

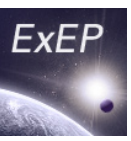
Jet Propulsion Laboratory
California Institute of Technology

Kepler Close-out Documentation Review Terms of Reference

Ingolf Heinrichsen – Kepler Mission Manager

02/02/2016

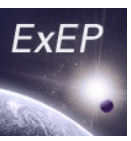
Back-ground on Kepler Documentation Review



ExoPlanet Exploration Program

- As part of the Kepler close-out plan the documentation review was established as HQ milestone #12 to be completed on or prior to 10/24/16.
- This memo summarizes the terms of reference for this review, including:
 - Convening Authority
 - Implementation plan
 - Composition of review team
 - Success criteria and charter to the board

Governance and Convening Authority



- The review was established as part of the Kepler close-out plan and identified as one of the major milestones to be accomplished before Kepler close-out can be considered successful
- HQ has delegated the implementation and convening authority for the review to the ExoPlanet Program Mission Manager (e-mail Keth Chamberlain, 11/17/2015)

Logistics and Timeline

In order to allow prioritization of the on-going documentation effort, the review will be split into two parts:

- A. In early 2016 the review board will meet for the first time to assess the current status of the documentation. It will identify missing documents as well as gaps and weaknesses in existing documents to help the project prioritize the remaining work.
- B. In autumn of 2016 the board will re-convene to assess that these identified issues have been addressed and the documentation is ready to support the Kepler legacy archives after the project has been completed.

Composition of Review Team

- Review committee will be chaired by the Kepler Mission Manager
- Expected review panel participation will include:
 - Kepler Project Scientist
 - HQ Kepler Program Scientist
 - Archive leads (MAST, NExSci)
 - K2 GO Office Director
 - Ames Chief Engineering Office or delegate
 - 2 Independent experts on archival science and instrument documentation (e.g. Spitzer instrument scientist and Kepler User Panel member)
- ExEP will name a review manager to implement the review process, help document the review results and follow-up on closure of action items in conjunction with the Kepler System Engineer, they will seek closure with the authoring board member. If that is unsuccessful the review chair in conjunction with the project manager will decide on closure to allow for expedient continuation of work.

Success Criteria/Charter to the Board



- Step A) Identify all missing documentation and gaps in existing documents and provide guidance to the prioritization of the remaining work. The project and review board may identify and agree upon additional desirable documentation for HQ consideration as added scope.
 - The minimum documentation that has to be completed was called out in the direction to the project when establishing the close-out plan: Instrument Handbook, Data Characterization Handbook, Data Processing Handbooks, Archive Manual
 - In addition to the documentation the board should assess the status of plans to annotate and make the pipeline source code available to the community.
- Step B) Assess that the gaps identified in step A have been addressed and the Kepler documentation is ready to support the Kepler legacy user community.

The HQ-12 milestone is complete when the step B review report is published and any remaining items resulting in recommended plan changes have been assessed and agreed upon by project, program and HQ.

The following list provides an overview of the documentation that is expected to be part of the Documentation Completeness Review.

Handbooks & Manuals

- EXPECTED STATUS: Documents complete and adequate
- REVIEW: Walk-through of documents
- DOCUMENTS: Instrument Handbook, Data Characterization Handbook, Data Processing Handbooks, Archive Manual
- These are “must-have” documentation per original HQ direction

Product Documentation

- EXPECTED STATUS: Product documentation for all 9.2 deliveries is complete. Product documentation for 9.3 deliveries is in progress
- REVIEW: Review list of documents and status to planned completion dates
- DOCUMENTS: Product Documentation for Kepler Catalog and Kepler Occurrence Rate

Release of Software Algorithms

- EXPECTED STATUS: In progress
- REVIEW: Summary presentation of publication plan and status
- DOCUMENTS: SOC 9.3 pipeline code