MFAA All-Hands
" Governance & Risks"

André van Es

Weather Prediction

Documents arranging the Work

- ## MoU
  - Between Consortium and SKAO for the duration of the Consortium Agreement
  - After duration of CA: Between SKAO and individual Consortium Partners

- ## Statement of Work
  - Agrees on the Work to be done
  - How work is divided between Consortium Partners

- ## Consortium Agreement
  - Agreement between the Consortium Partners
  - Added to MoU

- ## Project Management Plan
  - How the Work is Done and Managed within Consortium

Consortium

Consortium Agreement

```
                    ┌──────────────┐
                    │  Consortium  │
                    │    Board     │
                    │        Chair │
                    └──────┬───────┘
                           │
                    ┌──────┴───────┐
                    │  Consortium  │
                    │    Leader    │
                    │ J.G. bij de Vaate │
                    └──────┬───────┘
```

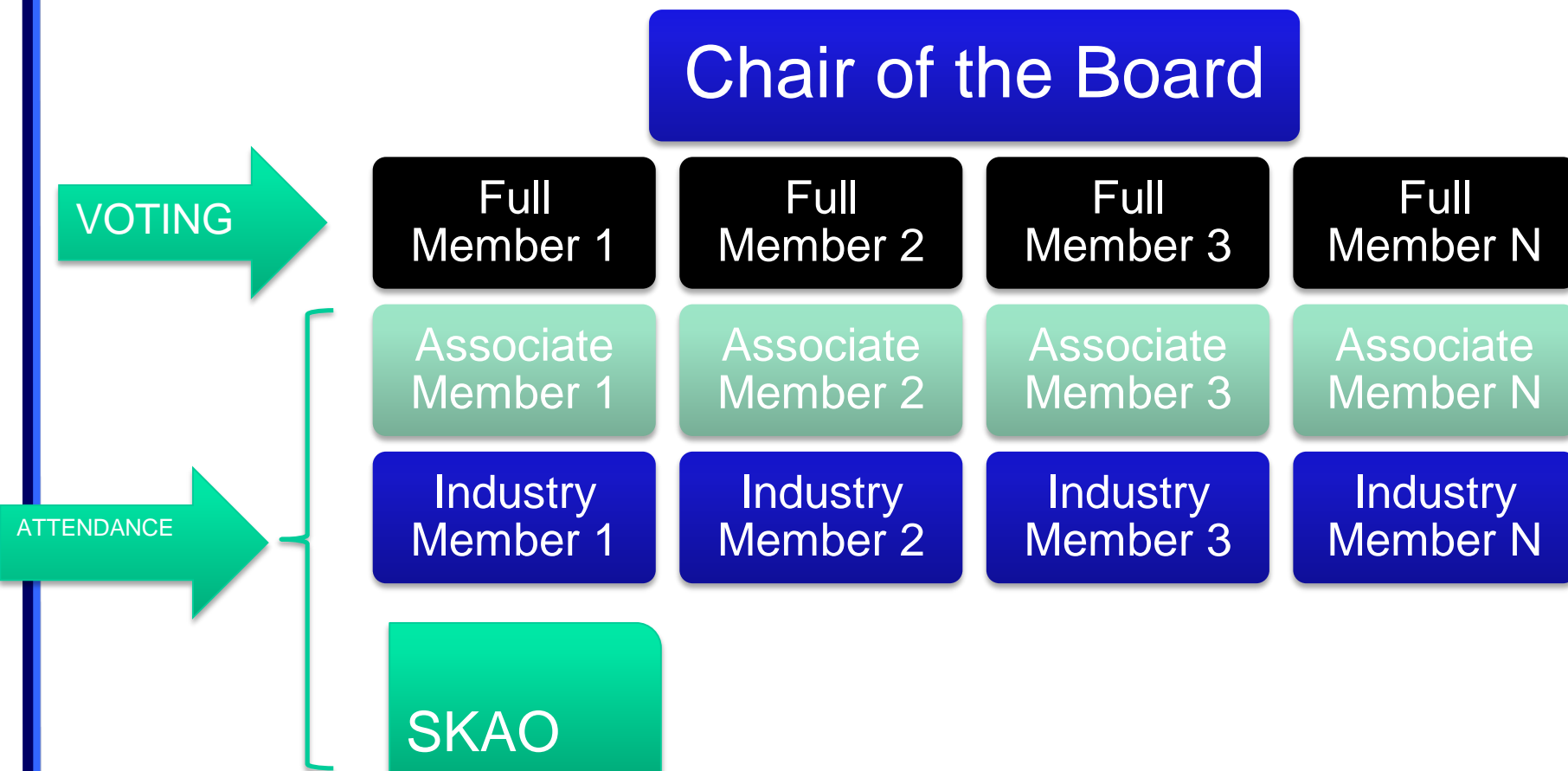| Project Manager	Systems Engineer	Project Engineer	Project Scientist	Task Leader	Task Leader xx
A. Van Es	A. Gunst	A. Faulkner	S. Torchinsky		

Consortium

MoU
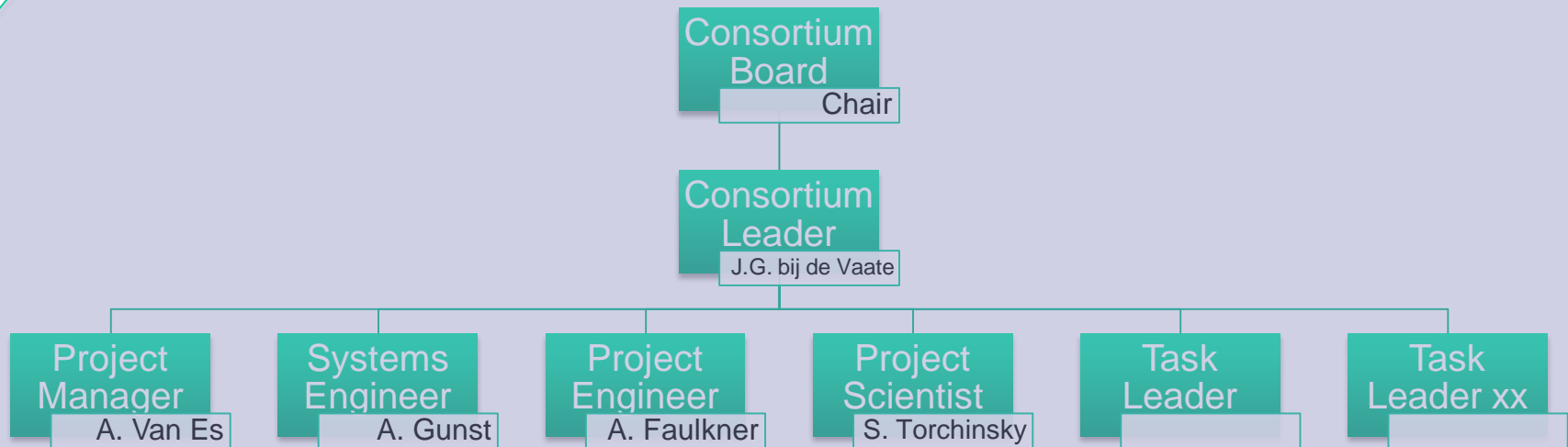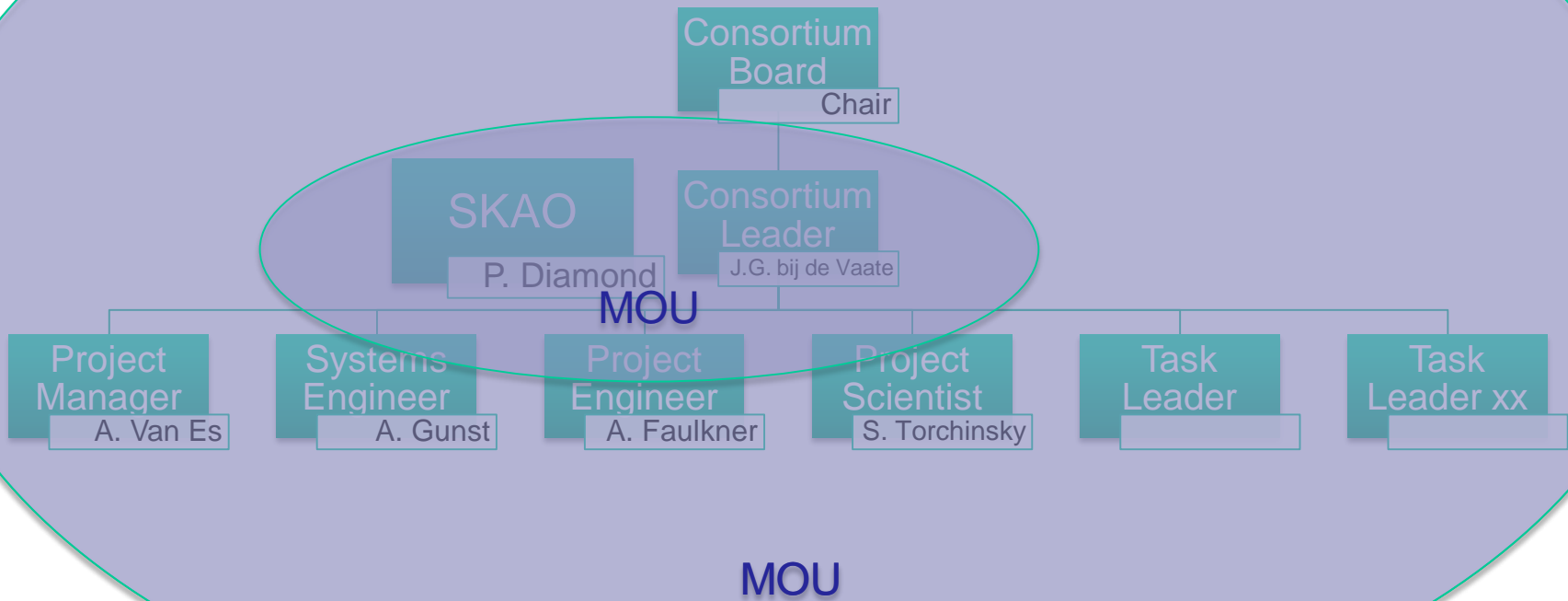
- Arranges:
  - Relation between Consortium and SKA
  - Delivery of the work of the Consortium towards SKA
  - Intellectual Property rights between SKA and Consortium
  - Access to IP after Consortium Termination
  - Has "binding" elements

Consortium Agreement

- Arranges
    - Composition of the Consortium
    - Governance of the Consortium
    - Distribution of the Work between Consortium Members (contains SoW and summary of LoI's)
    - Responsibility of the Members towards each other
    - Intellectual Property between Members and towards SKAO

Consortium Board Composition

Chair of the Board

Full Member 1	Full Member 2	Full Member 3	Full Member N
Associate Member 1	Associate Member 2	Associate Member 3	Associate Member N
Industry Member 1	Industry Member 2	Industry Member 3	Industry Member N

ATTENDANCE

SKAO

Intellectual Property

- **IP Policy of SKA:**

  - All Foreground IPR will become available to the SKA for SKA Project purposes

  - Identify all Background IPR before start of project

  - Latest Version: 0.17 (13th June 2013)

IP Policy of Consortium:

  - Foreground belongs to Party generating it

  - Agreements on Joint IP

  - Agreements on IP dissemination

  - There will be two registers:

    - Background IP Register (Official SKA Notification form available)
   - Industrial Contacts Register

Project Management Plan

- Describes how the work will be done
    - Functions and responsibility of team members
    - Project Reporting and assessment of the work
    - Cost and Schedule Management
    - Risk Assessment
    - Quality Management
    - Documentation and Configuration Management
    - Relations with Industry

Milestones

	Date	Nominal date	Deliverable	Earned Value
1.	T0	1st Nov 2013	Bid preparation and OSKAO delivery of Level 1 requirements	€0,5M
2.	T0+2 years	1st Nov 2015	System Requirements Review and associated documents (see SEP)	€4,0M
3.	T0+3 years	1st Nov 2016	Preliminary Design Review and associated documents (see SEP)	€1,9M
4.	Continues	Monthly	Monthly Progress meetings (36 in total)	€3,6M
		Total		**€10M**

Reporting Structure
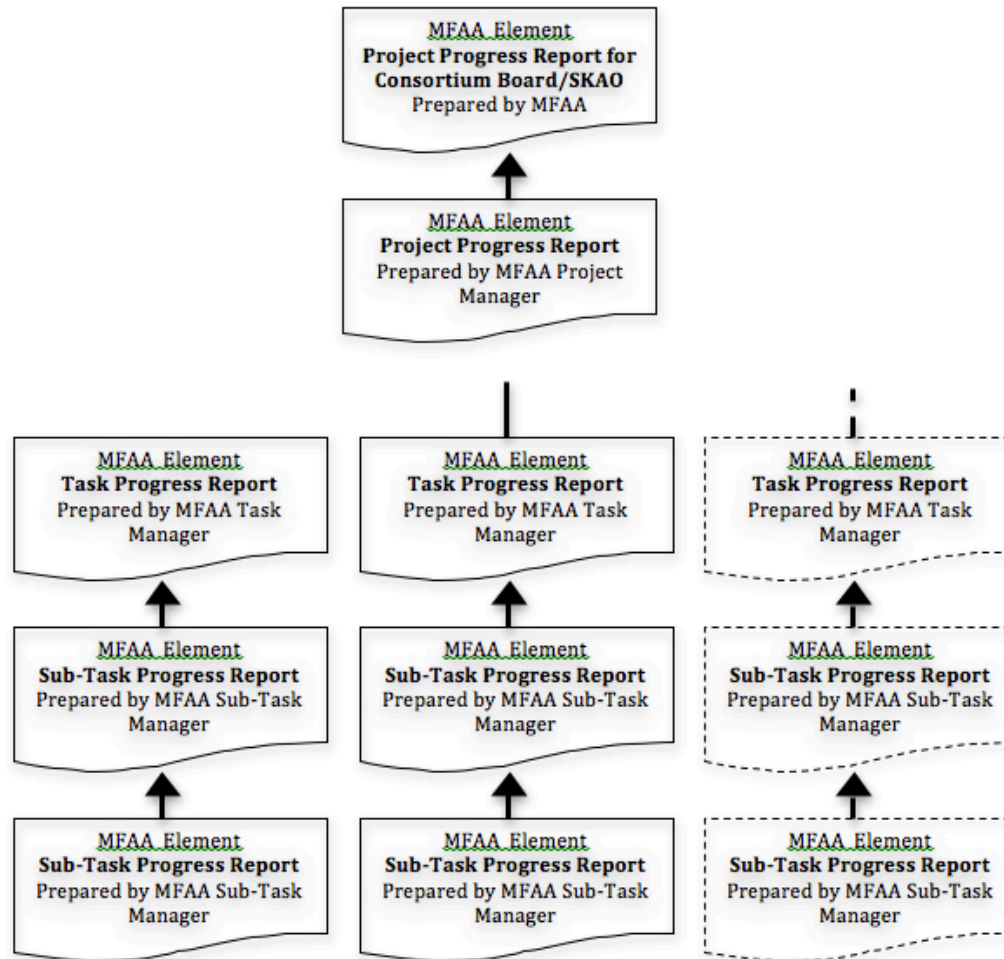
Reporting and Meetings

- Reports shall be available at the meetings
- Reports available in Alfresco (open for AAMID team)

Meeting	Frequency	Composition	How
Consortium with SKAO	6 months	WPMT, SKA Officials	F2F
Consortium Board	6 months	WPMT + Board	F2F/Telecon
Project Management	4 weeks	WPMT	Telecon/F2F
Work Packages	bi-weekly	Task leaders + Subtask Leaders	Telecon
Change Control/Risk Assessment	3 months	QA Manager + PM Manager + WPMT	Telecon

A template will be distributed to the task leaders prior to each report to SKAO

Item for Report	Details
Status	Overall work package status, level of completion, etc.
Critical issues	Highlighting of critical issues, problems, potential problems and adverse trends, and proposed corrective and/or mitigating actions
Schedule and milestones	Current Detailed Working Schedule. Reporting against milestones
Financial and Manpower	Manpower used in reporting period, cumulative manpower used.
Risks, Actions and Configuration	Risk assessment update, Configuration actions.
PA/Configuration/ RMS Issues	Action Item List. CR status, Documentation Status List, etc. Issues related to reliability, maintainability or safety
Planning	Meetings Plan
Documentation StatusList	Status of the development of documentation applicable to the work Package

Risk Management

- Excel Spreadsheet for every Work Package

- With guidelines for completing it

- If you want more questions adressed or have no room to fill it out, please add it

- Be careful to separate issues from risks

- Three possible responses:

  - Risk is minor so no action/mitigation required

  - Action: if risks falls within scope of MFAA define an action to lower the risk to an acceptable level

  - Mitigation: if risks cannot be influenced, define a plan to minimise the impact on occurence

Risk Management

Likelihood					
5	Medium	Medium	High	High	High
4	Low	Medium	Medium	High	High
3	Low	Low	Medium	Medium	High
2	Low	Low	Medium	Medium	Medium
1	Low	Low	Low	Low	Medium
	1	**2**	**3**	**4**	**5**

Impact

Risk Management + Planning

- Not presented today

- Template distributed, still waiting for input from:
  - Systems Engineering (ASTRON did an internal assessment)
  - Prototypes
  - Signal Processing

  $\Rightarrow$ Please provide input a.s.a.p.

Questions???