<Project and/or Product Name>

Gate 3 Review

<Date>

Prepared By: <Preparer 1>\(^1\), <Preparer 2>\(^2\), ..., and <Preparer N>\(^N\)

1 <Organization for Preparer 1>
2 <Organization for Preparer 2> ...
N <Organization for Preparer N>
Review Agenda

<table>
<thead>
<tr>
<th>Item</th>
<th>Start Time</th>
<th>End Time</th>
<th>Presenter(s)</th>
</tr>
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<tr>
<td>Introduction</td>
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<tr>
<td>Project Plan</td>
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<tr>
<td>Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Status</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Project Baseline</td>
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<td></td>
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<tr>
<td>Summary and Conclusions</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Review Agenda Slide
Section 1 – Introduction

Presented by

<Presenter’s Name>
<Presenter’s Title/Role>
<Presenter’s Organization>
Gate 3 Review Guidelines and Check List

- Guidelines for the Gate 3 reviewers are in STAR EPL process asset PRG-5
  » Reviewers can access this document at <pointer to PRG-5>

- The Standard Gate 3 Review Check List is STAR EPL process asset CL-5
  » Reviewers can access this document at <pointer to CL-5>

- The <project name> Gate 3 Review Check List is in the Development Project Plan (DPP) Appendix C
  » Reviewers can access this document at <pointer to DPP Appendix C>

Section 1.1
The Gate 3 Review Report (G3RR) is a standard artifact of the STAR EPL process.

» The Gate 3 reviewers should produce this report after conducting the Gate 3 Review.

» The report will be an artifact for the Gate 4 Review.

Guidelines for the G3RR are found in STAR EPL process asset DG-5.5

» PRR reviewers can access this document at <pointer to DG-5.5>
Gate 3 Review
Entry Criteria

- List the entry criteria for this Gate 3 Review. Present as bullets. Use multiple slides as necessary for clarity. The following slide should be used if the standard 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 set of entry criteria documented in the Development Project Plan (DPP).

Section 1.3
• Entry # 1 - A Development Project Plan (DPP) has been written. The Gate 3 reviewers have access to the current baseline version of the DPP.

• Entry # 2 - A Project Status Report (PSR) has been written. The Gate 3 reviewers have access to the current baseline version of the PSR.

• Entry # 3 - A Gate 3 Document (G3D) has been written. The Gate 3 reviewers have access to the current baseline version of the G3D.

• Entry # 4 - A Project Baseline Report (PBR) has been written. The Gate 3 reviewers have access to the current baseline version of the PBR.
<List Gate 3 Review 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 G3D Section 3>

<If there are no tailored entry criteria, omit this slide>
List any standard entry criteria that have been waived for this Gate 3 Review. Provide a rationale, based on the DPP, and assess the risk, usually by reference to a risk # to be discussed in G3D Section 3. Use multiple slides as necessary for clarity.

If there are no waived entry criteria, omit this slide.
Gate 3 Review Exit Criteria

- List the exit criteria for this Gate 3 Review. Present as bullets. Use multiple slides as necessary for clarity. The following slides should be used if the standard Gate 3 Review 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 set of exit criteria documented in the DPP.
• Exit # 1 – Project plan and DPP are satisfactory
• Exit # 2 – Project Status and PSR are satisfactory
• Exit # 3 – Project baseline and PBR are satisfactory
• Exit # 4 – Project risks are acceptable
• Exit # 5 – Status of risk mitigation actions is acceptable
• Exit # 6 – Project is ready for the Design phase
<List Gate 3 Review 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 G3D Section 3>

• If there are no tailored exit criteria, omit this slide>
• List any standard exit criteria that have been waived for this Gate 3 Review. Provide a rationale and assess the risk, usually by reference to a risk # to be discussed in G3D Section 3. Use multiple slides as necessary for clarity.

• If there are no waived exit criteria, omit this slide
Review Objectives

• Review the project plan
  » Stakeholders
  » Work tasks and WBS
  » Lifecycle
  » Reviews
  » Work products, artifacts, deliverables
  » Integrated Master Plan (IMP)
  » Integrated Master Schedule (IMS)
  » Budget

• Review the project status

• Identify and review status of risks and actions

• Review the project baseline

Section 1.5
1) INTRODUCTION

2) DEVELOPMENT PROJECT PLAN

3) DEVELOPMENT PROJECT STATUS

4) PROJECT BASELINE

5) SUMMARY AND CONCLUSIONS
Section 2 – Development Project Plan

Presented by

<Presenter’s Name>
<Presenter’s Title/Role>
<Presenter’s Organization>
The Development Project Plan (DPP) is a standard artifact of the STAR EPL process.

- The DPP identifies project objectives, stakeholder roles and tasks, resources, milestones, schedule, and budget.
- Gate 3 reviewers can access this document at <pointer to the DPP>.

Guidelines for the DPP are found in STAR EPL process asset DG-5.1.

- Gate 3 reviewers can access this document at <pointer to DG-5.1>.

Section 2.1
<List the project objectives. These should be derived from customer needs and expectations (User Request, ConOps) and should have been captured in the SPSRB Plan and/or the Project Proposal. Obtain the needed information from DPP Section 2.1.>

- **Objective 1**
  - Sub-bullet 1
  - ............
  - Sub-bullet N

- **Objective 2**
  - Sub-bullet 1
  - ............
  - Sub-bullet N

- .................

- **Objective M**
  - Sub-bullet 1
  - ............
  - Sub-bullet N

Section 2.2
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.
Identify organizations that will be supplying resources to the project. Use multiple slides as necessary for clarity. Obtain the needed information from DPP Section 3.1.

- **Supplier 1**
  - Note what is being supplied – hardware, software, personnel, data, etc.
  - Identify pertinent supplier agreements. These can be included as appendices and/or references to external documents (e.g. contract, MOU, SOW, licensing agreement). Note whether they are sufficient.
  - If supplier agreements are missing or insufficient, note what must be done
  - Note the expected involvement of the supplier during development

- **Supplier N**
  - Note what is being supplied – hardware, software, personnel, data, etc.
  - Identify pertinent supplier agreements. These can be included as appendices and/or references to external documents (e.g. contract, MOU, SOW, licensing agreement). Note whether they are sufficient.
  - If supplier agreements are missing or insufficient, note what must be done
  - Note the expected involvement of the supplier during development

Section 2.3
Identify the key personnel for the team that will be developing the product processing system. Obtain the needed information from DPP Section 3.2.

- **Development Lead**: <Name (Organization)>
- **Development Scientists**:
  - <Name (Organization)>
  - <Name (Organization)>
- **Development Programmers**:
  - <Name (Organization)>
  - <Name (Organization)>
- **Development Testers**:
  - <Name (Organization)>
  - <Name (Organization)>
<Project Name> Stakeholders - Operators

Identify all organizations that will be responsible for operations and for maintenance. Identify key personnel that are known. Obtain the needed information from DPP Section 3.3.

- Installation and Acceptance: <Organization> - <Key personnel>
- Operations: <Organization> - <Key personnel>
- Science Maintenance: <Organization> - <Key personnel>
- Reactive Maintenance: <Organization> - <Key personnel>
- Documentation: <Organization> - <Key personnel>

Section 2.3
<Identify all customers and end users of the project’s deliverable products, including internal (SAB) users. Identify key personnel that are known. Obtain the needed information from DPP Section 3.4. Use multiple slides as necessary for clarity.>

- **<User Organization 1>:**
  - **<Key personnel>:**
  - **<Expected involvement during development>:**

- **<User Organization 1>:**
  - **<Key personnel>:**
  - **<Expected involvement during development>:**

- **<User Organization N>:**
  - **<Key personnel>:**
  - **<Expected involvement during development>:**
<Identify the designated Review Lead and Review Team members for each project review. Use multiple slides as necessary for clarity. Usually, each review will have its own slide. Note whether or not each reviewer has accepted the role. Obtain the needed information from DPP Section 3.5.>

- Gate 3 Review Lead: <Name (Organization)>:
- Gate 3 Review Team:
  » <Name (Organization)>
  » <Name (Organization)>
  » <etc.>
<Identify the management and support roles. This includes project management, configuration management, data management, systems administration, and quality assurance roles. Identify key personnel. Use multiple slides as necessary for clarity. Usually, each review will have its own slide. Obtain the needed information from DPP Section 3.6.>

- Project Management:
  » <Name (Organization)>: <Role>
  » <Name (Organization)>: <Role>
  » <etc.>

- Configuration Management: <Name (Organization)>
- Data Management: <Name (Organization)>
- Systems Administration: <Name (Organization)>
- Quality Assurance: <Name (Organization)>

Section 2.3
### Stakeholders

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>Role</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Name or TBD&gt;</td>
<td>&lt;Description of role&gt;</td>
<td>&lt;Explanation of TBD, etc.&gt;</td>
</tr>
<tr>
<td>&lt;Name or TBD&gt;</td>
<td>&lt;Description of role&gt;</td>
<td>&lt;Explanation of TBD, etc.&gt;</td>
</tr>
<tr>
<td>&lt;Name or TBD&gt;</td>
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</tr>
<tr>
<td>&lt;Name or TBD&gt;</td>
<td>&lt;Description of role&gt;</td>
<td>&lt;Explanation of TBD, etc.&gt;</td>
</tr>
</tbody>
</table>

**Section 2.3 – Table Alternative**
Gladys Kravitz (Systems Admin)
Lois Lane (Admin Asst)

<Project Name> - Development IPT
Peyton Manning (Development Lead)

Research Algorithm
Joe Torre (Program Manager)
Al Einstein (Algorithm Lead)
Nils Bohr (Algorithm Scientist)
Steve Jobs (Programmer)

Customers/Users
NWS – Mae West
NHC – Betty Boop

Support
Lou Grant (CM/DM)
Mary Richards (QA/Test)
Al Gore (Web Manager)

Operations & Maintenance
Pavel Chekhov (PAL)
Lou Grant (CM/DM)
Mary Richards (QA/Test)
Buddy Sorrell (Programmer)
Sally Richards (Programmer)
Dick Cheney (Help Desk)

Pre-Operational System
Al Einstein (Algorithm Lead)
Nils Bohr (Algorithm Scientist)
Bill Gates (Programming Lead)
Steve Jobs (Programmer)
Steve Wozniak (Programmer)

<Project Name> Program Office
Casey Stengel (Program Manager)
Montgomery Scott (Chief Engineer)
Ralph Kramden (EPG)
Gladys Kravitz (Systems Admin)
Lois Lane (Admin Asst)

Section 2.3 - Option
• <State 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.>
<Project Name>
Work Breakdown Structure

- List the elements of the Work Breakdown Structure (WBS). This should be a bulleted list, adopted from DPP Section 4.2.>
Deliverable Items

• <List each separate item that is to be included in a delivery package to an identified customer or end user. This should be a bulleted list, adopted from DPP Section 4.3.>

• <List each separate item that is to be delivered to the project from a supplier. This should be a bulleted list, adopted from DPP Section 4.3.>
<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. See the next slide for a Table template.>

Section 2.5
### Lifecycle Steps Table

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Step</th>
<th>Reviews</th>
<th>STAR EPL Tailoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Research</td>
<td>Gate 1</td>
<td>Waived. No risk, because basic research is not needed for this project. Already done.</td>
</tr>
<tr>
<td>2</td>
<td>Focused R&amp;D</td>
<td></td>
<td>Waived. No risk, because focused R&amp;D is not needed for this project. Already done.</td>
</tr>
<tr>
<td>3</td>
<td>Project Proposal</td>
<td>Gate 2</td>
<td>Waived. SPSRB process was used (User Request and Request Assessment). No risk, because this step is designed to be consistent with the SPSRB process.</td>
</tr>
<tr>
<td>4</td>
<td>Resource Identification</td>
<td></td>
<td>Waived. SPSRB process was used (Resource Identification). No risk, because this step is designed to be consistent with the SPSRB process.</td>
</tr>
<tr>
<td>5</td>
<td>Project Plan</td>
<td>Gate 3</td>
<td>The standard process for this step is planned. Review and approval of the Development Project Plan (DPP) and Project Status Report (PSR).</td>
</tr>
<tr>
<td>6</td>
<td>Project Requirements</td>
<td>PRR</td>
<td>Standard PRR is planned.</td>
</tr>
<tr>
<td>7</td>
<td>Preliminary Design</td>
<td>PDR</td>
<td>Standard PDR is planned.</td>
</tr>
<tr>
<td>8</td>
<td>Detailed Design</td>
<td>CDR, Gate 4</td>
<td>Standard SRR is planned. Standard Gate 5 Review is planned.</td>
</tr>
<tr>
<td>9</td>
<td>Code &amp; Test Data Development</td>
<td>TRR</td>
<td>TRR is waived. TRR objectives will be included in the CTR. TRR artifacts will be produced for the CTR. CTR becomes a key review. Risk issues will be addressed at the Gate 3 Review and subsequent reviews.</td>
</tr>
<tr>
<td>10</td>
<td>Code Test and Refinement</td>
<td>CTR</td>
<td>CTR review checklist will be tailored to include TRR items.</td>
</tr>
<tr>
<td>11</td>
<td>System Integration and Test</td>
<td>SRR, Gate 5</td>
<td>Standard SRR is planned. Standard Gate 5 Review is planned.</td>
</tr>
</tbody>
</table>
• List the planned project reviews. A bulleted list is recommended, adopted from DPP Section 5.2. The standard reviews are:
  » Gate 3 Review
  » Project Requirements Review
  » Preliminary Design Review
  » Critical Design Review
  » Gate 4 Review
  » Test Readiness Review
  » Code Test Review
  » System Readiness Review
  » Gate 5 Review >
Section 2.5

Gate 3 Review Objectives

- List the Gate 3 Review objectives. A bulleted list is recommended, adopted from DPP Section 5.2.
- Note any deviations from the standard review objectives, as documented in PRG-5. A tailoring rationale should be provided to explain why deviations are justified.
<List the Project Requirements Review (PRR) objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>

<Note any deviations from the standard review objectives, as documented in PRG-6. A tailoring rationale should be provided to explain why deviations are justified.>
• List the Preliminary Design Review (PDR) objectives. A bulleted list is recommended, adopted from DPP Section 5.2.

• Note any deviations from the standard review objectives, as documented in PRG-7. A tailoring rationale should be provided to explain why deviations are justified.
<List the Critical Design Review (CDR) objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>

<Note any deviations from the standard review objectives, as documented in PRG-8.1. A tailoring rationale should be provided to explain why deviations are justified.>
<List the Gate 4 Review objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>

<Note any deviations from the standard review objectives, as documented in PRG-8.2. A tailoring rationale should be provided to explain why deviations are justified.>
<List the Test Readiness Review (TRR) objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>

<Note any deviations from the standard review objectives, as documented in PRG-9. A tailoring rationale should be provided to explain why deviations are justified.>
<List the Code Test Review (CTR) objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>

<Note any deviations from the standard review objectives, as documented in PRG-10. A tailoring rationale should be provided to explain why deviations are justified.>
Section 2.5

• <List the System Readiness Review (SRR) objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>

• <Note any deviations from the standard review objectives, as documented in PRG-11.1. A tailoring rationale should be provided to explain why deviations are justified.>
<List the Gate 5 Review objectives. A bulleted list is recommended, adopted from DPP Section 5.2.>

<Note any deviations from the standard review objectives, as documented in PRG-11.2. A tailoring rationale should be provided to explain why deviations are justified.>
<List the Gate 3 Review entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:

• Entry # 1 - <Entry criteria # 1 statement>
• Entry # 2 - <Entry criteria # 2 statement>
• <etc.> >

• Note any deviations from the standard entry criteria, as documented in PRG-5. A tailoring rationale should be provided to explain why deviations are justified.>
<List the Gate 3 Review exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:

- Exit # 1 - <Exit criteria # 1 statement>
- Exit # 2 - <Exit criteria # 2 statement>
- <etc.>

Note any deviations from the standard exit criteria, as documented in PRG-5. A tailoring rationale should be provided to explain why deviations are justified.>
<List the PRR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:

- Entry # 1 - <Entry criteria # 1 statement>
- Entry # 2 - <Entry criteria # 2 statement>
- <etc.>

- Note any deviations from the standard entry criteria, as documented in PRG-6. A tailoring rationale should be provided to explain why deviations are justified.>
<List the PRR exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:

- **Exit # 1** - <Exit criteria # 1 statement>
- **Exit # 2** - <Exit criteria # 2 statement>
- <etc.>

<Note any deviations from the standard exit criteria, as documented in PRG-6. A tailoring rationale should be provided to explain why deviations are justified.>
<Project Name>

PDR Entry Criteria

- List the PDR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
  - Entry # 1 - <Entry criteria # 1 statement>
  - Entry # 2 - <Entry criteria # 2 statement>
  - <etc.> >

- Note any deviations from the standard entry criteria, as documented in PRG-7. A tailoring rationale should be provided to explain why deviations are justified.>

Section 2.5
• List the PDR exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
  • Exit # 1 - <Exit criteria # 1 statement>
  • Exit # 2 - <Exit criteria # 2 statement>
  • <etc.> 

• Note any deviations from the standard exit criteria, as documented in PRG-7. A tailoring rationale should be provided to explain why deviations are justified.>
List the CDR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:

- Entry # 1 - <Entry criteria # 1 statement>
- Entry # 2 - <Entry criteria # 2 statement>
- <etc.> 

Note any deviations from the standard entry criteria, as documented in PRG-8.1. A tailoring rationale should be provided to explain why deviations are justified.
Section 2.5

List the CDR exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:

- Exit # 1 - <Exit criteria # 1 statement>
- Exit # 2 - <Exit criteria # 2 statement>
- <etc.>

Note any deviations from the standard exit criteria, as documented in PRG-8.1. A tailoring rationale should be provided to explain why deviations are justified.

Project Name

CDR Exit Criteria
<List the Gate 4 Review entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:

- Entry # 1 - <Entry criteria # 1 statement>
- Entry # 2 - <Entry criteria # 2 statement>
- <etc.> >

- <Note any deviations from the standard entry criteria, as documented in PRG-8.2. A tailoring rationale should be provided to explain why deviations are justified.>
Section 2.5

- List the Gate 4 Review exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
  - Exit # 1 - [Exit criteria # 1 statement]
  - Exit # 2 - [Exit criteria # 2 statement]
  - [etc.]

- Note any deviations from the standard exit criteria, as documented in PRG-8.2. A tailoring rationale should be provided to explain why deviations are justified.
TRR Entry Criteria

- List the TRR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
  - Entry # 1 - <Entry criteria # 1 statement>
  - Entry # 2 - <Entry criteria # 2 statement>
  - <etc.>

- Note any deviations from the standard entry criteria, as documented in PRG-9. A tailoring rationale should be provided to explain why deviations are justified.
<List the TRR exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:

- Exit # 1 - <Exit criteria # 1 statement>
- Exit # 2 - <Exit criteria # 2 statement>
- <etc.> >

- <Note any deviations from the standard exit criteria, as documented in PRG-9. A tailoring rationale should be provided to explain why deviations are justified.>
Section 2.5

• <List the CTR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
  • Entry # 1 - <Entry criteria # 1 statement>
  • Entry # 2 - <Entry criteria # 2 statement>
  • <etc.> >

• <Note any deviations from the standard entry criteria, as documented in PRG-10. A tailoring rationale should be provided to explain why deviations are justified.>
<List the CTR exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:

• Exit # 1 - <Exit criteria # 1 statement>
• Exit # 2 - <Exit criteria # 2 statement>
• <etc.> >

• <Note any deviations from the standard exit criteria, as documented in PRG-10. A tailoring rationale should be provided to explain why deviations are justified.>
<Project Name>
SRR Entry Criteria

- List the SRR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
  - Entry # 1 - <Entry criteria # 1 statement>
  - Entry # 2 - <Entry criteria # 2 statement>
  - <etc.>

- <Note any deviations from the standard entry criteria, as documented in PRG-11.1. A tailoring rationale should be provided to explain why deviations are justified.>
<List the SRR entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:

- Exit # 1 - <Exit criteria # 1 statement>
- Exit # 2 - <Exit criteria # 2 statement>
- <etc.> >

- <Note any deviations from the standard exit criteria, as documented in PRG-11.1. A tailoring rationale should be provided to explain why deviations are justified.>
List the Gate 5 Review entry criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:

- Entry #1 - <Entry criteria #1 statement>
- Entry #2 - <Entry criteria #2 statement>
- <etc.>

Note any deviations from the standard entry criteria, as documented in PRG-11.2. A tailoring rationale should be provided to explain why deviations are justified.
• <List the Gate 5 Review exit criteria. A bulleted list is recommended, adopted from DPP Section 5.2. The list should follow this format:
  • Exit # 1 - <Exit criteria # 1 statement>
  • Exit # 2 - <Exit criteria # 2 statement>
  • <etc.> >

• <Note any deviations from the standard exit criteria, as documented in PRG-11.2. A tailoring rationale should be provided to explain why deviations are justified.>
• <State the process requirements. These should be tailored from STAR's set of standard practices (PG-1), using tailoring guidelines (PG-2).>
  » <It is sufficient to note what is tailored only (i.e., it is not necessary or recommended to describe the entire set of standard practices).>
  » <If there are no tailored practices, note that the organization's set of standard practices is adopted>

• <Adopt the process requirements information that is documented in DPP Section 6.1.>
Section 2.6

• <List the product requirements. These should be based on customer/user needs and expectations, as stated in a User Request and/or ConOps.>

• <Adopt the product requirements information that is documented in DPP Section 6.1. The DPP will usually have a bulleted or numbered list. If so, use this list here.>
<State requirements on the development, test, and operational environments, to the extent possible.>

• <Adopt the environment requirements information that is documented in DPP Section 6.1. The DPP will usually have a bulleted or numbered list. If so, use this list here.>

Section 2.6
<Adopt the staffing requirements information that is documented in DPP Section 6.1. The DPP will usually present these as a table. If so, use this table here.>
< Adopt the technical constraints information that is documented in DPP Section 6.2. The DPP will usually present these as a bulleted or numbered list. If so, reproduce this list here. >
<List the major tasks, as documented in DPP Section 6.3. The DPP will usually present these as a bulleted or numbered list. If so, reproduce this list here. Use multiple slides as needed for clarity.>
• <List the planned work products, as documented in DPP Section 6.4. The DPP will usually present these as a table. If so, reproduce this table here.>

• <An alternative to a table can be a bulleted list with sub-bullets, as follows:>

• <Work Product>
  » Type (Document, Report, Presentation, etc.)
  » Deliverable Item: (Yes, No, TBD)
  » Reviews: <List all reviews for which the item is an artifact>

• <Use multiple slides as needed for clarity.>
<Identify the specific resources that are needed to meet the requirements, as documented in DPP Section 6.5.>

<For each resource, note who the supplier should be and whether or not it has been allocated to the project.>

<This information may be documented in DPP Section 6.5 as a table. If so, reproduce the table here.>

<Use multiple slides as needed for clarity.>
Section 2.6

• <List the risks to the successful execution of the project plan that have been identified, as documented in DPP Section 6.6.>

• Risk # 1 - <Risk statement>

• Risk # 2 - <Risk statement>

• <Use multiple slides as needed for clarity.>
Section 2.6

- Risks are quantitatively analyzed, using the STAR EPL risk management system
  » The Probability of a risk occurring is rated on a scale of 0 (0% probability) to 10 (100% probability).
  » The Severity of a risk occurring is rated on a scale of 1 to 10.
  » The product of Probability and Severity produces a Risk Score on a scale of 0 – 100.
  » Risks are categorized by applying thresholds to the Risk Score. The standard thresholds are:
    - Risk Score = 0 (NONE)
    - Risk Score = 1 – 19 (LOW)
    - Risk Score = 20 – 39 (MEDIUM)
    - Risk Score = 40 – 100 (HIGH)

- The risks, their quantitative assessment, risk mitigation plan, and actions to implement the plan are documented in an Appendix to the Project Status Report (PSR)
  » The PSR Appendix will be presented in G3D Section 3
• <Explain how corrective actions to mitigate project risks will be determined, implemented, and reviewed>

• <Explain the circumstances under which a re-plan will be required>

• <Explain the circumstances under which delta reviews will be required>
The Integrated Master Plan (IMP) organizes the project lifecycle into a sequence of activities (process steps, tasks, reviews) that provide the roadmap for meeting project requirements.

The IMP documents significant accomplishments with pass/fail criteria for both business and technical elements of the project and ties each accomplishment to a key program event.
Section 2.7

- Gate 3 Review - <Date>
- Project Requirements Review - <Date>
- Preliminary Design Review - <Date>
- Critical Design Review - <Date>
- Gate 4 Review - <Date>
- Test Readiness Review - <Date>
- Code Test Review - <Date>
- System Readiness Review - <Date>
- Gate 5 Review - <Date>
- Delivery to Operations - <Date>
• <Describe major task 1.0, including 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.>

• <See the next slide for an example of the recommended format>
1.0 – Develop and document the project plan
   » Predecessor tasks: None
   » Initiating Criteria: Gate 2 and SPSRB approval
   » Subtasks:
     – 1.1 – Identify resources
     – 1.2 – Secure supplier agreements
     – 1.3 – Identify project objectives, stakeholders, requirements
     – 1.4 – Produce SPSRB Plan
     – 1.5 – Develop the defined process
     – 1.6 – Develop the IMP and IMS
     – 1.7 – Develop the cost and funding schedules
     – 1.8 – Initial identification of project risks
     – 1.9 – Write DPP version 1
   » Work Products: DPP_1.0
   » Accomplishment Criteria: DPP_1.0 has been produced
   » Task Accomplishment Reviews: Gate 3 Review
<Describe major task 2.0, including 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.>

<See the previous slide for an example of the recommended format>

<Repeat on separate slides for each additional major task, from DPP Section 7.2>
<Present documented commitment to the IMP from the needed relevant stakeholders, as documented in Section 7.3 of the DPP>

<Use multiple slides as needed for clarity>
• The IMS should be documented as either a Microsoft Excel file or a Microsoft Project file. The next two slides are templates for each of these cases. Use the appropriate slide template.
The IMP tasks have been organized into a resource-loaded Integrated Master Schedule (IMS).

The IMS is documented as a Microsoft Excel file “<IMS filename>.xls” that is an Appendix to the DPP.
The IMP tasks have been organized into a resource-loaded Integrated Master Schedule (IMS).

The IMS is documented as a Microsoft Project file 
"<IMS filename>.mpp" that is an Appendix to the DPP.

It is recommended that excerpts from the Project Gantt chart be presented in subsequent slides for each of the Plan, Design, and Build phases. Examples are in the following three slides.
## Section 2.8 – Plan Phase

### IASI L1C Products

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Duration</th>
<th>Start</th>
<th>Finish</th>
<th>% Complete</th>
<th>Predecessors</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1C Pre-Op Phase</td>
<td>In Progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L2 Development Phase</td>
<td>In Progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PDR 09/29/04**

- Algorithm Development Phase: 503 days
- PDR: 09/29/04

**L1C Products CDR 01/12/06**

- L1C Code: 04/05/06
- L2 Code: 07/31/06
- ATBD 1st draft: 11/10/06
- L2 Products CDR: 11/14/06
Section 2.8 – Design Phase
<Project Name> IMP – Build Phase

Section 2.8 – Build Phase
<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. Use the following template:>

The IMS is based on the following schedule assumptions:

» <Assumption 1 statement and rationale>
» <Assumption 2 statement and rationale>
» <etc.>
<Estimate the cost for the work products and tasks based on estimation rationale, as documented in DPP Section 9.1. Use multiple slides as needed for clarity.>
• 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. Use multiple slides as needed for clarity.
Section 2.9

- 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.
<Project Name> Cost Margin

- 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.>

• <Earned value is the planned (i.e., budgeted) cost for the work that has been accomplished. Earned value management is the process of monitoring a project’s accrual of earned value to ensure that project expenditures are producing the expected quantity and quality of work products.>
1) INTRODUCTION

2) DEVELOPMENT PROJECT PLAN

3) DEVELOPMENT PROJECT STATUS

4) PROJECT BASELINE

5) SUMMARY AND CONCLUSIONS
Section 3 – Development Project Status

Presented by

<Presenter’s Name>
<Presenter’s Title/Role>
<Presenter’s Organization>
The Project Status Report (PSR) is a standard artifact of the STAR EPL process.

- The PSR reports the current status of stakeholder involvement, technical progress, milestones, schedule, and budget.
- Gate 3 reviewers can access this document at <pointer to the PSR>.

Guidelines for the PSR are found in STAR EPL process asset DG-5.2.

- Gate 3 reviewers can access this document at <pointer to DG-5.2>.

Section 3.1
• The PSR Appendix is a Microsoft Excel file that describes the status of project risks and associated risk mitigation actions
  » Gate 3 reviewers can access this document at <pointer to the PSR Appendix>

• Guidelines for the PSR Appendix are found in STAR EPL process asset DG-5.2.A
  » Gate 3 reviewers can access this document at <pointer to DG-5.2.A>
Stakeholders

- Describe how the stakeholders are involved in the project, compared with their planned involvement, as documented in PSR Section 2.1. Use the format shown in the next two slides. Use multiple slides for clarity.

- 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.
Stakeholder Involvement

- Development Lead
  » Sub-bullet 1 (Description of involvement related to the Project Plan)
  » ............
  » Sub-bullet M (Description of involvement related to the Project Plan)

- Development Scientists
  » Sub-bullet 1 (Description of involvement related to the Project Plan)
  » ............
  » Sub-bullet M (Description of involvement related to the Project Plan)

- Development Testers
  » Sub-bullet 1 (Description of involvement related to the Project Plan)
  » ............
  » Sub-bullet M (Description of involvement related to the Project Plan)
Stakeholder Involvement

• **Development Programmers**
  » Sub-bullet 1 (Description of involvement related to the Project Plan)
  » ............
  » Sub-bullet M (Description of involvement related to the Project Plan)

• **QA**
  » Sub-bullet 1 (Description of involvement related to the Project Plan)
  » ............
  » Sub-bullet M (Description of involvement related to the Project Plan)

• **CM/DM**
  » Sub-bullet 1 (Description of involvement related to the Project Plan)
  » ............
  » Sub-bullet M (Description of involvement related to the Project Plan)

• **Customers / Users**
  » Sub-bullet 1 (Description of involvement related to the Project Plan)
  » ............
  » Sub-bullet M (Description of involvement related to the Project Plan)
Stakeholder Agreements

- 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.
Lifecycle Status

- 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.
Status of Reviews

• <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.>
Status of Requirements

- 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.
Status of Work Products

- <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.>
Status of Resources

- Report the status of the needed resources (hardware, software, tools, data, personnel, and training), as documented in PSR Section 4.3. Use multiple slides as needed for clarity.

- 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.
Status of Milestones

- 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.
Status of Work Tasks

- 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.
Status of Deliverable Items

- 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.
Status of Cost Schedule

- 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.

Section 3.6
Status of Funding Schedule

- Report the status of the funding schedule, as documented in PSR Section 6.2.
- Note whether 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 funding schedule will be discussed later.

Section 3.6
Earned Value Status

- <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 3.6
Technical Risks

- Technical risks are risks that impact the technical execution of the project plan, independent of schedule and cost

- Technical risks include risks associated with:
  - Stakeholder involvement
  - Process compliance, including reviews
  - Quality of work products
  - Needed resources, including training

- In subsequent slides, describe each technical risk that has been identified in the G3D and PSR Appendix and is still open. The next slide provides a template.

Section 3.7 – Technical Risks
Technical Risks – Risk # <M>

- RISK # <M> - <Risk statement>

- Risk Assessment: <Z (TBS)> (Severity = <X>, Likelihood = <Y>). <TBS = HIGH, MEDIUM, or LOW>, <X> and <Y> are numerical assessments on a scale of 0 to 10. <Z> = <X> * <Y> ≥

- Risk Mitigation: <Describe the risk mitigation plan, as stated in the PSR Appendix. Use sub-bullets as warranted for clarity. Note actions associated with each item (sub-bullet) of the plan.>

- <Present status of actions associated with Risk # M in subsequent slides. Present completed actions, then open actions. Use separate slides for each action (see next 2 slides for templates).>
Completed Actions - <Action number> 

- ACTION: <Number> - <Action statement>
- CLOSURE CRITERIA: <Closure criteria statement>
- STATUS: Completed. <Demonstrate that the closure criteria have been met. Use multiple slides as necessary.>
- <Repeat for each completed action associated with Risk # M>
Open Actions – <Action number>

- ACTION: <Number> - <Action statement>
- CLOSURE CRITERIA: <Closure criteria statement>
- CLOSURE PLAN: <Closure plan>
- STATUS: Open. <Explain what parts of the closure plan have been completed and what remains to be done. Use multiple slides as necessary.>
- <Repeat for each open action associated with Risk # M>

Section 3.7
Technical Risks – Risk # N

- <Present Risk # N status, using the same format as for Risk # M>

- <On separate slides, present status of all actions associated with Risk # N. Present completed actions, then open actions. Use the same format as for Risk # M actions.>

- <Repeat for each risk>

Section 3.7
Schedule Risks

• Schedule risks are risks that result in the project being behind schedule, independent of technical factors

• Schedule risks include:
  » Delays in expected deliveries from suppliers
  » Insufficient stakeholder involvement (e.g., illness of key personnel, contract issues)
  » Delays in predecessor tasks due to non-technical factors

• <In subsequent slides, describe each schedule risk that has been identified in the G3D and PSR Appendix and is still open. The next slide provides a template.>

Section 3.7 – Schedule Risks
Schedule Risks – Risk # <M>

• RISK # <M> - <Risk statement>

• Risk Assessment: <Z (TBS)> (Severity = <X>, Likelihood = <Y>). <TBS = HIGH, MEDIUM, or LOW>, <X> and <Y> are numerical assessments on a scale of 0 to 10. <Z> = <X> * <Y> >

• Risk Mitigation: <Describe the risk mitigation plan, as stated in the PSR Appendix. Use sub-bullets as warranted for clarity. Note actions associated with each item (sub-bullet) of the plan.>

• <Present status of actions associated with Risk # M in subsequent slides. Present completed actions, then open actions. Use separate slides for each action (see next 2 slides for templates).>

Section 3.7
Completed Actions – <Action number>

- ACTION: <Number> - <Action statement>
- CLOSURE CRITERIA: <Closure criteria statement>
- STATUS: Completed. <Demonstrate that the closure criteria have been met. Use multiple slides as necessary.>
- <Repeat for each completed action associated with Risk # M>

Section 3.7
Open Actions –<Action number>

- ACTION: <Number> - <Action statement>
- CLOSURE CRITERIA: <Closure criteria statement>
- CLOSURE PLAN: <Closure plan>
- STATUS: Open. <Explain what parts of the closure plan have been completed and what remains to be done. Use multiple slides as necessary.>
- <Repeat for each open action associated with Risk # M>

Section 3.7
Schedule Risks – Risk # N

- <Present Risk # N status, using the same format as for Risk # M>
- <On separate slides, present status of all actions associated with Risk # N. Present completed actions, then open actions. Use the same format as for Risk # M actions.>
- <Repeat for each risk>

Section 3.7
Budget Risks

- Budget risks are risks that impact the ability of the project to pay for the needed resources.

- Budget risks include:
  - Disruptions in the planned funding schedule
  - Unexpected need for additional resources
  - Unexpected cost of planned resources, independent of technical and schedule factors

- In subsequent slides, describe each budget risk that has been identified in the G3D and PSR Appendix and is still open. The next slide provides a template.
**Budget Risks – Risk # <M>**

- **RISK # <M> - <Risk statement>**

- **Risk Assessment:** <Z (TBS)> (Severity = <X>, Likelihood = <Y>). <TBS = HIGH, MEDIUM, or LOW>, <X> and <Y> are numerical assessments on a scale of 0 to 10. <Z> = <X> * <Y>

- **Risk Mitigation:** <Describe the risk mitigation plan, as stated in the PSR Appendix. Use sub-bullets as warranted for clarity. Note actions associated with each item (sub-bullet) of the plan.>

- <Present status of actions associated with Risk # M in subsequent slides. Present completed actions, then open actions. Use separate slides for each action (see next 2 slides for templates).>

Section 3.7
Completed Actions - <Action number>

- ACTION: <Number> - <Action statement>
- CLOSURE CRITERIA: <Closure criteria statement>
- STATUS: Completed. <Demonstrate that the closure criteria have been met. Use multiple slides as necessary.>
- <Repeat for each completed action associated with Risk # M>
Open Actions –
<Action number>

- ACTION: <Number> - <Action statement>
- CLOSURE CRITERIA: <Closure criteria statement>
- CLOSURE PLAN: <Closure plan>
- STATUS: Open. <Explain what parts of the closure plan have been completed and what remains to be done. Use multiple slides as necessary.>
- <Repeat for each open action associated with Risk # M>
<Present Risk # N status, using the same format as for Risk # M>

<On separate slides, present status of all actions associated with Risk # N. Present completed actions, then open actions. Use the same format as for Risk # M actions.>

<Repeat for each risk>
Risk Summary – High Risks

- <N> HIGH risks have been identified
  - <n1> Technical Risks
  - <n2> Schedule Risks
  - <n3> Budget Risks
  - <M> actions have been identified to mitigate HIGH risks
  - These actions have been included in the IMS
  - Effort to mitigate HIGH risks is <X> days, equivalent to <Y> FTE.
Risk Summary – Medium Risks

- <N> MEDIUM risks have been identified
  » <n1> Technical Risks
  » <n2> Schedule Risks
  » <n3> Budget Risks
  » <M> actions have been identified to mitigate MEDIUM risks
  » These actions have been included in the IMS
  » Effort to mitigate MEDIUM risks is <X> days, equivalent to <Y> FTE.
Risk Summary – Low Risks

- <N> LOW risks have been identified
  - <n1> Technical Risks
  - <n2> Schedule Risks
  - <n3> Budget Risks
  - <M> actions have been identified to mitigate LOW risks
  - These actions have been included in the IMS
  - Effort to mitigate LOW risks is <X> days, equivalent to <Y> FTE.

Section 3.7 – Risks Summary
1) INTRODUCTION
2) DEVELOPMENT PROJECT PLAN
3) DEVELOPMENT PROJECT STATUS
4) PROJECT BASELINE
5) SUMMARY AND CONCLUSIONS
Section 4 – Project Baseline

Presented by

<Presenter’s Name>
<Presenter’s Title/Role>
<Presenter’s Organization>
The project’s development baseline consists of every tangible item that is produced during the development stage of the product lifecycle.

Typically, these are the work products identified in the project plan.

Many of the work products will undergo revision during the various steps of the lifecycle.

The baseline contains the latest approved version of each work product, based on approval at a review.

Prior to each review, recommended revisions to work products will be included in a provisional baseline, pending review approval.

Section 4.1
Baseline Builds

- During the development lifecycle, the project baseline will be updated via a series of Baseline Builds (BB), executed by the CM stakeholders.
- There is a BB prior to each planned review and after the closing of each planned review.
- The standard BBs, along with their standard contents, are documented in the STAR EPL Process Guideline (PG-1.A), <Pointer to PG-1.A>.
- The standard BB for the Gate 3 Review is BB 1.0
<Project Name> Baseline Build 1.0

• If the project’s BB 1.0 includes the standard items, adopt the following:

• The <Project Name> BB 1.0 includes the following items:
  » Research and Development (R&D) code
  » R&D test data
  » Algorithm Theoretical Basis Document (ATBD) v1
  » Software Architecture Document (SWA) v1
  » Project Proposal, including User Request
  » Gate 2 Review Report (G2RR)
  » *Development Project Plan (DPP) v1, including Appendices A, B, C
  » *Project Status Report (PSR) v1, including Appendix
  » *Gate 3 Document (this presentation package)
  » *Project Baseline Report (PBR) v1r0

* Artifacts for the Gate 3 Review
<If the project’s BB 1.0 has been tailored, adopt the following>

The <Project Name> BB 1.0 includes the following items:

» <Item 1>
» <Item 2>
» ............
» <Item M>
» *<Item M+1>
» *<Item M+2>
» ............
» *<Item M+N>
» *Project Baseline Report (PBR) v1r0

* Artifacts for the Gate 3 Review
The <Project Name> development baseline will be updated as work products are revised and new work products are produced.

Baseline maintenance will occur by a planned series of BBs.

Each future BB will be executed by project CM, using <specify the CM tool>.

The status of the development baseline after each BB will be described by the Project Baseline Report (PBR)
The project’s baseline and change history is maintained in a Project Baseline Report (PBR).

- Document guidelines are in STAR EPL process asset DG-5.4.
  - <Pointer to DG-5.4>
- The PBR includes the change history, approval status, and location of every Configuration Item in the project’s baseline.
- PBR v1r0, a Gate 3 Review artifact, can be accessed at <pointer to PBR v1r0>
Section 5 – Summary and Conclusions

Presented by

<Presenter’s Name>
<Presenter’s Title/Role>
<Presenter’s Organization>
Review Objectives Have Been Addressed

<Explain how each review objective has been addressed>

• Project Plan has been reviewed
  » <Notable conclusions from this section>

• Project Status has been reviewed
  » <Notable conclusions from this section>

• Risks have been reviewed
  » <Notable conclusions from this section>

• Actions have been reviewed
  » <Notable conclusions from this section>

• Project Baseline has been reviewed
  » <Notable conclusions from this section>

Section 5.1
Next Step – Project Requirements

<List recommendations for next steps after the Gate 3 Review. If the standard lifecycle is planned, use the following:>

• Requirements Development
  » <Recommendations for Project Requirements step>
  » <Recommendations for open actions>
  » <Preparation of Project Requirements Review artifacts>

Section 5.2
Open Discussion

- The review is now open for free discussion