

**Gamma-ray Large Area Space Telescope (GLAST)  
Project**

**Data Management Procedure**

**July 23, 2003**



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**Goddard Space Flight Center  
Greenbelt, Maryland**

GAMMA-RAY LARGE AREA SPACE TELESCOPE  
(GLAST)  
PROJECT

DATA MANAGEMENT PROCEDURE

July 23, 2003

NASA Goddard Space Flight Center  
Greenbelt, Maryland

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## GLAST PROJECT DATA MANAGEMENT PROCEDURE

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**Approved by:**

**Original Signed**

**7/23/03**

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Kevin Grady  
GLAST Project Manager

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Date

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## **1.0 INTRODUCTION**

### **1.1 PURPOSE**

This procedure defines the responsibilities and policies for the Gamma-ray Large Area Space Telescope (GLAST) Project Data Management Office (DMO).

### **1.2 SCOPE**

This procedure details the mechanisms by which documentation shall be identified, released, maintained, dispositioned, archived, and stored in the GLAST Project Library.

### **1.3 OBJECTIVES**

The basic objectives of the GLAST Data Management (DM) procedure are as follows:

- Implement and maintain a DM system for managing both general and proprietary documents in electronic or hardcopy format
- Identify, collect, manage, and archive internal and external project data
- Establish and maintain status records of documentation
- Provide direct documentation support to the GLAST Project

### **1.4 PLAN MAINTENANCE**

The DM procedure will be reviewed and revised as necessary to reflect changes in DM requirements.

### **1.5 DOCUMENT ORGANIZATION**

This document is organized as described below:

- Section 1. Introduction
- Section 2. Responsibilities - This section provides an overview of the responsibilities handled by the DMO.
- Section 3. Contractor-Delivered Documentation Requirements - This section details the method by which contract-related correspondence and contractor delivered documentation is disseminated, maintained, stored and reported.
- Section 4. Library Requirements - This section describes the types of documents stored in the library, maintenance of library catalog and distribution sheets, handling of proprietary data, placing a document into the library, obtaining a document and library reports.

## 2.0 **RESPONSIBILITIES**

### 2.1 **DATA MANAGEMENT OFFICE**

The GLAST Project DMO will accomplish data management at the Project level. The GLAST Task Monitor oversees the DMO. The GLAST DMO shall establish a relationship with DMOs from all organizations with which GLAST interfaces. This will ensure that the GLAST Project is apprised of any new documents or of updates to existing documents, while maintaining a process whereby the GLAST Project receives updates in a timely manner. The DMO is responsible for posting new documents and updates (revisions) to existing documents to the GLAST Project Library website which has a restricted access list. GLAST Project documents that are under configuration control will not be placed in the library. The Master Controlled Document List (MCDL), located on the Project website, will be the only location to obtain the latest version of GLAST Project configuration controlled documents.

### 2.2 **DATA MANAGEMENT**

GLAST data management involves, but is not limited to, the following:

- Identifying, collecting, logging, scheduling, processing, tracking, both project- and contractor-prepared documents
- Acquiring and distributing documents to project personnel and other reviewers using an on-line database
- Establishing and maintaining a schedule of all contractor deliverables and tracking the status
- Apprising management of the status of active data items and schedules, and reporting any data scheduling problems
- Coordinating the delivery of contractor deliverables
- Maintaining an electronic library of contractor deliverables, presentation packages, videotapes, photographs, graphics, software, reference material, and project-related documentation
- Maintaining the on-line library database

### **3.0 CONTRACTOR-DELIVERED DOCUMENTATION REQUIREMENTS**

#### **3.1 INTRODUCTION**

This section describes how contract-related and contractor-delivered data items are disseminated, maintained, stored, and reported. The delivery of contractor-required data items is monitored by the DMO to ensure compliance with the GLAST Data Requirements Document (DRD) for the appropriate GLAST Contract.

#### **3.2 INCOMING CONTRACTOR-REQUIRED DATA ITEMS**

Contractor-required data items may be delivered to either the DMO, the Contracting Officer's Technical Representative (COTR) or the Contracting Officer (CO) depending upon established procedures and/or the type of data item being delivered (i.e., proprietary data). A transmittal letter usually accompanies contractor-required documentation. The transmittal letter states the name of the document being delivered, and may also include the number of copies being delivered, contract Data Items List and Schedule (DILS) item number, and the DRD/ document number. A copy of the transmittal letter is retained by the DMO for traceability purposes. A transmittal letter may also accompany other documents being delivered, such as technical reports (TR), etc.

#### **3.3 REVIEW OF CONTRACTOR-REQUIRED DOCUMENTATION**

All contractor-required documentation is assigned a civil servant 'sponsor' who ensures that the document is reviewed in a timely manner, if required. Contractor-delivered data are characterized by review type as follows:

- A = Approval – Documents in this category require Government review and approval prior to final acceptance. The Government will adhere to a controlled schedule for review of the initial submittal and subsequent changes. Deviations from the controlled schedule or format will be considered on a case-by-case basis.
- R = Review - Documents in this category do not require formal Government approval. They must be received within a specified time period and are subject to evaluation. The Government reserves the time-limited right of disapproval for each submission.
- I = Information - Documents in this category are informal and are for information only.

##### **3.3.1 Formal Review of "Approval" Documents**

The GLAST DMO will coordinate the formal review of documents that are not to be controlled by the GLAST CMO (at GSFC). The GLAST CMO (at GSFC) will coordinate the review process of GLAST CM-controlled documents as per the GLAST CM Procedure (433-PROC-0001).

### **3.3.2 Informal Review of “Review” Documents**

The DMO will coordinate an informal review of any documents designated for “Review” only with the document sponsor and other reviewers the sponsor may designate. This review period will be approximately two weeks from receipt of the document. The sponsor will review all comments and forward them directly to the contractor for review/acceptance.

### **3.4 DISSEMINATION OF CONTRACTOR-REQUIRED DOCUMENTATION**

The document sponsor is responsible for providing a distribution list to the DMO. This should be done prior to the document(s) being delivered to the GLAST Project to ensure that the correct number of hard copies required, if applicable, is delivered. After delivery, the DMO will determine which document review category is applicable by looking up the DIL number in the DRD. Documents requiring Approval or Review are assigned dates for when the comments should be submitted to the sponsor, or DMO, as applicable; when the letter should be forwarded to Contracts; and when the letter should be received by the contractor. This information is put on a distribution sheet along with other pertinent information such as document title, document number, sponsor, and recipients/reviewers of the document. The document is then distributed and recorded in the DRD Tracking database. A copy of the document is retained in the library. A copy of the distribution sheet is retained for historical purposes. A sample distribution sheet is shown in Figure 3-1.

### **3.5 DATA ITEM LIST AND SCHEDULE TRACKING DATABASE**

The Data Item List and Schedule (DILS) tracking database is used to record the history of a contractor-required document throughout the life cycle of the contract. All documents that are listed in the DILS are found in the database.

Each record may include the following:

1. Date the document is due (if applicable)
2. Date the document is received
3. Review Code
4. Civil Servant Sponsor
5. Event Code - (this describes when the document is to be delivered: i.e., due two weeks prior to preliminary design review (PDR); monthly, due one month after consent to ship review (CSR), etc., if applicable)
6. Date when comments are due to the contractor (if applicable)

**GLAST PROJECT DISTRIBUTION**

Recv'd Date:	Corr Date:	Corr No.:
Subject:		Originator:
<b>DOCUMENT TYPE</b>		
Contract Deliverable:	DIL No.:	DRD No.:
Type 1	<input type="checkbox"/> Requires Government review and approval prior to acceptance and use. The Government will whenever possible adhere to a 30-day timeframe for review and/or approval.	
	<input type="checkbox"/> Approved with Comments. Does not require Government approval.	
Type 2	<input type="checkbox"/> Class II Changes. Does not require Government review.	
	<input type="checkbox"/> Time-limited right of disapproval (within 45 days from receipt).	
Type 3	<input type="checkbox"/> Information Only. Review for adherence to contract requirements.	
<b>Response/Comments</b>		
Reply Required:	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Comments Due to Contractor:		Sponsor: <input type="checkbox"/>
<b>DISTRIBUTION</b>		
TOTAL		
<b>Review procedures:</b> The Sponsor and documentation reviewers shall evaluate the document based on established criteria. The Sponsor shall forward a technical assessment to the respective GLAST COTR. The GLAST COTR shall make a recommendation to the GLAST CO. The GLAST CO will notify the contractor of the government's findings.		
Please contact Beverly Townsend (301-286-0118) (Beverly.D.Townsend.1@gscf.nasa.gov)- for changes in address, additions, or deletions.		

Figure 3.1. Sample Distribution Sheet

7. Date document is approved (if applicable)
8. Date document is disapproved (if applicable)
9. Date document is to be resubmitted, if disapproved (if applicable)
10. Document Date
11. Document Number
12. Library Number
13. Status (i.e., in review, approved with comments, disapproved)
14. Sub-element - (This is a unique number which aids in identifying multiple deliveries of a DRD. For example, in the document number, 305-CD-078-001, **078** would be the sub-element and this is the 78th volume in this series.) (if applicable)
15. Actual Document Title
16. DRD and DILS numbers
17. Total Review Time (if applicable) – tells how many days it took to approve/disapprove the document from date of receipt
18. Remarks/Notes – provides additional information about a document not covered above such as requests from the contractor to delay delivery of a DRD, deletion of the DRD by document change notice (DCN); or changes in the delivery dates either by DCN or by a letter from Contracts.

### 3.6 REPORTS AND STATUSING

Several reports and statusing options are available from the DILS Tracking database and are described below:

- Detail Report - This report gives the entire history of a contractual required document. All the information that has been recorded for a document will appear on the report.
- Summary Report - This report provides only the DRD number, DIL number, sub-element, review code, sponsor, and document title for whatever was specified in the search criteria.
- Contractor Delinquent - This report will show which contractual required documents were delivered beyond the specified due date or have not been delivered and are past the due date. The DMO has the option to select which documents will be listed on the report.
- Contractor Deliverable - This report will show which documents are due in a specific time frame. For example, if any documents are due during the period January 1, 2003 through January 30, 2003, they will show up on this list, provided the DMO knows this information and it has been entered into the database.
- Sponsor Search - When selecting a name from the database pick list, this report will find all the contractor delivered documents a particular sponsor is responsible for.

The following reports deal with the status of a document.

- Approved** - When given a specific time period, this report will list the contractor-required documents that have been approved. This can only be done as long as the status of the document is approved, approved with comments, or approval pending. Documents with the status of “approval pending” are generally interface documents that have been approved by the Interface Control Working Group (ICWG) and are awaiting a formal approval letter from Contracts. Documents with the status of “approved with comments” are approved documents but need to have changes made prior to publishing a new version. Documents with the status of “approved by default” are categorized as “Review” documents, which the contractor may consider approved after 45 days following delivery to the government.
- Disapproved** - When given a specific time period, this report will list the contractor-required documents that have been disapproved. This can only be done as long as the status of the document is disapproved.
- In Review** - When given a specific time period, this report will list the contractor-required documents that are currently under review. This report is prepared monthly and reviewed by the COTR and Sponsor. This report is placed on the GLAST Project Management website.

A document may also be classified as:

Acceptable – indicates the government has completed its review of the document and has found it to be in order

Class II Change – indicates that the document has been revised, but the changes made contain no changes to schedule or cost and have been approved by the contractor

Closed – applies to ‘Information only’ documents that do not need to be reviewed

Closure Pending – applies to those documents for which the approval/disapproval letter has been forwarded to the COTR for concurrence and is awaiting a formal letter from Contracts

Errata – is used for replacement pages to a previously submitted document

Incorporates Comments - indicates the document had been approved with comments and this version incorporates those comments

Matrix – Documents that have been disapproved and resubmitted may be accompanied by a change matrix which explains which areas of the document were changed and how the comments were resolved. This change matrix is stated as a matrix and may have its own document number for tracking purposes.

Reply – applies to contractual correspondence pertaining to a contractor deliverable document

Review Not Completed – applies when unforeseen circumstances (such as changes in contractual requirements) prevent the review of the document

Superseded – indicates the document never completed the review process and was replaced by a more current version.

### 3.7 CORRESPONDENCE

Correspondence will be traced in the GLAST library database.

## **4.0 LIBRARY REQUIREMENTS**

### **4.1 GLAST DOCUMENT LIBRARY**

The DMO will maintain current versions of all project non-baseline documents, reference documents, updates, contractor deliverables, management data, and technical data in the GLAST electronic library. The originator shall identify reference and deliverable documents and updates to these documents.

The DMO will receive original versions and updates of all documents and integrate the updates into the on-line version. The DMO will maintain reproducible copies where appropriate.

### **4.2 OBTAINING A DATA ITEM**

Whenever possible, personnel requiring a document or other data item will be directed to the GLAST on-line electronic library. By entering a document number, date, or keyword, personnel should be able to easily retrieve and print the desired data item to their office printer. Where on-line access is unavailable, or in cases where the team member is unable to find the item, requests for data items may be made by telephone, fax, in person, electronic mail, or via the on-line document request form. All requests should contain the following information: requester's name, organization, phone number, email address, and a description of the data item being searched for. The librarian will make every effort to obtain the document or other data item from other National Aeronautics and Space Administration (NASA) centers or sources if the requested document is not in the GLAST library.

### **4.3 LIBRARY DATABASE**

The library database is a means of controlling documentation residing in the library. The GLAST DMO will maintain the on-line library database. Non-baseline, reference, deliverable documents, and all updates are maintained in this database. The database will encompass all documents acquired by the library.

Project personnel and support contractors have access to the library database through the GLAST Project Management website. The library database enables project personnel to submit a new document and to locate and retrieve document information. However, only the DMO has the capability to edit, and delete entries in the system.

By using any of the available fields in the library database, the user has the ability to search the contents of the database. The library database search provides the user adequate information to retrieve the most current version of a document or other data item. All the fields have wild card searching capabilities that enable the user to search on any field without knowing the exact document information.

Fields in the library database are:

- GLAST Library Number
- Document Title (including volume number, if applicable)

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- Date Submitted to library
- Data Item Date (date document was written/released; date photograph or video was taken)
- Originator (includes organization, e-mail, phone number)
- Sponsor (includes organization, e-mail, phone number)
- Submitter (includes organization, e-mail, phone number)
- Author (includes organization, e-mail, phone number)
- Responsible Group (indicates project groups associated with this data item; WBS reference if applicable)
- Access Level (see section 4.6 for more detail)
- International Traffic in Arms Regulations (ITAR) Sensitivity Level (applies to technical data to be exchanged with non-United States (U.S.) permanent residents in the U.S. or overseas)
- Hardware Type (whether flight, non-flight, etc.)
- File Format (electronic and hardcopy)
- Document Size (number of printed pages in document)
- Document History (includes: document number; document type; original document date; revision number; revision date; change number; change date)
- Proprietary (yes/no)
- Alternate Identification (ID) Number (two fields for cases where more than one alternate ID exists)
- Media Items Associated with Data Item (includes Documents, Drawings, Videos, Graphics, and Photographs)
- (If yes, provides responsible organization, Statement of Work (SOW) reference, expected delivery date)
- Contract Number (if applicable)
- DRD/DILS Number
- Keywords
- Notes/Comments

## 4.4 PROPRIETARY AND ITAR SENSITIVE DATA

### 4.4.1 Proprietary Data

Some documentation may contain information of a proprietary and/or sensitive nature. The document sponsor is responsible for informing the DMO of any restrictions that may apply to distribution. All outside requests for information (not in the public domain) should be referred to the Freedom of Information Act.

### 4.4.2 NASA International Traffic in Arms Regulations Sensitive Data

It is the responsibility of the document author and/or Government sponsor to identify documents that contain ITAR sensitive data upon submitting documents to the library. If there is an uncertainty whether or not a document contains ITAR sensitive data, the author/sponsor shall contact the GLAST Export Control Specialist. These documents shall contain one of the following statements as appropriate.

#### 4.4.2.1 All ITAR Sensitive Documents

The following statement shall be shown on all pages for all documents containing ITAR sensitive data:

The unclassified technical information included herein is controlled under the ITAR, 22 CFR 120-130, by the US Department of State. Transfer of this information to a foreign person or entity requires an export license issued by the U.S. Department of State or an ITAR exemption to the license requirement prior to the export or transfer.

## 4.5 DOCUMENTATION

The library shall maintain copies of all contracts. Modifications to a contract are received from the CO and placed into the library. Reference attachments and/or appendices may also be found in the library.

Project-prepared documentation, excluding those documents under CM control, will be stored electronically on the GLAST library web page or in hard copy in the library for reference. Project personnel are responsible for providing the library with the latest version. Technical documentation prepared for the project by contractor personnel shall also be stored electronically or in hard copy form in the library.

## 4.6 PLACING DOCUMENTS IN THE LIBRARY

Each document placed in the library, regardless of media type, will be considered the library's master copy.

A Library Disposition Form (see Figure 4.1) will be completed when placing a document into the library. Information contained on the form will assist the Librarian with identifying the document in the library database. All documents placed into the library will be assigned one or more security control codes.

# GLAST Library Submit Form

Submit a Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Submitter's Name: Koo, Ryan	Author's Name: <input type="text" value="OTHER"/>
Org/Code: Q8S/490	Other: <input type="text" value="Please enter last name, first name"/>
Phone: 301-286-2594	Responsible Group: <input type="text" value="-SELECT ANY-"/>
E-Mail: rkoo@hst.nasa.gov	
Submittal Date: 07/11/2000	Document / Data Item Date: <input type="text"/>
Title of Data Item: (Max 150 chrs) 110 characters remaining	
<input type="text"/>	
Keywords:	
<input type="text"/>	
Notes & Comments: (Max 200 chrs) 200 characters remaining	
<input type="text"/>	
ALT ID 1: <input type="text"/>	ALT ID 2: <input type="text"/>
<b>ITAR Statement:</b> Generally, the export of information pertaining to the design, development, production, manufacture, assembly, operation, repair, testing, maintenance or modification of defense articles, i.e., space flight hardware, ground tracking systems, launch vehicles to include sounding rockets and meteorological rockets, radiation hardened hardware and associated hardware and engineering units for these items are controlled by the State Department under the ITAR. A complete listing of items covered by the ITAR can be accessed at:  <a href="http://export.gsfc.nasa.gov">http://export.gsfc.nasa.gov</a>  Still Unsure?  Please Contact <a href="mailto:Greg.Hicks">Greg Hicks</a> (301) 286-2652 For Further Information	
Does this data item contain ITAR-sensitive information? <input type="radio"/> Yes <input checked="" type="radio"/> No	
<small>Any document submitted to the library must be evaluated by the submitter for its proprietary content. If any information could be construed as sensitive (i.e., containing proprietary design, development, manufacturing, budget information) distribution access must be controlled.</small>	
Does this data item contain proprietary information?: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Access Group(s):  Please select ALL groups that require access to the data item you are submitting.  Hold down the control key to select multiple groups.	<input type="checkbox"/> GBM - General <input type="checkbox"/> GBM - ITAR <input type="checkbox"/> GBM - Proprietary  <input type="checkbox"/> PROJECT - General <input type="checkbox"/> PROJECT - ITAR <input type="checkbox"/> PROJECT - Proprietary  <input type="checkbox"/> LAT - General <input type="checkbox"/> LAT - ITAR <input type="checkbox"/> LAT - Proprietary  <input type="checkbox"/> SPACECRAFT - General <input type="checkbox"/> SPACECRAFT - ITAR <input type="checkbox"/> SPACECRAFT - Proprietary
Filename: <input type="text"/>	<input type="button" value="Browse..."/>
If you have a question, contact the GLAST DM Office at: (301) 285-0118	
<input type="button" value="SUBMIT to DMG"/>	

Figure 4.1. Sample Library Disposition Form

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#### 4.7 LIBRARY REPORTS

Library reports are generated as requested with the exception of the monthly acquisition report. The monthly acquisition report lists all the documents that the library has acquired for the previous month.

## APPENDIX A. ABBREVIATIONS AND ACRONYMS

ABBREVIATION/ ACRONYM	DEFINITION
CM	Configuration Management
CMO	Configuration Management Office(r)
CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
CSR	Consent to Ship Review
DILS	Data Items List and Schedule
DM	Data Management
DMO	Data Management Office(r)
DRD	Data Requirements Document
GSFC	Goddard Space Flight Center
ICWG	Interface Control Working Group
ID	Identification
ITAR	International Traffic in Arms
GLAST	Gamma-ray Large Area Space Telescope
NASA	National Aeronautics and Space Administration
PDR	Preliminary Design Review
PROC	Procedure
PSM	Project Support Manager
SOW	Statement of Work
TR	Technical Report
U.S.	United States

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## APPENDIX B. GLOSSARY

<b>TERM</b>	<b>DEFINITION</b>
Data	Documents, records, reports files, and correspondence in hard copy or electronic form. Data includes engineering data, planning data, and other information that is developed or used in a project.
Data Requirements Document (DRD)	A description of the correct format, content, and delivery details of an item in the Data Items List and Schedule (DILS)
Data Items List and Schedule (DILS)	A listing of the data requirements for a specific contract.
Data Library	An enclosed area designated to house documents and reference materials.
Data Management	Process of identifying, collecting, archiving, and controlling managerial, administrative, technical, and related data produced in or required by the Project.
Distribution Lists	Lists of individuals who are or will be recipients of specific documents.
External Data	Baseline and non-baseline documents generated and controlled outside by the GLAST Project
Internal Data	Non-baseline documents generated or controlled by the GLAST Project
Library Catalog List	List of all documents that are physically located, controlled, and maintained in the GLAST Project Library
Sponsor	A GLAST civil servant responsible for collecting and coordinating all document comments against a contract deliverable
Technical Assessment	A finding of whether the contract delivery meets the technical requirements.

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