

Dear Committee Members,

Thank you again for agreeing to review this project. In order to assist you in your task of reviewing the NRAO Telescope Time Allocation Tools project I've written this short note to provide a bit of context and introduce the materials under review.

The NRAO TTAT project is one of several projects under the Science Ready Data Products Program. The overall program structure is described in 530-SRDP-044-MGMT, and might be a good place to start through the document set. A *Lexicon and Acronym* summary (688-TTAT-028-MGMT) is provided to help decipher the alphabet soup and jargon. The *Project Charter* (688-TTAT-001-MGMT) is a concise statement of what the TTA Project is expected to achieve.

As I mentioned in the meeting, SRDP is a program funded through NRAO operations, relying on in-kind contributions from the other departments. These assumptions run throughout the project management and system engineering documents. To understand how the project is organized and will be managed I suggest reading the *Project Management Plan* (688-TTAT-003-MGMT) and the *DMS Work Management Plan for SRDP and Software Development Processes* documents. The *Quality Assurance Plan* (688-TTAT-014-MGMT) describes our approach to ensuring the project produces a high-quality software suite. I have included a copy of the current SRDP risk register (in Excel format, let me know if anyone needs this in pdf), this covers all of the projects and is reviewed at least quarterly.

The final reference document is the *TTA Tools Concept* (688-TTAT-002-MGMT). This document was developed by an internal committee and reviewed by the NRAO scientific staff. It describes how the proposal and allocation process are desired to work. It focuses on identifying portions of the system that need modification. This document is included for background and to establish the context that the project is operating in. These concepts were included and refined in the *System Description Document* (688-TTAT-004-MGMT). I suggest having this at hand for reference as you read the *TTA Conceptual Architecture*. Our record of authority for the requirements is the System Model, allowing traceability both among requirements and to architectural components. Requirements are captured based on the stakeholder inputs by the DMS Architect. The captured requirements are then reviewed by the Project Scientist and myself. In this way we ensure that the requirements are useful to the DMS team, accurately reflect the desired system, and don't contain hidden assumptions from the stakeholders. A report, generated from the model, is included in the review documents (688-TTAT-014-MGMT).

Finally, all of these pieces are brought together in the *Execution Plan* (688-TTAT-010-MGMT) where work packages for the project are defined, effort is estimated, and an overall schedule (assuming availability of resources) is presented. I should note that the schedule has not been corrected for CoVID-19 or other possible impacts, the schedule is intended to provide a general guidance for the timelines and will be adjusted based on resource availability.

I hope that this short reading guide is useful in working your way through the supplied documentation. Please let me know if you have any questions or I can be of assistance.

Sincerely,

Jeffrey Kern
SRDP Program Director
TTA Project Director