

# HST INS Work Item Data Sheet

1. SI/Title: User Support/Phase I Documentation

2. INS Lead: D. Karakla

3. Description of Work:

INS produces the Instrument Handbooks for GOs writing HST proposals. Additionally, the Call for Proposals (produced by SPD), and the HST Primer (produced by INS) are produced annually in time for the Announcement of Opportunity for the next cycle (early-October).

The User Support Coordinator assists with the development and maintenance of schedules and reviews the resulting products. For the HST Primer, the User Support Coordinator is responsible for the production of the document itself, receiving and incorporating inputs from the various division representatives and reviewers. For the instrument handbooks, the instrument groups produce updates with the help of CPT (Tech Services).

There will be special efforts required to add the COS and WFC3 to the Phase I documentation and process prior to Cycle 17.

4. Schedule Constraints and Dependencies:

All docs must be ready for the Cycle Announcement of Opportunity in early October, preceding the cycle.

5. Risks and Open Issues:

New instrument details must be available for inclusion into new instrument handbooks by October 2007 for Cycle 17.

6. Priority: High

7. Priority Justification:

The Phase I process is integral to the HST observing cycle, and timely completion of these tasks is necessary to ensure smooth operations.

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

a. Requirements

User Support Coordinator (Primer, and coordinates INS input to CP)  
Instrument Scientists (IHBs, Primer)  
HST Mission Office Personnel (input to Primer, CP, P2PI)  
SPD Personnel (CP)  
Director's Office Personnel (CP)

b. Development

User Support Coordinator (Primer, and coordinates INS input to CP)  
Instrument Scientists (IHBs, Primer, and input to CP and P2PI)  
Cross-divisional input to CP and Primer and P2PI: MO, SPD, ESS, INS  
CPT Documentation Specialists (TS)

c. Testing

N/A

9. Documentation and Deliverables:

Development Schedules for CP, and Primer  
Call for Proposals  
HST Primer  
Instrument Handbooks and mini-Handbooks