

Rubin Observatory

Vera C. Rubin Observatory
Systems Engineering

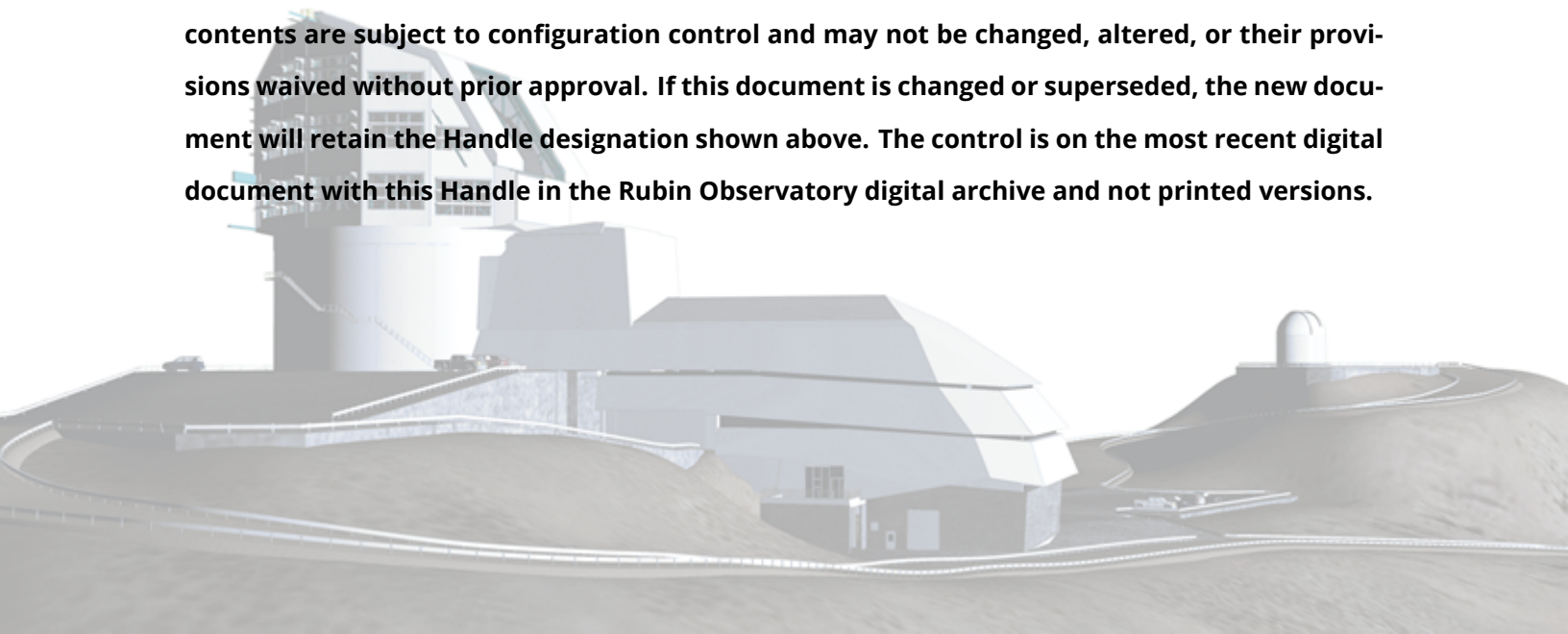
Charge to the Project-Wide Documentation Working Group

Bob Blum, Željko Ivezić, Steve Kahn, Victor Krabbendam

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Abstract

This document provides the charge to the working group tasked with mapping a pathway from the Project's current documentation state to the final deliverable documentation that will become part of the record of completeness.

Change Record

Version	Date	Description	Owner name
0	2020-07-31	First draft.	Leanne Guy, incorporating input from Chuck Claver, Patrick Ingraham, Austin Roberts
0.1	2020-08-03	Incorporate feedback from J. Swinbank	Leanne Guy

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Charge to the Project-Wide Documentation Working Group

1 Introduction

This working group is charged with mapping a pathway from the Project's current documentation state to the final deliverable documentation that will become part of the record of completeness. Every effort should be made to ensure that the final deliverable construction documentation is in an operations-ready state. For this reason, the working group will consist of members from both construction project and early operations team.

2 Objectives, Scope and Charge

1. The working group shall establish and propose requirements for what documents are to be presented to establish construction completeness and operations readiness. This shall be done in consultation with the early pre-operations Team.
2. The working group shall conduct a survey of existing documentation repositories on the project and provide a roadmap for what content is stored in each repository. This includes but is not limited to:
 - (a) Formal project controlled documentation, e.g. LPM, LSE, LDM, LSE and LCA documents.
 - (b) Engineering models and drawings.
 - (c) Operational software documentation.
 - (d) Change Control record, including non-compliance LCRs.
 - (e) Technical notes from subsystems, e.g. Isst.io.
 - (f) Informal documents, e.g. Confluence and others in DocuShare.
 - (g) Databases, e.g. MagicDraw and JIRA, eTraveller, etc.
 - (h) Verification documentation.
 - (i) Operational and maintenance procedures documentation.
3. The working group shall develop and propose a refined documentation strategy, covering all the documentation types, that would define the Project deliverable demonstrating

completeness to operations. Part of the documentation strategy shall be a clear definition of the normative source (e.g. the source of truth) for each document category.

4. The working group shall provide a tiered approach for what documentation related to demonstrating completeness of the construction project needs to be included in the final deliverable package, e.g. minimum required, objective target, extended goals.
5. The working group shall propose a workflow, implementation plan and timeline to migrate Project documentation deliverables to conform with the documentation strategy in 3. The timeline should envisage completion of implementation prior to the end of construction and handoff to operations. A distinction shall be made between static controlled documents and those that are intended to evolve in time through the end of construction and into operations.
6. Based on required input from each subsystem, SIT-COM and the Project Office, the working group shall provide an assessment of the resources needed to meet the objectives defined by items 2, 3 and 4. This includes resources for implementation and population of data into a system. This includes personnel, contracted services (if necessary) and system procurements.
7. The working group shall provide a risk assessment for not meeting requirements for each tier in the document package.

Any policies and administrative procedures are out of scope for this working group

3 Working Group Members

To Be Confirmed

4 Reporting, Timeline and Schedule

The working group shall carry out it's charge following four clearly defined phases, as detailed below:

Phase 1: Establish the working group

1. Provide a set of proposed documentation requirements to the Construction and Operations Projects' senior management prior to 31 August, 2020 in preparation for the Joint Status Review (JSR) 2020.

Phase 2: Develop a project-wide documentation roadmap

1. Develop a set of proposed documentation requirements by 30 September 30, 2020.
2. Develop a roadmap of existing documentation by 30 September 30, 2020.
3. Provide an interim report to the Project office no later than 15 October, 2020 summarizing their initial findings.

Phase 3: Assessment of LSST sub-system documentation status

1. Each subsystem is to report to this working group on the status of their documentation based on the criteria established by the working group no later than 30 November 2020.

Phase 4: Close-out and working group recommendations

1. Provide a written report to the Project Office detailing the major recommendations. The report should contain the consensus of the working group's findings, comments and recommendations together with a concrete plan addressing construction documentation.
2. This final phase should be completed prior to a Project re-baseline following the COVID-19 impacts.

A separate stand-alone report shall be produced detailing the existing documentation landscape for further reference.

5 Useful Links and Previous Work

- LPM-51 Document Management Plan
- TSTN-021 Observatory User-Documentation Working Group Charge
- LDM-493 Data Management Documentation Architecture

6 Tasks for Rubin Construction Project Subsystems

From the working group recommendations for which content repositories from item 1 shall be brought into a formal deliverable for the end of construction, each subsystems shall to be tasked with identifying specific content as deliverables to met the objectives outlined here.

A Additional points of consideration

The following are additional points that the working group should ensure are addressed but which do not warrant inclusion as separate charge questions:

- What are the relevant distribution licenses for the various types of documentation and source code?
- What are the relevant export compliance (ITAR/EAR) restrictions for the various types of documentation and source code?

B References

References

[TSTN-021], Leanne Guy, A.C., Patrick Ingraham, 2020, *Observatory User-Documentation Working Group Charge*, TSTN-021, URL <https://tstn-021.lsst.io>, LSST Telescope and Site Technical Note

[LPM-51], McKercher, R., 2013, *Document Management Plan*, LPM-51, URL <https://ls.st/LPM-51>

[LDM-493], Sick, J., 2016, *Data Management Documentation Architecture*, LDM-493, URL <https://ls.st/LDM-493>

C Acronyms