

CHITs That Address NCSX Data Management Plan Requirements

PPPL DESIGN REVIEW CHIT		WP # _____ (ENG-032) CHIT # DMP-1
COMPONENT/SUBSYSTEM/SYSTEM <u>NCSX Document & Records Plan</u>	<input checked="" type="checkbox"/> PEER <input type="checkbox"/> CDR <input type="checkbox"/> PDR <input type="checkbox"/> FDR	
COGNIZANT DESIGN ENGINEER <u>R. Simmons</u> DATE OF REVIEW <u>March 14, 2003</u>		
SUBJECT: (CHECK AS APPLICABLE)		
<input type="checkbox"/> REQUIREMENTS <input type="checkbox"/> HARDWARE <input type="checkbox"/> SAFETY <input type="checkbox"/> ANALYSIS <input type="checkbox"/> CONFIGURATION <input type="checkbox"/> COST/SCHEDULE <input type="checkbox"/> PERFORMANCE <input type="checkbox"/> RELIABILITY/MAINTAINABILITY <input type="checkbox"/> QUALITY		
COMMENT/CONCERN/RECOMMENDATION		
Suggest that we scan some portion of non-electronic documents (e.g. first page or two) and store as info-only copy on web for reference.		
		ORIGINATOR <u>B. Nelson / ORNL</u>
		NAME/ORGANIZATION
REVIEW BOARD COMMENT/RECOMMENDATION		
(Address technical, cost, and schedule impacts as appropriate. If CHIT is not adopted, provide technical reasons do not simply state "out-of-scope or N/A" without explaining.)		
Agree, but may be physical constraints that will preclude scanning all vendor documents.		
<input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> DISAGREE <input type="checkbox"/> OTHER		
		CHAIRPERSON <u>J. Malsbury</u> DATE: <u>March 14, 2003</u>
COGNIZANT DESIGN ENGINEER'S RESPONSE/DISPOSITION:		
Section 1.1 of the DMP has been revised to state:		
"The vast majority of project documents will be created, stored, and be accessible electronically. In instances where the electronic storage of project documents is not practical (e.g., vendor submittals, etc.), hard copies will be provided to the PPPL Operations Center for storage. Where feasible, the cover page, first page, or other sample of the hard copy will be scanned and stored electronically with the appropriate annotation made in the electronic file as to the source repository."		
		SIGNATURE <u>R. Simmons</u> DATE: <u>March 14, 2003</u>
RESPONSIBLE RLM REVIEW		
<input checked="" type="checkbox"/> APPROVE COG DISPOSITION <input type="checkbox"/> DISAPPROVE COG DISPOSITION		
		SIGNATURE <u>H. Neilson</u> DATE: <u>March 19, 2003</u>
COGNIZANT DESIGN ENGINEER CLOSE-OUT		
Sign when action required by disposition is complete.		
		SIGNATURE <u>R. Simmons</u> DATE: <u>March 19, 2003</u>

PPPL DESIGN REVIEW CHIT		WP # _____ (ENG-032)
		CHIT # DMP-2
COMPONENT/SUBSYSTEM/SYSTEM <u>NCSX Document & Records Plan</u> COGNIZANT DESIGN ENGINEER <u>R. Simmons</u> DATE OF REVIEW <u>March 14, 2003</u>		<input checked="" type="checkbox"/> PEER <input type="checkbox"/> CDR <input type="checkbox"/> PDR <input type="checkbox"/> FDR
SUBJECT: (CHECK AS APPLICABLE) <input type="checkbox"/> REQUIREMENTS <input type="checkbox"/> HARDWARE <input type="checkbox"/> SAFETY <input type="checkbox"/> ANALYSIS <input type="checkbox"/> CONFIGURATION <input type="checkbox"/> COST/SCHEDULE <input type="checkbox"/> PERFORMANCE <input type="checkbox"/> RELIABILITY/MAINTAINABILITY <input type="checkbox"/> QUALITY		
COMMENT/CONCERN/RECOMMENDATION Suggest a statement in the plan that any changes to critical records software, e.g. Pro-E, Pro-Intralink, Adobe Acrobat, etc. will require conversion of affected records to a format that is compatible with the new software. <div style="text-align: right;"> ORIGINATOR <u>B. Nelson / ORNL</u> NAME/ORGANIZATION </div>		
REVIEW BOARD COMMENT/RECOMMENDATION (Address technical, cost, and schedule impacts as appropriate. If CHIT is not adopted, provide technical reasons do not simply state "out-of-scope or N/A" without explaining.) <input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> DISAGREE <input type="checkbox"/> OTHER CHAIRPERSON <u>J. Malsbury</u> DATE: <u>March 14, 2003</u>		
COGNIZANT DESIGN ENGINEER'S RESPONSE/DISPOSITION: The DMP Section 2.2 has been revised to add a new paragraph that states: "It is conceivable over the lifetime of the NCSX Project that electronic software advances may make the current standards of Microsoft Office and Pro/E and/or AutoCAD obsolete. This may necessitate converting project files to a format compatible with the new standards. This will require development and implementation of a specific conversion plan." <div style="text-align: right;"> SIGNATURE <u>R. Simmons</u> DATE: <u>March 14, 2003</u> </div>		
RESPONSIBLE RLM REVIEW <input checked="" type="checkbox"/> APPROVE COG DISPOSITION SIGNATURE <u>H. Neilson</u> DATE: <u>March 19, 2003</u> <input type="checkbox"/> DISAPPROVE COG DISPOSITION		
COGNIZANT DESIGN ENGINEER CLOSE-OUT Sign when action required by disposition is complete. <div style="text-align: right;"> SIGNATURE <u>R. Simmons</u> DATE: <u>March 19, 2003</u> </div>		

PPPL DESIGN REVIEW CHIT		WP # _____ (ENG-032) CHIT # DMP-3									
COMPONENT/SUBSYSTEM/SYSTEM <u>NCSX Document & Records Plan</u> COGNIZANT DESIGN ENGINEER <u>R. Simmons</u> DATE OF REVIEW <u>March 14, 2003</u>	<input checked="" type="checkbox"/> PEER <input type="checkbox"/> CDR <input type="checkbox"/> PDR <input type="checkbox"/> FDR										
SUBJECT: (CHECK AS APPLICABLE) <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> REQUIREMENTS</td> <td><input type="checkbox"/> HARDWARE</td> <td><input type="checkbox"/> SAFETY</td> </tr> <tr> <td><input type="checkbox"/> ANALYSIS</td> <td><input type="checkbox"/> CONFIGURATION</td> <td><input type="checkbox"/> COST/SCHEDULE</td> </tr> <tr> <td><input type="checkbox"/> PERFORMANCE</td> <td><input type="checkbox"/> RELIABILITY/MAINTAINABILITY</td> <td><input type="checkbox"/> QUALITY</td> </tr> </table>			<input type="checkbox"/> REQUIREMENTS	<input type="checkbox"/> HARDWARE	<input type="checkbox"/> SAFETY	<input type="checkbox"/> ANALYSIS	<input type="checkbox"/> CONFIGURATION	<input type="checkbox"/> COST/SCHEDULE	<input type="checkbox"/> PERFORMANCE	<input type="checkbox"/> RELIABILITY/MAINTAINABILITY	<input type="checkbox"/> QUALITY
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<input type="checkbox"/> PERFORMANCE	<input type="checkbox"/> RELIABILITY/MAINTAINABILITY	<input type="checkbox"/> QUALITY									
COMMENT/CONCERN/RECOMMENDATION With electronic filing system, what ensures that there is adequate long term records retention? Will NCSX Engineering Web site and FTP servers be maintained forever (after NCSX fabrication project completed)? <p style="text-align: right;">ORIGINATOR <u>Tom Brown</u></p> <p style="text-align: right;">NAME/ORGANIZATION</p>											
REVIEW BOARD COMMENT/RECOMMENDATION (Address technical, cost, and schedule impacts as appropriate. If CHIT is not adopted, provide technical reason do not simply state "out-of-scope or N/A" without explaining.) <input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> DISAGREE <input type="checkbox"/> OTHER <p style="text-align: right;">CHAIRPERSON <u>J. Malsbury</u> DATE: <u>March 19, 2003</u></p>											
COGNIZANT DESIGN ENGINEER'S RESPONSE/DISPOSITION: The Computer Division has committed to maintain electronic records for the life of the project and until Project specifically authorizes deletion. Record retention schedule shown in revised Table 4-1 (see CHIT #1) <p style="text-align: right;">SIGNATURE <u>R. Simmons</u> DATE: <u>March 19, 2003</u></p>											
RESPONSIBLE RLM REVIEW <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-right: 1px solid black; vertical-align: top;"> <input checked="" type="checkbox"/> APPROVE COG DISPOSITION <input type="checkbox"/> DISAPPROVE COG DISPOSITION </td> <td style="width: 50%; vertical-align: top;"> SIGNATURE <u>H. Neilson</u> DATE: <u>March 19, 2003</u> </td> </tr> </table>			<input checked="" type="checkbox"/> APPROVE COG DISPOSITION <input type="checkbox"/> DISAPPROVE COG DISPOSITION	SIGNATURE <u>H. Neilson</u> DATE: <u>March 19, 2003</u>							
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COGNIZANT DESIGN ENGINEER CLOSE-OUT Sign when action required by disposition is complete. <p style="text-align: right;">SIGNATURE <u>Robert T. Simmons</u> DATE: <u>March 19, 2003</u></p>											

<h2 style="margin: 0;">PPPL DESIGN REVIEW CHIT</h2>		WP # _____ (ENG-032) CHIT # DMP-4
COMPONENT/SUBSYSTEM/SYSTEM <u>NCSX Document & Records Plan</u> COGNIZANT DESIGN ENGINEER <u>R. Simmons</u> DATE OF REVIEW <u>March 14, 2003</u>	<input checked="" type="checkbox"/> PEER <input type="checkbox"/> CDR <input type="checkbox"/> PDR <input type="checkbox"/> FDR	
SUBJECT: (CHECK AS APPLICABLE) <input type="checkbox"/> REQUIREMENTS <input type="checkbox"/> HARDWARE <input type="checkbox"/> SAFETY <input type="checkbox"/> ANALYSIS <input type="checkbox"/> CONFIGURATION <input type="checkbox"/> COST/SCHEDULE <input type="checkbox"/> PERFORMANCE <input type="checkbox"/> RELIABILITY/MAINTAINABILITY <input type="checkbox"/> QUALITY		
COMMENT/CONCERN/RECOMMENDATION Need to assure that electronic files are appropriately archived. TSM backup is not an archival program. <div style="text-align: right;"> ORIGINATOR <u>J. Malsbury</u> NAME/ORGANIZATION <u>QA</u> </div>		
REVIEW BOARD COMMENT/RECOMMENDATION (Address technical, cost, and schedule impacts as appropriate. If CHIT is not adopted, provide technical reasons do not simply state "out-of-scope or N/A" without explaining.) <input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> DISAGREE <input type="checkbox"/> OTHER <div style="text-align: right;"> CHAIRPERSON <u>J. Malsbury</u> DATE: <u>March 19, 2003</u> </div>		
COGNIZANT DESIGN ENGINEER'S RESPONSE/DISPOSITION: TSM is only a desktop backup and is not archival. This is not applicable to files stored on PPPL servers. The Computer Division has confirmed that all files residing on PPPL servers are backed-up nightly (incrementally) and monthly (full back-up) using NetBack-up System. They also confirmed that these backups will be retained until such time that the Project specifically identifies that the files can be deleted. Therefore, there is no question on not retaining the files for the length desired. <div style="text-align: right;"> SIGNATURE <u>R. Simmons</u> DATE: <u>March 19, 2003</u> </div>		
RESPONSIBLE RLM REVIEW <input type="checkbox"/> APPROVE COG DISPOSITION <input type="checkbox"/> DISAPPROVE COG DISPOSITION <div style="text-align: right;"> SIGNATURE <u>H. Neilson</u> DATE: <u>March 19, 2003</u> </div>		
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