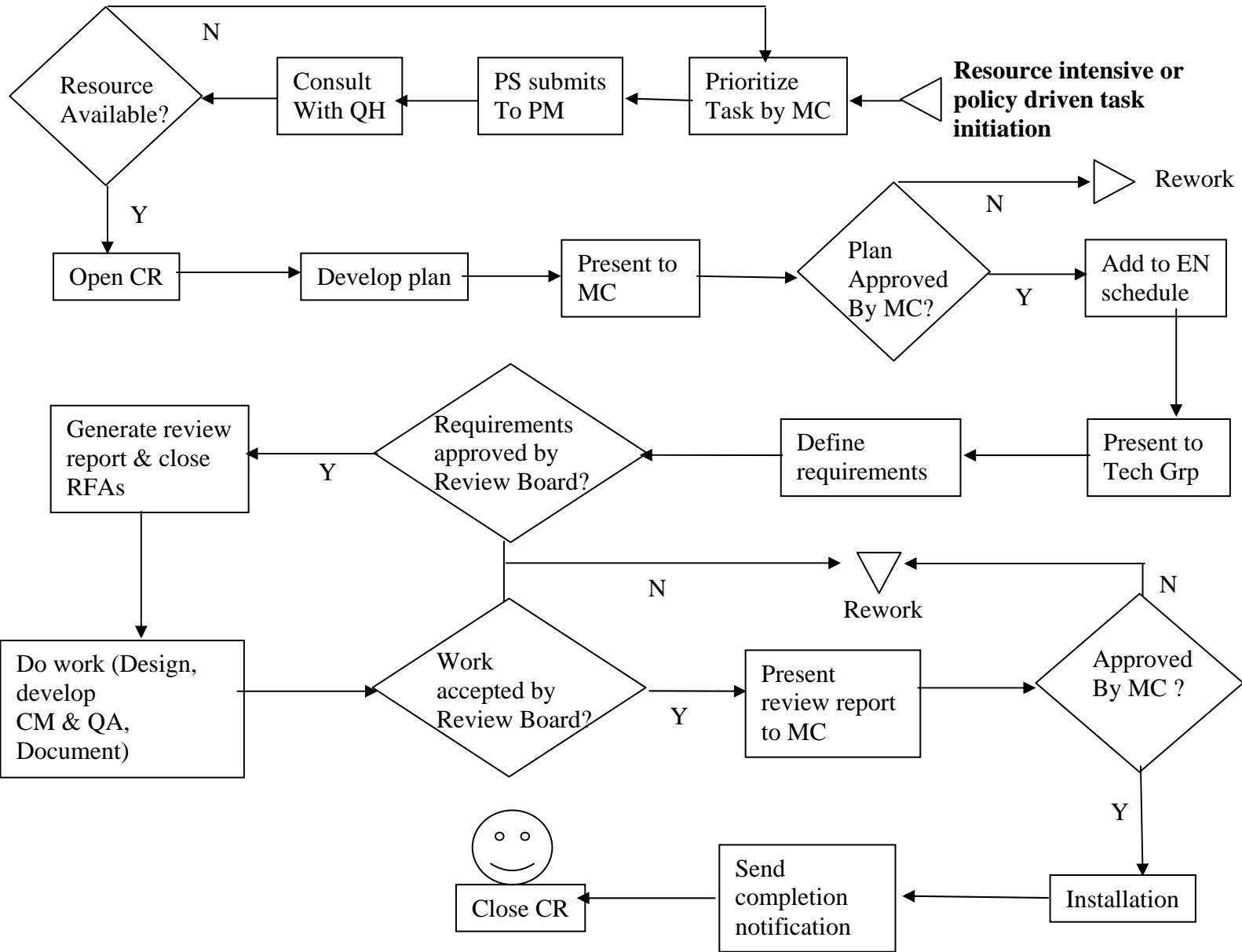
- Allocate resource

EN

- Prepare and present work plan to MC
- Incorporate approved plan into EN schedule
- Define requirements
- Present development plan to Tech Group
- Hold requirements review
- Generate requirements review report and close RFAs if any
- Implement:
 - Design
 - Hold design review if needed
 - Generate test plan and procedure, test data and report (follow QA process)
 - Create user document (users' guide, help page, etc)
 - CM source and documentation
- Hold acceptance review
- Generate acceptance review report and present to MC
- Coordinate release, perform installation if needed
- Send release notification

DN

- Collaborate on development as appropriate
- Support beta testing as requested
- Support release as needed
- Installation
- Test DN installation



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