

# HST INS Work Item Data Sheet

1. SI/Title: User Support/Phase II Proposal Processing
2. INS Lead: D. Karakla
3. Description of Work:

The User Support Coordinator develops requirements for Contact Scientist (CS) Tools software. This software is used by the INS scientists during phase II program reviews.

The User Support Coordinator and INS scientists also develop requirements for Phase II process changes (involves PC group (ODM), ESS programmers and testers).

The Coordinator organizes and conducts training for scientists for the Phase II review process.

The INS scientists conduct time-critical phase II reviews.

On an on-going basis, the INS User Support personnel handle emergencies such as quickly needed reviews for DD and GO programs, problems with missing info in the status reports INS gets from the ASSIST database, and resource issues.
4. Schedule Constraints and Dependencies:

Contact Scientist Tools software – preliminary requirements by early November.
5. Risks and Open Issues:

New instruments will likely bring new requirements specific to those instruments
6. Priority: High
7. Priority Justification:

The work supports the operations of the HST mission.
8. Resources (including estimated calendar duration for each portion):
  - a. Requirements
    - INS scientists and Division office
    - INS User Support Coordinator (software requirements)
  - b. Development
    - INS User Support coordinator
    - INS User Support scientists and managers
  - c. Testing
    - N/A
9. Documentation and Deliverables:

Phase II Reviews  
CS Tools Requirements  
Phase II Review Process Requirements