



<b>Title:</b> TTAT: Release Review Plan	<b>Authors:</b> Treacy, Kern	7/19/2022
Document No. 688-TTAT-020-MGMT		<b>Version:</b> 0.1

# Telescope Time Allocation Tools

## *Release Review Plan*

Project 688

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## Change Record

<b>VERSION</b>	<b>DATE</b>	<b>REASON</b>
0.1	7/19/2022	Initial Draft



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## 1. Purpose

This document describes the process that will be used to solicit feedback on the incremental releases of the Telescope Time Allocation Tools (TTAT) software system. The review process begins with the definition of the review scope and completes with the resolution of all Review Item Discrepancies (RIDs) and agreed actions.

The goal of this review is to provide validation and user feedback to the development team to ensure the evolving tools are suitable for use by the end user. There will be multiple reviews of this nature over the lifetime of the project this document defines the review process for all such reviews. Each review requires the definition of the scope of the review, the definition of the review panel, and a review schedule.

## 2. TTA Tools Background

The current set of proposal submission and handling tools dates to 2005, when the proposal process moved from paper to electronic submission. The suite of tools handles the proposal, review, and time allocation processes. Since 2005, the suite of tools has been modified to accommodate changes in the process, updates to telescope capabilities, and other new functionality. It is now reaching end of life in terms of maintainability and efficient expansion to include further capability. The TTA Tools project is an initiative to replace this tool suite. The TTA Tool project successfully completed the conceptual design phase in April 2020 although implementation did not begin until February of 2021 while awaiting available resources for the development team.

## 3. Review Logistics

### 3.1 Methodology

To best utilize the time and effort invested by the review panel and the project personnel, the TTA Project utilizes a review item discrepancy (RID) based methodology. This methodology is designed to facilitate iteration between the review panel and the project team, focus discussion to specific topics and maximize the utility of any in-person meeting.

Item of concern are identified by the Panel members, and suggested resolutions proposed. The project team responds to the RIDs clarifying, accepting the requested resolution, or suggesting alternative resolutions. The conversation between the Panel member and the Project Team continues until either a satisfactory solution is found, or it is clear that detailed discussion is required to address the Panel Members concern. Once all RIDs are either resolved or referred to an in-person meeting the meeting is scheduled with the objective of defining an agreed action or response to each RID. The nature and number of RIDs to be discussed will determine the nature of the review meeting.

### 3.2 Implementation

The RID process described above is implemented using the NRAO instance of the Atlassian Jira package (open-jira.nrao.edu). The package is used to track and mediate communication on the review items prior to the Review Meeting, as well as after-review actions recommended by the committee.



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Figure 1 shows the Jira workflow for review items. Members of the review committee open discrepancies, supplying the description of the discrepancy, and suggested solution. The TTAT Project Manager will review the RIDs for duplication and assign each RID to the appropriate party, transitioning the issue to the “In Progress” state.

Once the project has prepared a suitable response the ticket is transitioned to the “In Review” state and returned to the original reporter.

At this point one of four actions may be taken:

- If the reviewer is satisfied with the project response and no further action is required the ticket should be placed in the “Done” state.
- If further feedback from the project is required, the state may be returned to the “In Progress” state.
- If an action is to be completed after the review meeting, the ticket may be set to “Post Review Action” with a clear description of the action to be completed and a due date for the action to be completed.
- If further discussion is warranted the reviewer may transition the ticket to the “Topic For Meeting” state, flagging it for consideration during the face-to-face review meeting.

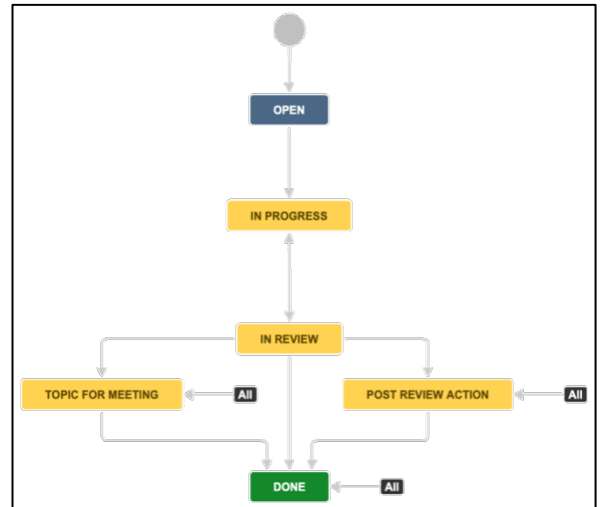


Figure 1: Jira implementation of the RID workflow.

The completion of the review is defined as resolution of all major RIDs and critical action items as identified through the review process.