

Greeting LSST Systems Engineers, collaborators, and friends,

We need your input! The LSST Project Systems Engineering team maintains a spreadsheet that is used to communicate ICD completion status to Kevin Long on a periodic basis so that he can update percent completes in PMCS. We need to know if the milestones and need dates we are tracking to are still correct. Many are now in the past, and if that is correct, then there is no need to make an update to the milestone ID or date. However, if the correct activity or milestone that should drive Phase 3 completion is incorrect, please let us know. If that milestone/activity's completion date has moved, please let us know. If the ICD really is late and your team is dealing with the lateness with alternative work around/mitigation plans, we would like to know that. Please review the google sheet: <https://docs.google.com/spreadsheets/d/1WF6Op1WiWCSV--jVo-yDuLZ-QuGSQT0vHHJnAS2vKv8/edit?usp=sharing>

For each applicable ICD to your subsystem, please check to see if your subsystem is listed as "Side 1" or "Side 2". Then, please make any updates to columns D through P in **blue** so that we know something has changed. Please make any additional notes or comments you have in either the "Side 1" or "Side 2" "Update Comments" fields (either column Q or R, respectively).

Additionally, we want to track a list of known future work tasks that must be completed before we can consider an ICD done. We're refreshing those lists for each ICD on Confluence: <https://confluence.lsstcorp.org/display/SYSENG/Interface+Control+Documents>

Please click on the appropriate "List of Open Items requirement resolution to achieve Phase 3 Completion" page and add your entries if they are not already there.

We request that you please try to provide input by **Noon PDT, Friday, 6/16/17.**

Having input from all subsystems is crucial to Project Systems Engineering, as we need this information to prioritize work and properly plan PSE resources to support the subsystems in achieving completion in a timely

manner. Also, having these lists will provide transparency and visibility to project stakeholders on where we are, so we plan on reviewing and updating these resources on a regular basis.

If you have any questions or comments, please feel free to contact me.

Thanks,

Brian

**Brian Selvy**

Systems Engineering Manager