Part 5C

Meetings, Reviews and Deliverable Items for the

Definition / Technology / ScyLight Demonstration / Product Phase

Proposal Reference: (reference number)

**Notes for the Use of this Template**

Material presented in this plain style is suggested content for a Full Proposal. This is intended to be an example of a response to the related Agency requirements, which the Tenderer needs to properly complement by activity-specific information. The suggested material may be adopted as is, or modified at the Tenderer’s discretion. It remains the responsibility of the Tenderer to ensure that all of the Agency’s requirements of the present Call for Proposals are properly addressed.

This style is used to identify information that must be modified and/or completed by the Tenderer for the proposed activity. This supplementary information should be presented in plain typeface (i.e. not red) in the final version of the Full Proposal.

This style is used for explanatory notes and guidance to help you to develop the Full Proposal content (e.g. to indicate a selection between mutually-exclusive options). This information should be removed from the final version of the Full Proposal.

Use of this Full Proposal Template is optional. However, the Agency recommends not to change the structure of this Part of the Full Proposal (i.e. the table of contents should remain as indicated in this Full Proposal Template).

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# Review Meeting Plan

## Milestones and Review Meetings

The proposed contractual milestones and review meetings are summarised in the table below. Details of the associated management plan can be found in [*insert proposal reference*].

We confirm that the review meeting plan includes the mandatory reviews specified by the Agency for this Development Phase.

Each review meeting will be attended by the Agency’s representative(s), the project manager, and other members of the project team as required.

The deliverable hardware and software items due to the Agency at each milestone review are defined in section 2. Deliverable documents at each milestone review are defined in section 3.

complete the following table as appropriate for the proposed Development Phase

**Contractual milestones and review meetings**

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Title** | **Schedule Date (months)** | **Contributing Work Packages** |
| MS1 | Kick-off Meeting | T0 |  |
| MS2 | … | T0 + … | WP …, WP …, etc. |
| … | … | T0 + … | WP …, WP …, etc. |
| … | … | T0 + … | WP …, WP …, etc. |
| … | … | T0 + … | WP …, WP …, etc. |
| … | … | T0 + … | WP …, WP …, etc. |
| MSn | Phase Completion Review/Final Review | T0 + … | All |

include the paragraph below if this Part of the Proposal is for a ScyLight Demonstration Phase

It is acknowledged that the success of the Acceptance Review shall be conditional upon the acceptance of the flight hardware by the spacecraft manufacturer.

## Review Meeting Objectives

The objectives of each of the review meetings identified in the previous section are summarised in the table below, together with an indication of the main decisions to be made at each review.

The review meeting plan has been devised to allow the Agency to participate in all key project decisions.

The objectives for the each mandatory review specified by the Agency include the objectives specified by the Agency for that review.

**Review meeting objectives and key decision points**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meetings, Reviews and Deliverable Items Template** | **Title** | **Objectives** | **Decision Point(s)** |
|  | Negotiation Meeting | 1. …
2. …
 | 1. Initiate the contract
 |
| MS1 | … | 1. …
2. …
 | 1. …
2. …
 |
| MS2 | … | 1. …
2. …
 | 1. …
2. …
 |
| … | … | 1. …
2. …
 | 1. …
2. …
 |
| MSn | Phase Completion Review/Final Review | 1. To present an overview of the activities carried out during the project.
2. To present a summary of the outcome of the development, including conclusions and recommendations.
3. …
 | Confirm that all outputs, deliverables and work have been successfully completed/delivered to the satisfaction of the Agency and as defined in the contract.… |

## Progress Meetings

In addition to these milestones and review meetings, progress meetings will be held periodically, as defined in the Project Management Plan, [insert document reference]. The right for the Agency to call for specific progress meetings is acknowledged.

The objective of each progress meeting will be to present a summary of the current status of the activity and to report on any problems and schedule slippages.

## Common ESA and Customer Reviews

include this section if this Part of the Proposal is for a ScyLight Demonstration Phase

It is not planned to hold reviews with the Agency in common with the reviews for the flight programme because ….

or

The review meeting plan for the ScyLight Demonstration Phase has, to the extent practicable, been aligned with that of the flight programme. The table below summarises the reviews with the Agency that, in view of the commonality between the review objectives, are planned to be held in common with the flight programme reviews.

**Common ESA and flight programme reviews**

|  |  |  |
| --- | --- | --- |
| **Agency Review ID** | **Agency Review Title** | **Flight Programme Review** |
| MS1 | … | … |
| MS2 | … | … |
| … | … | … |
| … | … | … |

The following principles will apply for the Agency’s reviews held in common with flight programme reviews:

* [*identify policies regarding document delivery, distribution & disposition of review comments and close-out of the review*].

# Deliverable Hardware and Software

## Hardware

The hardware items that will be produced and delivered to the Agency under a resulting contract are listed in the table below.

**Hardware items to be delivered to the Agency**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable ID** | **Description** | **Completion Milestone** | **Number Delivered** |
| … | … | … | … |
| … | … | … | … |
| … | … | … | … |
| … | … | … | … |

include the following information if this Part of the Proposal is for a ScyLight Demonstration Phase

The hardware items that will be produced and delivered for integration and testing at spacecraft level are identified in the table below. Transfer of ownership and waiver of delivery of the hardware will be in accordance with the conditions set out in the Draft Contract.

**Hardware items to be delivered to the Agency**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable ID** | **Description** | **Number to be Developed** | **Flight/Ground** |
| HW1… | Ku-Band Down Converter type 1… | 1… | Flight |
| … | … | … | Flight |
| … | … | … | Ground |
| … | … | … | Flight |

## Software

The software items that will be produced and delivered to the Agency under Article 2.1.2 of the resulting contract are listed in the table below.

**Software items to be delivered to the Agency 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable ID** | **Description** | **Completion Milestone** | **Number Delivered** | **Delivery Format(s)** | **Deliverable Licences**  |
| … | … | … | … | … | … |
| … | … | … | … | … | … |
| … | … | … | … | … | … |
| … | … | … | … | … | … |

1. Also include licences to be purchased and delivered to the Agency in accordance with Article 3.1.3 of the Draft Contract, if applicable.

# Documentation Delivery Plan

## Deliverable Documents

include and complete the following statement if the document delivery plan is detailed in a separate document attached to the Full Proposal
(e.g. a spreadsheet based on the relevant Excel® attachment to the Requirements for the Content of the Management Proposal, Part 5C, Meetings, Reviews and Deliverable Items)

The document delivery plan is detailed in a separate document, reference [document reference], which is provided as an attachment to our proposal.

or include and complete the following table

The following documents will be delivered to the Agency, at the indicated milestones:

**Documentation delivery plan**

| **Document Reference** | **Deliverable Document** | **Milestone 1** | **Milestone 2** | **Milestone …** | **Phase Completion Review/ Final Review** |
| --- | --- | --- | --- | --- | --- |
| **Management** |
| … | title | initial | update | update | final |
| … | title | - | - | - | final |
| … | title | initial | update | etc. | … |
| … | title | … | … | … | … |
| **Engineering** |
| … | title | … | … | … | … |
| … | title | … | … | … | … |
| … | title | … | … | … | … |
| … | title | … | … | … | … |
| **(Document category)** |
| … | title | … | … | … | … |
| … | title | … | … | … | … |
| … | title | … | … | … | … |
| … | title | … | … | … | … |
| … | title | … | … | … | … |

The deliverable documentation includes all mandatory deliverable documents identified by the Agency for the proposed Segment and Development Phase.

The Final Data Package, taking into account the Agency’s comments, will be delivered to the Agency no later than 10 working days from the date of the Final Review.

include the following statement if this Part of the Proposal is for the Definition Phase or the Technology Phase

A Justification Letter shall be delivered to the Agency should it no longer be proposed to continue with the development at the end of the proposed Development Phase. This letter shall set out the reasons for not continuing the development.

include the following statements if this Part of the Proposal is for a ScyLight Demonstration Phase

The End Item Data Package will be the same as that supplied to the spacecraft manufacturer.

Any request for waiver (RFW) or request for deviation (RFD) raised at any time during the development will be delivered to the Agency.

include the following statement if this Part of the Proposal is for a ScyLight Demonstration Phase and support is requested for activities undertaken by the spacecraft manufacturer

The documentation delivery plan includes reports detailing the work performed by the spacecraft manufacturer (insert document references).

## Document Delivery Strategy

The following table demonstrates, for each milestone review, the suitability and completeness of the proposed set of deliverable documentation with respect to the objectives of the milestone review.

complete the table, making reference to other Parts of the Proposal as appropriate

 **Rationale for the documentation proposed to be delivered at each milestone**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Objective** | **Deliverable Documents** | **Rationale1** |
| Milestone 1 | Objective 1  | … | * Reason 1
* Reason 2
* Etc.
 |
|  | Objective 2 | … | … |
|  | … | … | … |
| Milestone 2 | … | … | … |
|  | … | … | … |
| Etc. | … | … | … |

1. Reasons why the proposed set of documents is considered sufficient to achieve the associated objective.

## Sources of Deliverable Document Content

The following table indicates which work packages will contribute content to each deliverable document.

**Sources of content for each deliverable document**

| **Document Reference** | **Deliverable Document** | **Contributing Work Packages** |
| --- | --- | --- |
| … | title | WP …, WP …, etc. |
| … | title | WP …, WP …, etc. |
| … | title | WP …, WP …, etc. |
| … | title | WP …, WP …, etc. |
| … | title | WP …, WP …, etc. |
| … | title | WP …, WP …, etc. |
| … | title | WP …, WP …, etc. |
| … | title | WP …, WP …, etc. |
| … | title | WP …, WP …, etc. |
| … | title | WP …, WP …, etc. |
| … | title | WP …, WP …, etc. |
| … | title | WP …, WP …, etc. |
| … | title | WP …, WP …, etc. |

## Proprietary Documents

include this section if, exceptionally, proprietary documents are included in the documentation delivery plan that are proposed to be made available for review by the Agency at the Contractor’s premises only

The table below identifies proprietary documents that will be made available for review by the Agency at our premises only.

**Proprietary documents**

| **Review Meeting** | **Document Reference** | **Document Title** |
| --- | --- | --- |
| … | … | … |
| … | … | … |
| … | … | … |
|  |  |  |

