

Gemini in the Era of Multi-Messenger Astronomy

Program and Projects
Documents Guideline
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A-GMP - 001

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Guidelines

This document is intended as a guide to assist in the review process for the Gemma Program and Projects, Project Execution Plans (PEP). These plans refer to a number of support documents and reference documents.

The Gemma program Project Management methodology is based on the Methodology and Toolbox documents developed under the guidance of the Gemini Portfolio Management Office (PMO) combining methods from the Project Management Institute as well as Prince2 and are housed in the Project Management database on the Gemini internal website.

The PEPs are based on the Table of Contents listed in Section 3.4 of the Large Facilities Manual (NSF 17-066, March 2017). Not all sections in this document are applicable. These are marked as such. Many sections in the PEPs have a summary of the support documents or simply refer to them.

Not all support documents and none of the reference documents are submitted for review at this time. Of the support documents, only those that have pertinent information in them are submitted for review. At this stage of the program there are still many unknowns and as the PEP writing process continues through review, we will clarify the unknowns.

- Internal Communication Plan
- External Communication Plan
- Project Plan
- Risk Management Plan
- Risk Register
- Scope Management Plan
- Staffing Plan
- Systems Engineering Plan
- Resources allocation Plan