

INSTRUCTIONS FOR PREPARATION OF THE PRESENTATION TO THE CONFIGURATION CONTROL PANEL

A. General Instructions

The material presented by the CR initiator to the CCB shall be general purpose information and shall include, but not be limited to, the CR/DIR, pertinent sketches, affectivity, impact statement, change justification, evaluation summary, and recommendations in a clear, concise, and consistent manner.

B. Completion Instructions

As a minimum, the following items should be a part of the CR/DIR initiator's package:

1. The Change Request/Directive (as sent out for review).
2. A brief description of the significant prior events or actions relevant to the Panel's understanding of the proposed change.
3. Any sketches that will better enlist the Panel's understanding.
4. Adequate presentation and discussion of all program cost is essential. If there is no cost impact, explain rationale for reaching this conclusion.
5. Indicate any weight or power impact to the individual project elements affected.
6. Present any unresolved issues and provide presenter's recommendation for resolution with rationale for the recommendations.
7. Present the Evaluation Summary that indicates evaluations from those organizations reviewing the CR/DIR.