

STANFORD LINEAR ACCELERATOR CENTER  
OFFICE OF THE DIRECTOR OF RESEARCH

*Mail Address:*  
2575 Sand Hill Road M/S 75  
Menlo Park, California 94025  
Tel: (650) 926-8704  
Persis@slac.stanford.edu

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To: Review Committee

From: Persis Drell  
Professor and Director of Research

Subject: Charge for GLAST Internal Review

The GLAST project will be reviewed by an external panel at the end of March. The GLAST Mission Project Office conducts monthly reviews of the LAT Project. The upcoming status review is an extension of these monthly reviews, combined with a review by Lehman of the DOE. Lab management has found it helpful to have an internal assessment of the status of the project in advance of these reviews. The specific charges for the internal review are:

- Assess the GLAST project's technical status and determine whether the project has identified key risk areas and has plans and procedures in place to adequately mitigate these risks.
- Determine whether the planning for the remaining build, integration and test phases is at the appropriate level, in particular examining the planned flow of flight hardware to I&T.
- Assess the adequacy of the schedule and budget reserves.

A formal written report is not needed. An oral closeout will be sufficient.