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UNIVERSITY OF HAWAI‘I AT MĀNOA
Institute for Astronomy

Pan-STARRS Project Management System

Pan-STARRS IfA-MHPCC Image Processing Pipeline Configuration Control Board Charter

Pan-STARRS Project Management Team
Institute for Astronomy, University of Hawaii
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Revision History

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<th>Version/Revision</th>
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<th>Comments</th>
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Pan-STARRS IfA-MHPCC Image Processing Pipeline
Configuration Control Board Charter

1.0 Overview

This charter establishes scope, responsibility, and authority of the Pan-STARRS IfA-MHPCC Image Processing Pipeline (IPP) Configuration Control Board (CCB). The IfA-MHPCC CCB is a part of the Pan-STARRS Project, which is a joint activity of the University of Hawaii Institute for Astronomy (IfA) and its participating institutions, the Maui High Performance Computing Center (MHPCC), the Science Applications International Corporation (SAIC), and Massachusetts Institute of Technology Lincoln Laboratory (MITLL). The Pan-STARRS IPP CCB is established as described in §6.3 of the Pan-STARRS Project Management Plan (PSDC-110-001-00), and is the official mechanism for controlling the Pan-STARRS IPP Computer Software Configuration Items (CSCIs) and documentation covered by the Statement of Work (SOW) between the IfA and MHPCC. Hereafter in this document, the CSCIs and associated documentation covered in the SOW shall be referred to as the “Product Suite”. The IPP CCB has oversight authority and responsibility to ensure Product Suite integrity over its life cycle.

2.0 Scope of Responsibility

The IPP CCB will provide configuration control for the Product Suite in accordance with the Pan-STARRS software suite release criteria as defined by the IfA Pan-STARRS Project Management. These release criteria form the basis for CCB Change Package (CP) approvals, where the change package contains the following:
1. Engineering Change Request (ECR) and specification change pages, for each affected specification
2. Revised CSCI component
3. Software Version Description pages related to the revised CSCI.

The IPP CCB shall be responsible for the review and approval of ECRs that impact the Supplementary Design Requirements Specifications (SDRSs), Algorithm Description Document (ADD), Software Design Document (SDD), and the various CSCIs that comprise the Product Suite.

ECRs covered by the IfA-MHPCC CCB are generally described as changes that impact the required performance, cost, schedule, and reliability of any Pan-STARRS IPP component, part or product, or that require a modification to IPP internal interfaces having impact on any organizational component. ECRs are generally written relative to a product baseline placed under configuration management and control. The CCB will not engineer changes, but will do sufficient analysis and technical review, as members
feel appropriate, to ensure that proposed requirements, design, or code is in fact suitable for incorporation.

The IPP CCB shall not be held responsible for review, approval, or implementation of Software Problem Reports (SPR) or Software Change Requests (SCR). SPRs and SCRs shall be dispositioned by the CSCI-specific Software Configuration Review Boards (SCRB). SPRs are defined as errors in the software code that are a result of an inaccurate implementation or unsatisfactory workmanship in the Software Product Suite. SCRs are defined as software implementation changes of a non-problematic nature. In general, SPRs and SCRs are not considered to require changes to an SDRS, ADD, or SDD, but refer to implementation changes of approved designs and thus require no CCB approval. However, the IPP Lead shall have the authority to elevate an SPR or an SCR to the CCB level if warranted. The charter of an SCRB shall be stated in the Software Development Plan for a given component of the Pan-STARRS Software Product Suite.

Integration of approved CP’s into releasable products and release of the Pan-STARRS Software Product Suite are not within the purview of the CCB, but are the responsibility of the Pan-STARRS Product Team.

The CCB will rely on the Chairperson and the IfA Pan-STARRS Chief Engineer for quality assurance functions.

3.0 CCB Management and Responsibilities

The CCB Chair is responsible for overall management of the CCB. The CCB and its chair report to the IfA Pan-STARRS Project Manager (PM) or his designee. The CCB responsibilities include:

1. Establishing and maintaining formal criteria for CP approval,
2. Affirming the priority and verifying the completeness of each CP established by the integrated teams and the PM or his designee,
3. Discussion and disposition of IfA PM-recommended (or designee-recommended) CPs with regard to implementation in the Pan-STARRS Product Suite,
4. Assuring implementation of approved CPs in Product Suite or associated components,
5. Providing approved CPs to the Pan-STARRS Software Product Team for integration into the Pan-STARRS Product Suite,
3.1 Specific Responsibilities of the CCB Chair

The specific responsibilities of the CCB Chairperson include:

1. Planning and overseeing the activities of the CCB,
2. Making meeting arrangements and providing timely notification of meeting agenda, time, and place,
3. Ensuring that meeting notes are kept, and action items are assigned and tracked to closure,
4. Obtaining, preparing, and distributing meeting materials for review in advance of meetings and teleconferences,
5. Ensuring that CCB documentation (meeting notes, action items assigned, action item tracking, etc.) are available to appropriate personnel.
6. Reviewing all SPRs and SCRs from the IPP SCR B.

3.2 CCB Member Responsibilities

CCB members have a basic responsibility to adequately prepare for, attend, and actively participate in all scheduled meetings. As stated in §6.3 of the PMP, alternates will be designated by the PM (or his designee) or the CCB Chair on an as needed basis, when two or more members are unavailable for a given meeting. In addition, each member is responsible for:

1. Possessing a thorough understanding of the Pan-STARRS Software Product Suite,
2. Representing the interests of their membership category,
3. Reviewing CPs,
4. Responding to actions,
5. Executing assignments in a timely manner.

4.0 Operational Concept

The CCB will schedule its meetings as required by the Pan-STARRS development schedule, which is driven by the Pan-STARRS Release Schedule as established by the IfA Pan-STARRS Chief Engineer or IPP Lead in concert with the MHPCC Pan-STARRS software Program Manager or Software Team Lead. The CCB may arrange additional meetings, as required by overall Pan-STARRS Software Product Suite requirements. Some meetings may be conducted by teleconference.

The IfA-MHPCC CCB will address all ECRs provided by the IPP Product Team or the IfA Pan-STARRS PMO for disposition as well as updated Software Suite products/components proposed for incorporation into the Product Suite. Every effort will be made to operate as a single group with a shared vision, and to make decisions that represent the consensus of the entire group in implementing the established criteria for Pan-STARRS Software Suite change.
A meeting quorum shall be defined as a majority of voting members. Acceptance of CPs and Suite products/components shall be by 3/5 majority of those participating and not abstaining. Proxies are not allowed. Ties are decided by the CCB Chair, as stated in §6.3 of the PMP.

The overall CR process flow is defined by a TBD IfA CR process document.

5.0 Charter Revision

This charter may be revised as needed with an affirmative vote by 4/5 of the voting members, and the approval of the IfA Pan-STARRS Project Manager.

A proposed amendment to the charter should be submitted in writing to the CCB Chair for review and action.

The IfA Pan-STARRS Project Manager or Chief Engineer may direct charter change to ensure proper alignment of CCB responsibilities relative to Pan-STARRS Software Product Suite life cycle requirements.

6.0 Membership

The IfA Pan-STARRS Project Management Office (PMO) establishes the membership of the Pan-STARRS CCB and appoints the members. Current membership is as follows:

**Board Members:**

IfA Pan-STARRS IPP Lead and Chair (currently Eugene Magnier)
IfA Pan-STARRS Chief Engineer (currently William Burgett)
IfA Pan-STARRS Software Test Manager (currently Andrew Douglas)
MHPCC IPP Software Team Lead (currently Michael Berning)
MHPCC Pan-STARRS Software Program Manager (currently Bruce Duncan)

**Support Personnel:**

Secretary/Administrative (as needed)
Configuration Management (as needed)