



LBNE Requirements Management
Project Charter

Development of Procedures and
Standards for Documenting and
Managing LBNE Project Requirements

Version 1a
April 28, 2011

LBNE DocDB # 3472

PREPARED BY:
Anne Heavey

CONCURRENCES:

Project Sponsor: Jim Strait
LBNE Project Manager

Date

DRAFT

Charter Revision Log

Revision	Description	Effective Date
1a	First draft	

DRAFT

Table of Contents

1. PROJECT PURPOSE/BACKGROUND	1
2. PROJECT SCOPE	1
3. PROJECT OBJECTIVES.....	1
4. PROJECT DELIVERABLES.....	2
5. PROJECT STAKEHOLDERS.....	2
6. PROJECT TIME FRAME	2
7. FLEXIBILITY MATRIX	2
8. PROJECT ORGANIZATION	3
8.1. PROJECT TEAM	3
8.2. RESPONSIBILITIES	3
9. PROJECT STATUS REPORTS	3

DRAFT

1. Project Purpose/Background

The purpose of this project is to establish standards and procedures for documenting requirements and related objects such as design parameters such that they can be controlled, reviewed, traced and maintained throughout the lifecycle of the Project and Experiment and archived afterwards.

2. Project Scope

- Learn about and execute "requirements engineering", defined roughly for our purposes as: the process of establishing the functionality that the stakeholders require from a system and the constraints under which it operates and is developed. Deliverable: list of requirements for the process and end product
- Evaluate and choose software tool to manage the requirements-related information (DOORS, TeamCenter, Excel) Deliverable: Installed application
- Configure application. Deliverable: Configured application.
- Provide contributors a template for documenting requirement-related information during the evaluation stage. (Excel spreadsheets are known to import nicely into both potential applications.) Deliverable: Excel template
- Train users. Deliverable: Training session(s) and documentation.
- If DOORS or TeamCenter is adopted, enter the requirement information from Excel into tool, set all the appropriate traceback links, and set a baseline. Deliverable: Managed set of objects within application, configurable reports
- Determine how to produce CDR without dual-sourcing the requirements information. (It should NOT contain copies of the information; this leads to duplication errors and confusion.) Deliverable: Single application for drafting CDR (currently there are two; merge into one). Flexible solution for merging requirements info into CDR.

3. Project Objectives

- Unify/standardize/clarify format and language of all objects in the objectives-requirements-design chain.
- Nail down requirements, organize them and distinguish them from other objects (e.g., assumptions, design parameters)
- Nail down and illustrate traceback information
- Simplify CDR (both production of and final product) based on clear requirement and design parameter documentation.
- Satisfy reviewers, pass CD-1, and have good foundation for moving ahead to TDR stage.

- Single application for drafting CDR (currently there are two; merge into one). Flexible solution for merging requirements info into CDR.

4. Project Deliverables

- List of requirements for a requirements management system
- Documented procedure and standards for documenting requirements
- Training sessions and materials (some may be provided by application vendor)
- Installed and configured requirements management application
- Managed set of objects within application, configurable reports

5. Project Stakeholders

- LBNE Project team
- LBNE Collaboration
- DOE Office of Science/HEP
- Fermilab (host institution and near site)
- Far site (Homestake Mine)
- Contractors

6. Project Time Frame

Begun December 2010; requirements management solution must be in place in time to coordinate it with CDR redevelopment (aim for summer 2011); requirements management will continue throughout life of Project.

7. Flexibility Matrix

(not sure)

<i>Tradeoff Factors</i>	Most Critical (Inflexible)	Moderately Critical (Adaptable / Negotiable)	Least Critical (Accepting / Will Concede)
SCOPE	X		
SCHEDULE			X
RESOURCES		X	

8. Project Organization

8.1. Project Team

Project Sponsor:	Jim Strait, LBNE Project manager
Project Lead:	Anne Heavey
Project Team:	Anne, requirements contributors (L2/3 engineers or as assigned)
Steering Committee:	Jim, Elaine, Gina, Eileen

8.2. Responsibilities

The **Project Sponsor** is responsible for obtaining organizational support and commitment of resources to the project; setting scope and providing guidance to the Project Lead; and addressing obstacles, issues and concerns.

The **Project Lead** is responsible for the day-to-day execution of the project. This includes preparing and maintaining project documents, coordinating project work activities, and monitoring and reporting on progress against plans.

She will provide templates, standards, instructions and guidance to contributors; perform evaluation of application and report to management; configure application; edit contributors' content for adherence to standards.

Project team members are responsible for:

- Reviewing and understanding the tasks assigned to them
- Composing/editing/entering the content
- Meeting the due dates of tasks as assigned
- Communicating the status of assigned items
- Communicating any issues that have a potential to impact progress

The **Steering Committee** is responsible for monitoring the progress of the project; assisting in the resolution of risks, issues and concerns, and providing guidance and advice to the Project Sponsor and Lead.

9. Project Status Reports

The Project Lead will make information available to contributors and keep it up-to-date in LBNE2 docdb # 3472.

The Project Team will meet via ReadyTalk on an as-needed basis to discuss project status, review progress against milestones and deliverables, and discuss risks, issues and concerns.

The Steering Committee will meet on a **??** basis (the Wednesday 10am meetings) to review project progress, and address issues and concerns.