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## **VISTA IR CAMERA FINAL DESIGN REVIEW**

Thank you for agreeing to take part in the VISTA IR Camera Final Design Review which is due to take place at RAL on 18 and 19 December 2003. The location of the meeting is in CR 12, Building R68.

The panel will be chaired by Dr P Roche – [p.roche1@physics.oxford.ac.uk](mailto:p.roche1@physics.oxford.ac.uk) - and the members will be:

Prof M Griffin - [matt.griffin@astro.cf.ac.uk](mailto:matt.griffin@astro.cf.ac.uk)

Prof R Laing - [rlaing@eso.org](mailto:rlaing@eso.org)

Dr G Finger - [gfinger@eso.org](mailto:gfinger@eso.org)

Dr M Fisher - [m2fisher@ntlworld.com](mailto:m2fisher@ntlworld.com)

Mr P Beireichel- [pbiereic@eso.org](mailto:pbiereic@eso.org)

Mr I Payne - [ipain@martin-baker.co.uk](mailto:ipain@martin-baker.co.uk)

The panel will also involve Jean-Louis Lizon – [jlizon@eso.org](mailto:jlizon@eso.org) who will review the cryostat documentation, and Peter Biesenberger (TBC) who will review the complete (TBC) documentation. They will only attend the actual meeting if they feel it necessary.

The Vista Project Office has designed its reviews around the ESO model and has a procedure to enable the remit to be achieved as simply as possible. The principle is to review the documentation in detail beforehand so that all issues are identified and that relevant questions or observations can be posed to the team. This should allow the team and the panel to concentrate on the key issues during the review meeting, rather than presenting the whole of the project in detail, much of which the panel may be content with. The questions are produced on proformas and one is attached. The definitions are as follows:

Review Item Discrepancy (RID) – a piece of information required is missing or some detail does not meet the requirement set out in the Technical Specification or Statement of Work.

Review Item Clarification (RIC) – some information or detail is unclear and some clarification is required before a full understanding is possible. This could either be closed with the received clarification or it could become an RID if the answer is non-compliant.

Review Item Observation (RIO) – a helpful comment to assist the project team on the delivery of the project.

The process is as follows:

By 26 November – Receive all documentation from the VPO. The chairman is invited to direct the panel into areas he wishes individuals to review. (note: the documentation will be delivered on CDROM. If reviewers require paper copies of specific documents please contact the Camera PM Kim Ward at [K.Ward@rl.ac.uk](mailto:K.Ward@rl.ac.uk) )

By 10 December – send all Review Item Discrepancies/Clarifications/Observations to the VPO.

By 12 December – Chairman to agree with VPO the detailed agenda for the review and the areas that he wishes particular clarification to emphasise.

By 17 December – Camera team should have answered as many RIs as possible. The remainder must be addressed at the meeting.

18/19 December – Review the project and ensure that the RIs are closed either as complete or with relevant actions. The Review cannot be classed as closed until all the RIs are closed.

Following the review the panel chairman is asked to provide a report to Prof R Wade, the chairman of the VISTA Project Board (chairman Prof R Wade) , through Mr AM McPherson, the VISTA Project Manager.

On the administration front, RAL can arrange accommodation if required. Should you require it please contact Mrs Linda Roberts at 01235 445620.

For your information I enclose the following:

Terms of Reference for Panel  
Draft proforma for RID/C/O  
Copy of IR Camera Technical Specification  
Copy of IR Camera Statement of Work  
PDR Actions

## **REQUIREMENT TERMS OF REFERENCE FOR REVIEW PANEL**

A Reference:

A. VLT-INS-ESO-00000-0251 Standard Procedure for Design Reviews.

The review panel is invited to review the project under the general terms of Reference A, which is enclosed. In particular it should review the design and analysis to ensure that it has met the requirements of the Final Design:

‘The FDR is a scrutiny to the detailed drawings, lists etc of the Final Design of a development item. The Camera Team has been advised to interpret this as the provision of detailed assembly drawings for each subsystem plus manufacturing drawings of any critical components. The objective is to verify the conformance of the design with the technical specification by review of the Final Design, the accompanying analyses, results of development and qualification tests.

The FDR terminates the Detailed Design Phase. The completion of the FDR is defined as resolution of all action items as per minutes of meeting of the actual FDR meeting’

To achieve this, the panel is invited to review the documents against the Technical Specification and ensure that the Compliance Matrix delivered includes a full explanation of compliance. Specific interest should be shown to the following:

- Compliance Matrix
- Analyses Reports
- Design Reports
- Drawings
- Test Plans and Procedures
- AIT Plans
- Project Management

Any indication of discrepancy, question or observation should be communicated to the team through the relevant form. These will be answered by the time of the review.

The panel will submit a report through the Vista Project Manager to the VISTA Project Board (Chairman Prof R Wade), chairman of the VISTA Project Board.

Note:

Prof J Emerson, the VISTA PI and Dr M Cullum, the ESO representative, will be in attendance throughout the review.