



## Work Order for the DPAC Project Office

---

prepared by: Emmanuel Mercier  
approved by: DPACE  
reference: GAIA-PO-PL-ESAC-EMR-002-1  
issue: 1  
revision: 0  
date: 2009-05-29  
status: Issued

### **Abstract**

This document contains Work order for the Project Management Officer (PMO) position at ESAC.

## Document History

Issue	Revision	Date	Author	Comment
D	0	2009-05-12	EMR	Creation

## 1 Work Package Overview

### 1.1 Context presentation

The Gaia mission is planning to map to microarcsecond accuracy  $\approx 1\%$  of the stellar population of our galaxy - that is around one thousand million objects. Each object will be seen about 100 times over the five year mission. The data reduction of the 100 Terabytes of downlinked data is estimated to require a Petabyte storage system.

The processing will be a community wide effort performed by the Gaia Data Processing and Analysis Consortium (DPAC). DPAC is a pan European effort involving over three hundred scientists and engineers and has been officially in operation since 2006. DPAC is organised in a set of, currently eight, coordination units (CU) with specific competencies. DPAC is responsible for the definition and implementation of all Gaia data processing software. Furthermore after launch it is responsible for the operation of that software to produce the Gaia Catalogue. Most of the Gaia processing software is to be written in the Java programming language.

The day-to-day management of the overall DPAC development and operations is delegated to the DPAC Project Office (PO). The Project Office will monitor all technical, managerial and administrative activities and, where appropriate, of the CUs, and provide the directive necessary to accomplish the project, expedite resolution of problems and interface with ESA Gaia Project. The PO is led by the DPAC Project Coordinator (PC). As such the project office should be seen as having a supporting role to an existing and highly successful consortium. The PO should assist the CU leaders where it can in achieving the ultimate goals of the consortium.

The production of processing software for Gaia has started and will continue through operations to final catalogue production in 2019.

### 1.2 Location

All PO positions are located at ESAC in Madrid, Spain.

## 2 Employment Specific Information

### 2.1 Qualification: Project Management Officer

<b>Competence</b>	<b>Product Management / Project Management</b>
<b>Education level</b>	<b>Administrative, MBA equivalent</b>
<b>Experience level</b>	<b>Experienced</b>

#### 2.1.1 Role description and specific tasks

The project management officer (PMO) will assist the Project Coordinator by maintaining top level information in the configuration, documentation & reviews and resource fields, also bring adequate support to PO members for the scheduling, risk and performance management. This position will require permanent liaison with other Project Office members and DPAC managers. The project management officer will report directly to the Project Coordinator.

Specific tasks include:

- establish and monitor the overall DPAC configuration in liaison with a delegated conf. support and the PO QA manager
- maintain DPAC documentation good practices in liaison with the PO QA manager, monitor and report on the documentation evolution
- assist the PO QA manager for the use of documentation good practices into the DPAC
- prepare, organize and monitor the DPAC reviews
- maintain the Work Breakdown Structure (WBS) that underpins the top level DPAC schedule, monitor and report on their evolution
- maintain an overview of the resources (manpower and financial) allocated to the DPAC and their adequacy to the evolving needs,, monitor and and ensures that they remain compatible with the WBS and schedule

#### 2.1.2 Specific qualification requirements

- Primary degree in administration or project management
- Space project development and operations confirmed experience

- Science / working with science community
- Extensive knowledge of project management practices and tools
- Strong inter-personal skills demonstration

### **2.1.3 Specific knowledge is required in the following areas**

- ECSS, specifically Space Project Management
- Operation and mission centers
- Database methodology
- English language mandatory, spoken and written, Spanish language is a plus