

# HST INS Work Item Data Sheet

1. SI/Title: Cal Planning/Calibration Plan Development
2. INS Lead: W. Sparks
3. Description of Work:

SI Teams, including the Telescope Group, appoint a Calibration Lead; this person draws upon the expertise of their group and the other instrument teams to develop a calibration plan for their instrument. Cross-SI and Mission-level activities are also solicited (e.g., the establishment of new spectrophotometric standards). The Calibration Plan consists of two sections: routine monitors and special calibrations. Calibration Leads analyze the GO proposals for instrument mode usage and the general state of the instrument calibration, as well as information on special considerations such as the transition to two-gyro, use of GSC-II, etc. The output products from the calibration proposals are identified (ISRs, reference files, software updates, etc.). Calibration Plans must fit within the allocated number of orbits, as that limit has been used by the TAC to assess the GO proposals. Calibration plans are shared with a subset of the STUC. The Calibration Plan is presented to STScI management (DO, SPD, ODM, and HST Mission Office) for approval; the presentation includes a review of the previous cycles' calibration plans and status, justification for the new calibration plan, and descriptions of each calibration proposal. Following approval, the Phase II proposal inputs are generated and submitted within approximately two weeks. The approved plans are posted on the STScI Metrics web page, and the STUC is informed of the plan.
4. Schedule Constraints and Dependencies:

Work occurs following the availability of SI usage statistics of the GO Phase II submissions. The Calibration Plan development schedule is distributed at the same time.

SI teams are expected to interact with the STUC; this needs to occur a few weeks (2 or 3) prior to the presentation to STScI management.

Calibration Phase II proposals are needed quickly after approval in order to support the LRP generation process.
5. Risks and Open Issues:

Open Issue – Interaction with the STUC is not a clearly-defined process at this time.
6. Priority: High
7. Priority Justification:

Instrument calibration is important for the entire user community, and must support their needs.
8. Resources (including estimated calendar duration for each portion):
  - a. Requirements  
INS Instrument Scientists
  - b. Development

INS Instrument Scientists  
INS Data Analysts

c. Testing

9. Documentation and Deliverables:
  - Calibration Plan STUC Summaries
  - Calibration Plan Presentation
  - Calibration Phase II Proposals
  - Metrics Web Page Updates