Policy Paper on Lifecycle Management of the STAR Product Catalog
Revised May 2018

Introduction

The STAR Portfolio contains information on products, services, and tools that STAR scientists develop and help maintain. It helps to ensure that there are adequate requirements and resources for STAR's mission science activities to meet NOAA user requirements for upcoming satellite missions.

The Product Catalog contained within the STAR Portfolio is a collection of products currently in either an operational or experimental environment and are supported by STAR. The catalog includes product-specific information such as resolution, coverage, latency and processing details, and links to monitoring, operational, and repository websites. Also included are records for older satellite data that are reprocessed and recalibrated. The catalog is being developed to strengthen STAR's transparency of its products and services and to allow STAR to clearly show what is produced. This will help demonstrate that there are adequate requirements and resources for STAR's mission science activities to meet NOAA user requirements for upcoming satellite missions.

The STAR Product Catalog can be found at the following URL:
https://www.star.nesdis.noaa.gov/portfolio/productCatalog.php

Creation of Products for the Catalog

All current experimental and operational products should be listed in the Product Catalog. It is the responsibility of the individual PIs to make sure these are properly captured. The STAR PIs should contact the Product Catalog Manager to add or modify any products in the catalog.

Change Management

Prior to the release of the Product Catalog it will go through a review by STAR management and the PIs to baseline the products. Once the catalog has been baselined, it will be updated under specific circumstances as follows:

1. Regular maintenance
The STAR Product Catalog will go through a regular maintenance process to ensure that the listing of products and their processing details are accurate and up to date. This will involve multiple steps throughout the year, including a regular review of the product list by PIs as well as out of cycle updates as needed due to external factors.

Each division will complete a quarterly reviews of the data in the Product Catalog. For these reviews, data will be extracted from the website into a Google Sheet and send it to the PIs with a request for their edits. The list will also be sent to those responsible for risk reduction and proving ground activities for additional inputs about new products. The Google Sheet will also contain a change log

that the PIs will need to fill out to track edits to which products were updated, added, or deleted. The quarterly review will occur on a rotating basis as listed below:

Jan, Apr, Jul, Oct: SMCD
Feb, May, Aug, Nov: SOCD
Mar, Jun, Sep, Dec: CORP

Failure to properly maintain and update the information in the catalog could result in a change in funding. If a PI transfers out of STAR or is no longer considered as the point of contact for their given product area, the Product Catalog Manager must be notified.

2. Satellite Commissioning or Failure/Decommissioning

When a new satellite is declared operational or an older satellite is no longer functioning, the product catalog will be updated to show this. The PIs for products impacted by the change will be asked to verify updates to the catalog.

3. New and Enhanced Products

The Product Catalog needs to be updated to include any new or enhanced products including:

- New experimental products
- Modification to existing products
- Promotion of products to operations

The Satellite Products and Services Review Board (SPSRB) meets monthly to hear presentations about research to operations project plans. Operational decision briefings are for new products being recommended for operations. Enhancement operational briefings are for product updates and enhancements that are recommended for promotion to operations. Product retirement/divestiture briefings are for products being retired or divested to be produced in another office. In addition, project plans that are approved at the Annual Review for Satellite Product Development contain product information that needs to be added to the catalog. STAR representatives at the SPSRB and the annual review should inform the Product Catalog Manager of any relevant briefings.

4. Retired Products

When a product is retired either through failure or replacement of a satellite platform or sensor, or from user-driven events resulting from evolving or new user requirements, the PIs must notify the Product Catalog Manager so these products can be moved to the retirement section of the catalog (to be developed).

Product Catalog Manager

The Product Catalog Manager is currently Stacy Bunin. Updates should be sent to stacy.bunin@noaa.gov for inclusion in the online catalog. When new information is received from the PIs, the master sheet will be updated based on all inputs and uploaded to the Product Catalog webpage.

Document Version Control

Version	Edits	Editor	Approver / Date
1.0	First fully approved version	Stacy Bunin	Sid Boukabara 2/14/2018
1.1	Added into text for the portfolio and updated the Product Catalog URL	Stacy Bunin	Sid Boukabara 5/9/2018