BepiColombo planning workshop agenda

Tuesday 26 November until Friday 29 November 2019

Day 1 – Tuesday 26 November 2019

		26 November 2019, Introduction and Overview	
13:30	0:15	Welcome and Introduction	
13:45	0:15	Workshop Overview	
14:00	0:45	BepiColombo Science Mission Operations, Constraints Overview	
14:45	0:30	Science Mission Overview (SOA, Assumptions)	
15:15	0:45	Planning Tool and SOA	
16:00	0:30	Coffee	
16:30	0:15	SOA Exercise Overview (How to check the SOA on the base of one example)	
16:45		SOA Exercise	
16:45		IT	SGS
16:45	1:00	Check SOA and IPOD (45')	
17:45		Closure of Day	

Day 2 – Wednesday 27 November 2019

Time	Dur.	IT	SGS
27 November 2019, LTP and MTP			
9:00	0:30	Science Planning Process Overview	
9:30	0:45	Demo: Planning Tool and Planning Cycles (MTP, LTP, STP)	
10:15	0:15	LTP0001 Exercise Overview (Assumptions, Process, Checkpoints, Expected Results)	
10:30		LTP0001 Exercise	
10:30		**IT**	**SGS**
10:30	0:05		Create LTP0001 timeline (1')
10:35	0:25	Analysis of LTP0001, and add LTP0001 details, if needed (25')	
11:00	0:15	coffee break	
11:15	0:20	Analysis of LTP0001, and add LTP0001 details, if needed (20') - continued	
11:35	0:30	SWT, some teams (SIMBIO-SYS, TBD2) reporting on their LTP0001 details (45")	
12:05	0:40	Rerun the scenario and check timeline (45')	
12:45	0:30	Check against TMX (30')	Harmonize LTP0001 (30')
13:15	0:15	Wrap-up LTP0001 (15')	
13:30	1:00	Lunch	
14:30	0:20	LTP0001-MTP0005 Exercise Overview (Assumptions, Allowed Moficiations, Process, Checkpoints, Expected Results)	
14:50	0:15	Planning Tool Functions for Exercise	
15:05		LTP0001-MTP-0005 Exercise	
15:05		**IT**	**SGS**
15:05	0:30	Present expected commanding update and any other observation/scenario changes	MTP-Kick-off (30') Create MTP Scenario Present: Constraints SSMM status
15:35	0:25	Validate MTP timeline Update MTP details Run scenario check timelines (25")	
16:00	0:30	coffee break	
16:30	0:30	Validate MTP timeline Update MTP details Run scenario check timelines (20") continued	
17:00	0:15		Harmonize MTP-0005, and produce PORs and PTR (15')
17:15	0:30	Present Results (SGS) Present results by teams TBD1, TBD2 Discussion (30')	
17:45		Closure of Day	

Day 3 – Thursday 28 November 2019

28 November 2019, STP		
9:00	0:30	STP Exercise Overview (Assumptions, Allowed Modifications, Process, Checkpoints, Expected Results)	
9:30	0:15	Planning Tool Functions for Exercise	
9:45		STP-0017 Exercise	
9:45		**IT**	**SGS**
9:45	0:15	Updates	STP-Kick-off (30') Create STP scenario Summary of: Rules Changes SSMM Status
10:00	1:00	Validate STP timeline Update STP details Run scenario check timelines	
11:00	0:30	Coffee break	
11:30	0:15		Harmonize STP-0017, and produce PORs (15')
11:45	0:45	Present Results (SGS) Present results by teams TBD1, TBD2 Discussion	
12:30	0:30	Summary of the Nominal Planning Process	
13:00	0:30	A Typical Week in the Planning Process	
13:30	1:00	Lunch	
14:30	0:20	Introduction to the Non-nominal Planning Exercise	
14:50		STP-0017 Update Exercise	
14:50		**IT**	**SGS**
14:50	0:20		STP non-nominal planning meeting (20') s/c and instrument status STP update guidelines SSMM status
15:10	0:35	Update of timelines (35')	
15:45	0:15		Harmonize STP-0017, and re-produce PORs (15')
16:00	0:30	Coffee break	
16:00	0:40	Present Results (SGS) Present results by teams TBD1, TBD2 Discussion (40')	
16:40		LTP0002 Update Exercise	
16:40		**IT**	**SGS**
16:40	0:20		overview of STP update on LTP operations (20") SSMM status Create LTP0002
17:00	0:45	Analysis of impact by teams (30')	
17:45		Closure of the day	

Day 4 – Friday 29 November 2019

		29 November 2019, Finish of LTP0002, Workshop Summary	
9:00	1:00	SoWG (60") some teams (TBD1, TBD2) reporting on their LTP0002 details Check against TMX Agreement/Decision made	
10:00	0:20		LTP0002 update guidelines (20')
10:20	0:40	Update LTP according to new agreements Run scenario check timelines (45')	
11:00	0:30	Coffee break	Wrap-up LTP0002 (15')
11:30	0:45	STP impact on MTP	
12:15	1:15	Wrap-up of any exercise not yet finished.	
13:30	1:00	Lunch	
14:30	0:30	Workshop results and summary, re-cap on planning cycles, process, and tools	
15:00	1:15	PS (5') At least one slide from each team (>11x5') General discussion	
16:15	0:30	Closure of Workshop, presentation of Action items Ideas Any decisions/agreements that were explicitly agreed during the workshop	
16:45		Closure	