



**NOAA NESDIS  
CENTER for SATELLITE APPLICATIONS  
and RESEARCH**

**DOCUMENT GUIDELINE**

**DG-5.3  
GATE 3 DOCUMENT  
GUIDELINE  
Version 3.0**

# NOAA NESDIS STAR

DOCUMENT GUIDELINE  
DG-5.3  
Version: 3.0  
Date: December 7, 2009

TITLE: Gate 3 Document Guideline

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TITLE: DG-5.3: GATE 3 DOCUMENT GUIDELINE VERSION 3.0

AUTHORS:

Ken Jensen (Raytheon Information Solutions)

## GATE 3 DOCUMENT GUIDELINE VERSION HISTORY SUMMARY

<b>Version</b>	<b>Description</b>	<b>Revised Sections</b>	<b>Date</b>
1.0	No version 1	N/A	N/A
2.0	No version 2	N/A	N/A
3.0	New Document Guideline by Ken Jensen (Raytheon Information Solutions)	New Document	12/7/2009

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## LIST OF ACRONYMS

CICS	Cooperative Institute for Climate Studies
CIMSS	Cooperative Institute for Meteorological Satellite Studies
CIOSS	Cooperative Institute for Oceanographic Satellite Studies
CIRA	Cooperative Institute for Research in the Atmosphere
CL	Check List
CLI	Check List Item
CM/DM	Configuration Management/Data Management
CREST	Cooperative Remote Sensing and Technology Center
DG	Document Guideline
DPP	Development Project Plan
EPL	Enterprise Product Lifecycle
G3D	Gate 3 Document
G3R	Gate 3 Review
IPT	Integrated Product Team
NESDIS	National Environmental Satellite, Data, and Information Service
NOAA	National Oceanic and Atmospheric Administration
PAR	Process Asset Repository
PBR	Project Baseline Report
PG	Process Guidelines
PRG	Peer Review Guideline
PSR	Project Status Report
SG	Stakeholder Guideline
SOW	Statement Of Work
STAR	Center for Satellite Applications and Research
TG	Task Guideline

## 1. INTRODUCTION

The NOAA/NESDIS Center for Satellite Applications and Research (STAR) develops a diverse spectrum of complex, often interrelated, environmental algorithms and software systems. These systems are developed through extensive research programs, and transitioned from research to operations when a sufficient level of maturity and end-user acceptance is achieved. Progress is often iterative, with subsequent deliveries providing additional robustness and functionality. Development and deployment is distributed, involving STAR, the Cooperative Institutes (CICS, CIMSS, CIOSS, CIRA, CREST) distributed throughout the US, multiple support contractors, and NESDIS Operations.

NESDIS/STAR is implementing an increased level of process maturity to support the exchange of these software systems from one location or platform to another. The Gate 3 Document (G3D), a Microsoft PowerPoint file, is one component of this process.

### 1.1. Objective

The objective of this Document Guideline (DG) is to provide STAR standards for the G3D. The intended users of this DG are the personnel assigned by the Project Lead to the task of creating a G3D for the project.

### 1.2. The Gate 3 Document

The G3D is the presentation document for a project's Gate 3 Review (G3R)<sup>1</sup>. The G3R is an important milestone of each project's product lifecycle.

The G3D should accomplish the following objectives:

- » Identify relevant stakeholders and document their involvement according to the project plan.
- » Identify relevant stakeholders and their planned involvement according to the project plan.
- » Describe the planned work tasks and Work Breakdown Structure (WBS)
- » Describe the planned project lifecycle
- » State the planned review objectives, entry criteria, exit criteria, and check lists

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<sup>1</sup> Refer to the STAR EPL Process Guidelines (PG-1 and PG-1.A) for a description of the STAR EPL gates and reviews.

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- » List the planned work products and project artifacts
  - » Describe the Integrated Master Plan (IMP) and Integrated Master Schedule (IMS)
  - » Review the expected costs and funding
  - » Provide an initial assessment of project risks
  - » Review the project baseline

The intended target audience is the G3R reviewers. Typically, the G3D is prepared by the project's development team under the direction of the Project Lead.

The G3D should be developed as a Microsoft PowerPoint document. Upon approval, the approved version of the G3D may be converted to an Adobe pdf file for storage in the project artifact repository.

### **1.3. Background**

This DG defines standards and guidelines for producing a G3D. It contains all information needed for a project's development team to produce a G3D that enables the G3R reviewers to confirm that the project is in compliance with all G3R requirements.

### **1.4. Benefits**

A G3D developed in accordance with the standards in this DG enables the G3R reviewers to confirm that the project is in compliance with all G3R requirements. It is therefore a requirement that a G3D be developed in accordance with the guidelines in this document before obtaining G3R approval. The G3D will be reviewed at the G3R to determine whether a project proceeds to the Design phase of the STAR Enterprise Product Lifecycle (EPL)<sup>2</sup>.

### **1.5. Overview**

This DG contains the following sections:

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<sup>2</sup> A description of the STAR EPL can be found in STAR EPL process asset PG-1 (c.f. Section 2 of this document).

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Section 1.0 -	Introduction
Section 2.0 -	References
Section 3.0 -	Standard Sections
Section 4.0 -	Section Guidelines
Appendix A -	Template File

## 2. REFERENCE DOCUMENTS

**Gate 3 Document Guideline Appendix** is a STAR EPL process asset (DG-5.3.A) that is intended to be an Appendix to DG-5.3 (this document). It contains Microsoft PowerPoint slide templates for the G3D slides described in DG-5.3. This document will be available to approved users in a STAR EPL process asset repository (PAR).

**DPP: Development Project Plan** is an artifact for the G3R. It should include the project plan, schedule, and resources, identify stakeholders, identify G3R entry and exit criteria, provide the G3R Check List Items (CLI), and provide an initial description of the customer/user's concept of operations from which requirements are to be derived. This information will be useful for the G3D developer in completing Section 2 of the G3D. This document will be available to approved users in a project artifact repository.

**PSR: Project Status Report** is an artifact for the G3R. It should report the current status of stakeholder involvement, technical progress, milestones, schedule, and budget. This information will be useful for the G3D developer in completing Section 3 of the G3D. This document will be available to approved users in a project artifact repository.

**PSR Appendix** is an artifact for the G3R. It should include the identified project risks and actions associated with these risks. This information will be useful for the G3D developer in completing Section 3 of the G3D. This document will be available to approved users in a project artifact repository.

**PBR: Project Baseline Report** is an artifact for the G3R. It provides a listing of all items in the project's baseline. This information will be useful for the G3D developer in providing pointers to the project artifacts. This document will be available to approved users in a project artifact repository. This version of the Project Baseline Report (PBR) will include all of the other G3R artifacts, and therefore should be the last G3R artifact to be finalized. The G3D developer should be in contact with the PBR developer to obtain the correct pointers to the project artifacts prior to the finalization of PBR v1r0.

All of the following references are STAR EPL process assets that are accessible in a STAR EPL Process Asset Repository (PAR) on the STAR web site:

[http://www.star.nesdis.noaa.gov/star/EPL\\_index.php](http://www.star.nesdis.noaa.gov/star/EPL_index.php).

**PG-1: STAR EPL Process Guideline** provides the definitive description of the standard set of processes of the STAR EPL.

**PG-1.A: STAR EPL Process Guideline Appendix**, an appendix to PG-1, is a Microsoft Excel file that contains the STAR EPL process matrix (Stakeholder/Process Step matrix), listings of the process assets and standard artifacts, descriptions of process gates and reviews, and descriptions of stakeholder roles and functions.

**PRG-5: Gate 3 Review Guidelines** are the guidelines for the G3R. It is useful for the G3D developers to understand what the reviewers will expect when reviewing the G3D.

**SG-13: STAR EPL Development Lead Guidelines** provides a description of standard tasks for Development Leads, including development of the G3D.

**SG-14: STAR EPL Development Scientist Guidelines** provides a description of standard tasks for Development Scientists, including development of the G3D.

**SG-15: STAR EPL Development Tester Guidelines** provides a description of standard tasks for Development Testers, including development of the G3D.

**SG-16: STAR EPL Development Programmer Guidelines** provides a description of standard tasks for Development Programmers, including development of the G3D.

**TG-5: STAR EPL Project Plan Task Guidelines** provides a description of standard tasks for process step 5, during which the G3D is developed.

### 3. STANDARD SECTIONS

The G3D slides are organized into sections. The standards sections are:

#### 1.0 INTRODUCTION

- 1.1 G3R Guidelines and Check List
- 1.2 G3R Report
- 1.3 G3R Entry Criteria
- 1.4 G3R Exit Criteria
- 1.5 Review Objectives

#### 2.0 PROJECT PLAN

- 2.1 Development Project Plan
- 2.2 Project Objectives
- 2.3 Project Stakeholders
- 2.4 Statement of Work
- 2.5 Project Lifecycle
- 2.6 Technical
- 2.7 Integrated Master Plan
- 2.8 Integrated Master Schedule
- 2.9 Budget

#### 3.0 PROJECT STATUS

- 3.1 Project Status Report
- 3.2 Status of Stakeholders
- 3.3 Lifecycle Status
- 3.4 Technical Status
- 3.5 Status of Plan and Schedule
- 3.6 Budget Status
- 3.7 Status of Risks

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## 4.0 PROJECT BASELINE

4.1 Status of Baseline

4.2 Project Baseline Report

## 5.0 SUMMARY AND CONCLUSIONS

5.1 Review Objectives Status

5.2 Next Step – Project Requirements

5.3 Open Discussion

## 4. SECTION GUIDELINES

This section contains the STAR guidelines for each section of the G3D. G3D developers will benefit greatly from using the slide templates contained in the “STAR\_DG-5.3.A\_G3D\_v3r0.ppt” file, hereafter referred to as DG-5.3.A. DG-5.3.A is considered to be an Appendix to this document.

Note that the slides in DG-5.3.A include figures, tables, and bulleted text. All figures, tables and bulleted text should be adopted as they appear in these slides, except for text between delimiters, like this:

<Text>

Text between delimiters consists of guidelines. The G3D developer should replace this text with appropriate text, as suggested by the guidelines.

### 4.1. Slide Master

It is recommended, but not required, that G3D developers use the Slide Master from DG-5.3.A as the Slide Master for the G3D. A development team may wish to tailor its Slide Master. For example, a different slide background color that has been established as a “team color” may be used. Whether or not the Slide Master is tailored, the slide master shall include the STAR logo in the upper left corner of the slide, following the Slide Master in DG-5.3.A. The STAR logo should be identical to the Picture on the cover page of this document. Another example of tailoring is to add organization logos to the upper right corner of the slide, if the development team is non-STAR (e.g. a Cooperative Institute or Contractor). The Slide Master for DG-5.3.A includes the Raytheon logo as an example. This should be replaced by the appropriate logos, or no logo if the development team consists of STAR personnel.

### 4.2. Title Slide

The first slide shall be a Title Slide, labeled “Title Slide”<sup>3</sup> in DG-5.3.A. The Title Slide shall include the Project and/or Product Name<sup>4</sup> and the Preparer’s Names and Organizations.

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<sup>3</sup> The slide templates in DG-5.3.A are labeled in text boxes located in one of the lower corners of each slide.

<sup>4</sup> In the slide templates, unspecified (generic) fields are indicated by the <generic name> convention. The G3D developer should fill these in with the appropriate information specific to the project’s G3R.

## 4.3. Review Agenda Slide

The second slide shall be a *Review Agenda Slide*, labeled "Review Agenda Slide" in DG-5.3.A. The Review Agenda Slide shall list each section of the presentation, the scheduled time interval for the presentation of the section, and the name of the presenter(s) for that section. It is not required that the locations of the Break and Lunch periods be exactly where they are indicated in this slide. The development team should tailor its schedule to fit the contents of each section.

## 4.4. Review Outline Slide

The third slide shall be a *Review Outline Slide*, labeled "Review Outline Slide" in DG-5.3.A. The Review Outline Slide should contain a listing of each main section of the presentation, comparable to the Standard Sections shown in Section 3 of this DG.

## 4.5. Section 1 – Introduction

The G3D shall include an Introduction Section. This section shall include:

- A setup slide, labeled "Section 1 Setup Slide") in DG-5.3.A. This slide is a bulleted list of all 9 sections, with Section 1 highlighted, as shown.
- A Section Title slide, labeled "Slide 1.0" in DG-5.3.A.
- Section 1.1: *G3R Guidelines and Check List*, labeled "Section 1.1" in DG-5.3.A. This section provides the reviewers with pointers to the G3R Peer Review Guideline (PRG-5) and G3R Check List that they will need to prepare for and dispose of the review.
- Section 1.2: *G3R Report*, labeled "Section 1.2" in DG-5.3.A. This section provides the reviewers with pointers to the G3R Report Document Guidelines (DG-5.5) that they will need to produce the G3R Report.

- Section 1.3: *G3R Entry Criteria*, labeled “Section 1.3” in DG-5.3.A. This section lists the G3R entry criteria. Present as bullets. Use multiple slides as necessary for clarity.
  - Section 1.3 of DG-5.3.A shows the standard STAR EPL entry criteria for the G3R. These should be used if the standard G3R entry criteria, documented in STAR EPL Check List CL-5, are used. If the entry criteria for a particular project have been tailored, revise these slides as necessary to capture the tailored entry criteria. Refer to the DPP Appendix C to determine this.
  - If applicable, list G3R entry criteria that are non-standard (added or revised from the standard set of entry criteria in STAR EPL Check List CL-5), explain the deviation, provide a rationale, and assess the risk, usually by reference to a risk # to be discussed in Section 3. Follow the instructions in Section 1.3 of DG-5.3.A.
  - If applicable, list any standard entry criteria that have been waived for this G3R, provide a rationale, and assess the risk, usually by reference to a risk # to be discussed in Section 3. Follow the instructions in Section 1.3 of DG-5.3.A.
  
- Section 1.4: *G3R Exit Criteria*, labeled “Section 1.4” in DG-5.3.A. Present as bullets. Use multiple slides as necessary for clarity.
  - Section 1.4 of DG-5.3.A shows the standard STAR EPL exit criteria for the G3R. These should be used if the standard G3R exit criteria, documented in STAR EPL Check List CL-5, are used. If the exit criteria for a particular project have been tailored, revise these slides as necessary to capture the tailored exit criteria. Refer to the DPP Appendix C to determine this.
  - If applicable, list G3R exit criteria that are non-standard (added or revised from the standard set of exit criteria in STAR EPL Check List CL-5), explain the deviation, provide a rationale, and assess the risk, usually by reference to a risk # to be discussed in Section 3. Follow the instructions in Section 1.4 of DG-5.3.A.
  - If applicable, list any standard exit criteria that have been waived for this G3R, provide a rationale, and assess the risk, usually by reference to a risk # to be discussed in Section 3. Follow the instructions in Section 1.4 of DG-5.3.A.
  
- Section 1.5: *Review Objectives*, labeled “Section 1.5” in DG-5.3.A, should provide a clear presentation of the Review Objectives. These should include STAR EPL standard objectives for a G3R, and may include project-unique objectives at the

discretion of the development team. Refer to the DPP to determine this. The review objectives should correspond to the major sections of the review (c.f. Section 3 of this DG). Match the main bullets of this slide to the main sections. One level of sub-bullets can be used at the discretion of the development team. These would add some high-level descriptive information.

## 4.6. Section 2 – Development Project Plan

The G3D shall include a Development Project Plan Section. This section shall include:

- A setup slide, labeled “Section 2 Setup Slide”) in DG-5.3.A. This slide is a bulleted list of all 5 sections, with Section 2 highlighted, as shown.
- A Section Title slide, labeled “Slide 2.0” in DG-5.3.A.
- Section 2.1: *Development Project Plan*, labeled “Section 2.1” in DG-5.3.A, introduces the Development Project Plan (DPP), a standard STAR EPL artifact for the G3R. Provide a pointer to the project’s DPP and to the DPP Document Guideline (DG-5.1).
- Section 2.2: *Project Objectives*, labeled “Section 2.2” in DG-5.3.A.
  - State the project objectives. These should be derived from customer needs and expectations and should have been captured in the project’s Statement of Work (SOW). Match the main bullets to the main sections of the SOW. One level of sub-bullets can be used at the discretion of the development team. These would add some high-level information typically derived from the explanatory text in each section of the SOW.
  - In a separate slide, provide an initial description of the customer/user’s concept of operations (ConOps) from which requirements are to be derived. If a customer ConOps document exists, refer to it. Obtain the needed information from DPP Section 2.2.
- Section 2.3: *Project Stakeholders*, labeled “Section 2.3” in DG-5.3.A.
  - Identify relevant stakeholder roles and personnel. Use separate slides for suppliers, developers, operators, users, reviewers, and management/support. Each distinct stakeholder role should be listed as a main bullet. Stakeholder

roles are identified in the “Stakeholders” sheet of STAR EPL process asset PG-1.A. Stakeholders should be named when known. There may be more than one name for a stakeholder role. Unspecified stakeholders should be identified by role with a TBD. The ensemble of roles and named personnel constitutes the Integrated Product Team (IPT). Sub-bullets can be used to add a high-level description of the tasks expected for a given stakeholder. The level of detail of these descriptions is at the discretion of the development team, but should be sufficient to give the reviewers a good sense of the IPT. The development team may prefer to present the stakeholder information as a table. See “Section 2.3 – Table Alternative” of DG-5.3.A as an example. A project organization chart is recommended. This chart should include all stakeholders that have been identified in this section. See “Section 2.3 – Option” of DG-5.3.A as an example.

- Section 2.4: *Statement of Work*, labeled “Section 2.4” in DG-5.3.A.
  - List the work tasks. Work tasks are the tasks to be completed by the project stakeholders, from the point of view of the customers and end users. This should be a bulleted list, adopted from DPP Section 4.1.
  - List the elements of the Work Breakdown Structure (WBS). This should be a bulleted list, adopted from DPP Section 4.2.
  - List each item that is to be included in a delivery package to an identified customer or end user and each item that is to be delivered to the project from a supplier. These should be bulleted lists, adopted from DPP Section 4.3.
  
- Section 2.5: *Project Lifecycle*, labeled “Section 2.5” in DG-5.3.A.
  - List the steps to be followed during the entire product lifecycle. Usually, a project will follow the 11 standard STAR EPL steps, as described in PG-1. Under some conditions, a project may tailor its lifecycle. A tailoring rationale should be provided to explain why this tailoring is justified. This can be a bulleted list, but a table is recommended. Often, DPP Section 5.1 will include such a table. If so, reproduce it here.
  - List the review objectives, entry criteria, and exit criteria for each planned review. Adopt the information in DPP Section 5.2. Section 1.5 of DG-5.3.A provides the standard objectives, entry criteria, and exit criteria for each review.

- Section 2.6: *Technical*, labeled “Section 2.6” in DG-5.3.A.
  - State the requirements that are listed in Section 6.1 of the DPP.
  - State the technical constraints that are listed in DPP Section 6.2
  - List the major tasks that are listed in DPP Section 6.3
  - List the planned work products that are listed in DPP Section 6.4,
  - List the required resources that are listed in DPP Section 6.5.
  - List the risks and risk management plan that are stated in DPP Section 6.6.
  - Describe the risk management plan.
  
- Section 2.7: *Integrated Master Plan*, labeled “Section 2.7” in DG-5.3.A.
  - List the project milestones
  - Describe each major task that was listed in G3D Section 2.4. The task description should include task statement, predecessor tasks, initiating criteria, sub-tasks, work products, accomplishment criteria, and reviews for which the task’s work products will be artifacts. Adopt the information from Section 7.2 of the DPP.
  - Present documented commitment to the IMP from the needed relevant stakeholders, as documented in Section 7.3 of the DPP.
  
- Section 2.8: *Integrated Master Schedule*, labeled “Section 2.8” in DG-5.3.A.
  - Show the IMS as an object or objects taken from the IMS file (either a Microsoft Project file or a Microsoft Excel file). Use superimposed text boxes to highlight notable accomplishments leading up to G3R. Note the G3R milestone. Section 2.8 of DG-5.3.A provides examples. Use separate slides for the Plan, Design, and Build phases, as shown in Section 2.8 of DG-5.3.A.
  - State the assumptions that were made about the expected duration of tasks. Provide a rationale for the assumptions, as documented in Section 8 of the DPP.
  
- Section 2.9: *Budget*, labeled “Section 2.9” in DG-5.3.A.
  - Estimate the cost for the work products and tasks based on estimation rationale, as documented in DPP Section 9.1.
  - Present the estimated cost schedule, based on the estimated cost for the work products and tasks mapped to the IMS, as documented in DPP Section 9.1.

- Identify the funding sources and the mechanisms for delivering the required funding in a timely manner, as documented in DPP Section 9.2. All funding agreements between project stakeholders should be presented, either explicitly adopted from DPP Section 9.2 or by reference to external documents (e.g. contracts, MOUs).
- Present the expected funding schedule, as documented in DPP Section 9.2. The funding schedule should be presented with a granularity that allows it to be compared to the cost schedule.
- Compare the available funding schedule to the cost schedule. Identify the difference between the two. This difference (available funding minus the cost) is the “real cost margin”. This should be documented in DPP Section 9.2.
- Describe how the project will monitor earned value, as documented in DPP Section 9.3.

#### 4.7. Section 3 – Project Status

The G3D shall include a Project Status Section. Most of the content for this section should be obtained directly from PSR v1r0. This section shall include:

- A setup slide, labeled “Section 3 Setup Slide”) in DG-5.3.A. This slide is a bulleted list of all 9 sections, with Section 3 highlighted, as shown.
- A Section Title slide, labeled “Slide 3.0” in DG-5.3.A.
- Section 3.1: *Project Status Report*, labeled “Section 3.1” in DG-5.3.A, introduces the Project Status Report (PSR), a standard STAR EPL artifact for the G3R.
  - Provide a pointer to the project’s PSR and to the PSR Document Guideline (DG-5.2).
  - Provide a pointer to the project’s PSR Appendix and to the PSR Appendix Document Guideline (DG-5.2.A).
- Section 3.2: *Status of Stakeholders*, labeled “Section 3.2” in DG-5.3.A.
  - Describe how the stakeholders are involved in the project, compared with their planned involvement, as documented in PSR Section 2.1. Note any issues with stakeholder involvement. These should be documented in PSR Section 2.1 and captured as risks in the PSR Appendix. If risks have been

identified, note that the risks associated with stakeholder involvement will be discussed later.

- Where relevant, describe how stakeholder agreements have been complied with by stakeholder activities and involvement, as documented in PSR Section 2.2. Note any compliance issues with stakeholder involvement. These should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with stakeholder agreement compliance will be discussed later.
- Assess stakeholder commitment to the project plan, as documented in PSR Section 2.2.
- Section 3.3: *Lifecycle Status*, labeled “Section 3.3” in DG-5.3.A.
  - Report the status of implementation of the product lifecycle, as documented in PSR Section 3.1. Note whether the project has compensated for missing lifecycle steps as planned. If not, this should be captured as a risk in the PSR Appendix. If risks have been identified, note that the risks associated with lifecycle implementation will be discussed later.
  - Report the status of the planned reviews, as documented in PSR Section 3.2. Note whether the reviews have been conducted as planned (objectives, entry criteria, exit criteria, check list). If not, this should be captured as a risk in the PSR Appendix. If risks have been identified, note that the risks associated with the reviews will be discussed later.
- Section 3.4: *Technical Status*, labeled “Section 3.4” in DG-5.3.A.
  - Report the status of the identified project requirements, as documented in PSR Section 4.1, including process, product, environment, and staffing requirements. Note whether requirements are being met on schedule. If not, this should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with the requirements will be discussed later.
  - Report the status of the identified work products, as documented in PSR Section 4.2. Note whether work products are being produced on schedule. If not, this should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with the work products will be discussed later.
  - Report the status of the needed resources (hardware, software, tools, data, personnel, and training), as documented in PSR Section 4.3. Note whether resources are being provided on schedule. If not, this should be captured as

risks in the PSR Appendix. If risks have been identified, note that the risks associated with the needed resources will be discussed later.

- Section 3.5: *Status of Plan and Schedule*, labeled “Section 3.5” in DG-5.3.A.
  - Report the status of achieving milestones, as documented in PSR Section 5.1. For each milestone, note whether it has been achieved on schedule. Failures should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with milestones will be discussed later.
  - Report the status of progress on the IMP major tasks, as documented in PSR Section 5.2. Note any technical and/or schedule issues with task progress. These should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with progress on the work tasks will be discussed later
  - Report the status of progress on the deliverable items, as documented in PSR Section 5.3. Note any technical and/or schedule issues with deliverable items, including requests to add or remove items. These should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with deliverable items will be discussed later.
- Section 3.6: *Budget Status*, labeled “Section 3.6” in DG-5.3.A.
  - Report the status of the cost schedule, as documented in PSR Section 6.1. Note whether costs have deviated significantly from the cost schedule. Significant deviations should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with the cost schedule will be discussed later.
  - Report the status of the funding schedule, as documented in PSR Section 6.2. Note whether the funding has deviated significantly from the funding schedule. Significant deviations should be captured as risks in the PSR Appendix. If risks have been identified, note that the risks associated with the cost schedule will be discussed later.
  - Report the status of the project’s earned value, as documented in PSR Section 6.3. If the project is implementing an Earned Value Management System (EVMS), note how it has been implemented and note the Schedule Performance Index (SPI) and Cost Performance Index (CPI). If risks have been identified, note that the risks associated with earned value will be discussed later.

- Section 3.7: *Status of Risks*, labeled “Section 3.7” in DG-5.3.A.
  - Explain what technical risks are. See the “Section 3.7 – Technical Risks” slide of DG-5.3.A for instructions.
  - In subsequent slides, present the status of each technical risk that has been identified in the G3D and PSR Appendix and is still open, including a description of the risk mitigation plan and the status of associated actions. Use the templates in DG-5.3.A Section 3.7.
  - Explain what schedule risks are. See the “Section 3.7 – Schedule Risks” slide of DG-5.3.A for instructions.
  - In subsequent slides, present the status of each schedule risk that has been identified in the G3D and PSR Appendix and is still open, including a description of the risk mitigation plan and the status of associated actions. Use the templates in DG-5.3.A Section 3.7.
  - Explain what budget risks are. See the “Section 3.7 – Budget Risks” slide of DG-5.3.A for instructions.
  - In subsequent slides, present the status of each budget risk that has been identified in the G3D and PSR Appendix and is still open, including a description of the risk mitigation plan and the status of associated actions. Use the templates in DG-5.3.A Section 3.7.
  - Provide a summary of the risks. Use separate slides for HIGH risks, MEDIUM risks, and LOW risks. Follow the instructions in the “Section 3.7 – Risks Summary” slides of DG-5.3.A.

#### **4.8. Section 4 – Project Baseline**

The G3D shall include a Project Baseline Section. This section shall include:

- A setup slide, labeled “Section 4 Setup Slide”) in DG-5.3.A. This slide is a bulleted list of all 5 sections, with Section 4 highlighted, as shown.
- A Section Title slide, labeled “Slide 4.0” in DG-5.3.A.
- Section 4.1: *Status of Baseline*, labeled “Section 4.1” in DG-5.3.A.
  - Explain the development baseline. Use the template in the first Section 4.1 slide of DG-5.3.A.

- Describe the planned Baseline Builds (BB). Use the template in the second Section 4.1 slide of DG-5.3.A.
- List the contents of the most recent Baseline Build, BB 1.0.
- Explain how the development baseline will be updated and maintained
- Section 4.2: *Project Baseline Report*, labeled “Section 4.2” in DG-5.3.A, introduces the Project Baseline Report (PBR), a standard STAR EPL artifact for the G3R. Provide pointers to PBR v1r0 and the PBR Document Guideline (DG-5.4).

#### 4.9. Section 5 – Summary and Conclusions

The G3D shall include a Summary and Conclusions Section. This section shall include:

- A setup slide, labeled “Section 5 Setup Slide” in DG-5.3.A. This slide is a bulleted list of all 5 sections, with Section 5 highlighted, as shown.
- A Section Title slide, labeled “Slide 5.0” in DG-5.3.A.
- Section 5.1: *Review Objectives Status*, labeled “Section 5.1” in DG-5.3.A. This section explains how each review objective has been addressed. Follow the instructions in Section 5.1 of DG-5.3.A.
- Section 5.2: *Next Step – Project Requirements*, labeled “Section 5.2” in DG-5.3.A. List recommendations for the next step after the G3R. Follow the instructions in Section 5.2 of DG-5.3.A.
- Section 5.3: *Open Discussion*, labeled “Section 5.3” in DG-5.3.A. Announce that the review is open for free discussion. Note: If you have prepared and conducted the review in accordance with standards and if the reviewers have prepared for the review in accordance with standards, there should be no need for additional discussion.

TITLE: Gate 3 Document Guideline

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## **APPENDIX A – TEMPLATE FILE**

The slide templates that are referenced in this DG are available in the Microsoft PowerPoint file “STAR\_DG-5.3.A\_G3D\_v3r0.ppt”. This file will be available to authorized users in the STAR EPL PAR.

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END OF DOCUMENT