

HST INS Work Item Data Sheet

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

The INS User Support Coordinator contributes to the Phase I Proposal Processing Master Schedule and develops the INS support portion of the TAC support schedule. INS scientists and ODM perform the Phase I reviews for science Feasibility and potential scheduling concerns for Large, Treasury, Moving Target, And Target of Opportunity proposals. INS User Support Coordinator and INS scientists also assist the INS Division Office to review of the CAL Outsourced proposals.

The INS User Support Coordinator collects, organizes, and edits the Phase I reviews, including developing the review template (working with ODM, SPD), working with reviewers to provide correct level of feedback, and editing TAC comments as agreed upon by ODM, SPD, HST Mission Office, and INS representatives, providing the results to SPD for the Director's Office and TAC.
4. Schedule Constraints and Dependencies:

Work occurs between the Phase I proposal deadline and the TAC panel meetings in mid-late March.
5. Risks and Open Issues:
6. Priority: High
7. Priority Justification:

This work is part of the heart of the Phase I proposal processing and selection effort, and is integral to the continuing operations of HST.
8. Resources (including estimated calendar duration for each portion):
 - a. Requirements
 - SPD
 - MO
 - INS User Support Coordinator
 - ODM for scheduling issues
 - b. Development
 - INS scientists
 - ODM personnel
 - INS User Support Coordinator
 - SPD
 - MO
 - c. Testing
 - N/A
9. Documentation and Deliverables:

Phase I Master Schedule

TAC Support Schedule

TAC Review Template

TAC Review Comments for several categories of programs