Satellite Products and Services Review Board

**External Users Manual**

**Template**

***Compiled by the***

**SPSRB Common Standards Working Group**

**Version 2.2**

**January, 2012**

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Title: EXTERNAL USERS manual template VERSION 2.2

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**DOCUMENT HISTORY**

**DOCUMENT REVISION LOG**

The Document Revision Log identifies the series of revisions to this document since the baseline release. Please refer to the above page for version number information.

|  |
| --- |
| **DOCUMENT TITLE: External Users Manual Template** |
| **DOCUMENT CHANGE HISTORY** |
| **Revision No.** | **Date** | **Revision Originator Project Group** | **CCR Approval # and Date** |
| 1.0 | N/A | No version 1 | N/A |
| 2.0 | July 2010 | Initial Release by CSWG. named version 2 to align it with the version 2 SPSRB Document Guidelines | August 2010 |
| 2.1 | May 2011 | Minor revisions to v2.0 | May 2011 |
| 2.2 | January 2012 | Minor revisions to v2.1 |  |
| 2.3 | September 2012 | Added writers for all the sections |  |
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|  |  |  |  |

**LIST OF CHANGES**

Significant alterations made to this document are annotated in the List of Changes table.

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| --- |
| **DOCUMENT TITLE: External Users Manual Template** |
| **LIST OF CHANGE-AFFECTED PAGES/SECTIONS/APPENDICES** |
| **Version Number** | **Date** | **Changed By** | **Page** | **Section** | **Description of Change(s)** |
| 2.1 | 04/28/11 | Jensen | 7 | 1.1.1 | “project requirements” changed to “requirements” |
| 2.1 | 04/21/11 | Jensen | 8 | 1.3 | “operator” changed to “operator or user” |
| 2.1 | 04/21/11 | Jensen | 8 | 1.3 | Correct DO 37 content replaces incorrect content |
| 2.1 | 04/21/11 | Jensen | 8 | 1.3 | DO 96 content added |
| 2.1 | 5/12/11 | Shontz | 7 | 1.1.3 | DO 34 content revised |
| 2.1 | 5/12/11 | Shontz | 9 | 2.2.1 | Changed Section 2.2.1 heading from “Satellite Instruments” to “Satellite Instrument Overview” |
| 2.1 | 5/12/11 | Shontz | 9 | 2.2.2 | Changed Section 2.2.2 heading from “Pre-Processing Steps” to “Satellite Data Preprocessing Overview” |
| 2.1 | 5/12/11 | Shontz | 10 | 3.1.1 | Changed Section 3.1.1 heading from “Test Data” to “Test Data Description” |
| 2.1 | 5/12/11 | Shontz | 10 | 3.1.2 | Changed Section 3.1.2 heading from “Test Plans” to “Unit Test Plans” |
| 2.1 | 5/12/11 | Shontz | 11 | 3.3 | Changed Section 3.3 heading from “Product Quality” to “Product Quality Output” |
| 2.1 | 5/12/11 | Shontz | 11 | 3.4 | Changed Section 3.4 heading from “Analysis Tools” to “External Product Tools” |
| 2.2 | 1/24/12 | King | 11 | 3.4 | DO 53 description changed |
| 2.2 | 1/24/12 | King | 12 | 4.1 | DO 57 description changed |
| 2.2 | 1/24/12 | King | 9 | 2.2.3 | DO 100 added |
| 2.3 | 9/21/12 | Cheng | 7-13 | All sections | Added writers for all the sections |

**TABLE OF CONTENTS**

Page

LIST OF TABLES AND FIGURES 6

1. PRODUCTS 7

1.1. Product Overview 7

1.1.1. Product Requirements 7

1.1.2. Product Team 7

1.1.3. Product Description 7

1.2. Product History 7

1.3. Product Access 8

2. ALGORITHM 9

2.1. Algorithm Overview 9

2.2. Input Satellite Data 9

2.2.1. Satellite Instrument Overview 9

2.2.2. Satellite Data Preprocessing Overview 9

2.3. Input Ancillary Data 9

3. PERFORMANCE 10

3.1. Product Testing 10

3.1.1. Test Data Description 10

3.1.2. Unit Test Plans 10

3.2. Product Accuracy 10

3.2.1. Test Results 10

3.2.2. Product Accuracy 10

3.3. Product Quality Output 11

3.4. External Product Tools 11

4. PRODUCT STATUS 12

4.1. Operations Documentation 12

4.2. Maintenance History 12

# LIST OF TABLES AND FIGURES

Page

[Table X – Table Title 6](#_Toc267305514)

[Figure X – Figure Caption 6](#_Toc267305515)

Figure X – Figure Caption

Table X – Table Title

Note that these figure captions and table titles are generic placeholders. When actual figures and tables are inserted into the EUM, they should be numbered according to this convention:

The first figure for a given main section (e.g. Section 3) should be numbered Figure 3-1, etc.

The first table for a given main section (e.g. Section 4) should be numbered Table 4-1, etc.

#  PRODUCTS

Figures used in Section 1 should be numbered Figure 1-1, Figure 1-2, etc.

Tables used in Section 1 should be numbered Table 1-1, Table 1-2, etc.

##  Product Overview

###  Product Requirements

State the requirements for each product, either explicitly or by reference to the project's requirements document, if available. Product requirements should include content, format, latency, quality. *(Document Object 1)[[1]](#footnote-1)*

**Writers:** Development Lead.

###  Product Team

State the product team members (development, help desk and operations), roles, and contact information. Generic contacts - PAL, development lead, help desk. *(Document Object 2)*

**Writers:** Development Lead and PAL should collaborate

###  Product Description

Product description with sufficient detail so that the user understands how to use the product files. *(Document Object 34)*

**Writers:** Algorithm Scientists

##  Product History

State the major product development steps and milestones, with links to relevant project artifacts. *(Document Object 3da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Development Lead

##  Product Access

Provide information that each user needs to obtain the data products intended for them. This includes the location of the data products and procedures for obtaining them. State the organizations and personnel who ensure maintenance and access. *(Document Object 36da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** PAL

State the procedures that should be followed for obtaining near real time (NRT) and archived product data files. This information may be in the developer’s Operations Concept Document (OCD). Refer to the OCD in the developer’s project artifact repository, if available. *(Document Object 46da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** PAL

List each output file that is produced during a processing run. For each output data file, provide details on data format/type, range of values and special error values at a level of detail that is sufficient for the operator or user to verify that the required output data files are produced correctly. Include data volume and file size. Include all information needed to verify that the required output data is created by a run; i.e. to verify that all expected datasets are produced in the expected format. This information may be in the developer’s Detailed Design Document (DDD). Refer to the DDD in the developer’s project artifact repository, if available. *(Document Object 51da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Development Programmers.

List each output file that will be sent to the archive. Provide details on data format/type at a level of detail that is sufficient for the operator to verify that the archive files are produced correctly. This information will be in the Submission Agreement (SA) and may be in the developer’s Detailed Design Document (DDD). Refer to the SA. Refer to the DDD in the developer’s project artifact repository, if available. *(Document Object 37da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** PALs and Development Programmers should collaborate.

Note the contents of any collection level and granule level metadata provided to the archives per the Submission Agreement (SA) by the algorithm. This information should adhere to the NESDIS Data Center's best practice for metadata, specifically the ISO 19115-2 standards for Geographic information. Metadata content is worked in coordination with with SA and the Data Center representative. Refer to the SA and coordinating guidance from the SPSRB *(Document Object 96)*

**Writers:** Development Lead and PAL should collaborate.

#  ALGORITHM

Figures used in Section 2 should be numbered Figure 2-1, Figure 2-2, etc.

Tables used in Section 2 should be numbered Table 2-1, Table 2-2, etc.

##  Algorithm Overview

Provide a high-level description of the algorithm, including a reference to the ATBD, if available. *(Document Object 27da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Algorithm Scientists.

##  Input Satellite Data

###  Satellite Instrument Overview

High-level description of the satellite and instrument that provides the input data, including spectral (range, channels/bands), spatial (scan pattern, footprint), and other features (e.g., instrument noise). *(Document Object 29da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Development Lead and PAL should collaborate

###  Satellite Data Preprocessing Overview

High-level description of the steps performed to produce input sensor data (e.g., L1, SDR). *(Document Object 30da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Development Lead and PAL should collaborate

### 2.2.3. Input Satellite Data Description

Provide a high-level description of the input satellite data. Provide information on the various types of input data such as the source, instrument name, format, level of processing (e.g. L1B). *(Document Object 100)*

**Writers:** Development Lead and PAL should collaborate

##  Input Ancillary Data

List each input file that contains ancillary data. Describe the ancillary data content of each file, either explicitly or by reference to the developer's design documents. This information may be in the developer’s Detailed Design Document (DDD). Refer to the DDD in the developer’s project artifact repository, if available. *(Document Object 32da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Algorithm Scientists andDevelopment Programmers should collaborate

#  PERFORMANCE

Figures used in Section 3 should be numbered Figure 3-1, Figure 3-2, etc.

Tables used in Section 3 should be numbered Table 3-1, Table 3-2, etc.

##  Product Testing

###  Test Data Description

Description of data sets used for V&V, including unit tests and system test, either explicitly or by reference to the developer's test plans, if available. This will be updated during operations to describe test data for maintenance. *(Document Object 31da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Development Testers

###  Unit Test Plans

Describe all test plans that were produced during development, including links or references to the artifacts. *(Document Object 48da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Development Testers

##  Product Accuracy

###  Test Results

Description of testing and test results performed during development, either explicitly or by references to test reports. If test reports are not available to external users, provide a summary of the test results in sufficient detail to give external users a good sense of how the test results indicate that the products meet requirements. *(Document Object 47da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Development Testers

###  Product Accuracy

Accuracy of products, as measured by V&V testing, and compared to accuracy requirements. Refer to relevant test reports. *(Document Object 39da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Algorithm Scientists and Development Testers should collaborate

##  Product Quality Output

Describe the quality flags that are included in the output product files. *(Document Object 38da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Development Programmers

##  External Product Tools

Provide a description of each program and/or application that is supplied to external users for display and analysis of the product output files, including the purpose and function of the tool and how to operate them. This could also include readers for product files. You may also describe any files that may be supplied to an external user (e.g. BUFR tables, coefficient files, etc).*(Document Object 53da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** Development Programmers

#  PRODUCT STATUS

Figures used in Section 4 should be numbered Figure 4-1, Figure 4-2, etc.

Tables used in Section 4 should be numbered Table 4-1, Table 4-2, etc.

##  Operations Documentation

Excerpts and/or references to operations documentation deemed of value to product users (e.g., relevant sections of operations event logs, System Maintenance Manual, and/or the Algorithm Theoretical Basis Document). *(Document Object 57da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** PAL

##  Maintenance History

Excerpts and/or references to maintenance documentation deemed of value to product users (e.g., relevant sections of maintenance reports). *(Document Object 58da website) this is on the S in the System Maintenance Manual Guideliness)*

**Writers:** PAL

END OF DOCUMENT

1. If Document Objects have been written, the indicated object should be directly inserted to satisfy each template instruction. Document Objects are described in the External Users Manual Standards and Guidelines <http://projects.osd.noaa.gov/spsrb/standards_data_mtg.htm> [↑](#footnote-ref-1)