

HST INS Work Item Data Sheet

1. SI/Title: User Support Phase II Documentation

2. INS Lead: D. Karakla

3. Description of Work:

INS scientists provide input to the Phase II Proposal Instructions which is the requirements document for the APT software.

For every HST observing cycle, the INS User Support Coordinator edits the User Support Procedures manual for Contact Scientists (CS) and updates the CS website with CPT/TS. The Coordinator develops and maintains the INS Instrument handbook update schedule and reports on handbook progress to the HST Mission Office.

The INS User Support Coordinator also supports efforts to improve the Phase II documentation: the INS Dot Doc project working group (Massimo Stiavelli, Ron Allen) by providing advice, reviewing existing user support documents feedback, developing requirements for new user documents (COS, WFC3, JWST), and reviewing existing HST documents.

4. Schedule Constraints and Dependencies:

Training guides must be ready to train contact scientists prior to start of phase II Reviews (mid-April).

5. Risks and Open Issues:

6. Priority: High

7. Priority Justification:

The annual work must be completed to support the Phase II proposal preparations by GOs (deadline in mid-May), and to support the internal review process.

8. Resources (including estimated calendar duration for each portion):

a. Requirements

INS User Support Coordinator (User Support Procedures Manual)

MO personnel (P2PI)

ODM personnel (P2PI)

b. Development

INS User Support Coordinator

Instrument scientists

ODM personnel

MO personnel

c. Testing

N/A

9. Documentation and Deliverables:

User Support Procedures Manual

Phase II Instructions