[Task Name]

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| --- | --- |
| **Task Name:** | [Task Name] |
| **Principal Investigator:** | James Jones |
| **Task Type:** | [Task Type] |
| **Task Description:** | [Task Description] |

# Document History

|  |  |  |  |
| --- | --- | --- | --- |
| Swim Lane | Date | Reviewer | Authors |
| Specification | Date | Approver |  |
| Design | Date | Approver |  |
| Implementation | Date | Approver |  |
| Feedback | Date | Approver |  |

# Aims/Specification

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Agreed Outcomes**  *List all specifications required in the design phase* | |  |  | | --- | --- | | No. | Outcome | | 1 |  | | 2 |  | | 3 |  | | 4 |  | | 5 |  | | 6 |  | |

# Method/Design

Design and methods described here.

* For Simulation/Experimental tasks:
  + This should be a standard “method” section of a report.
  + Describe your methodology including relevant parameters.
  + You may provide a link to a VELA/CLARA experimental proposal if relevant.
* For Software tasks:
  + This should describe the methods used in your software and how it was created.
  + It can include code snippets and links to software repositories.
* For Planning Tasks:
  + This should describe the various tasks and their definitions and agreed outcomes.
  + Links to the Wiki or other documentation if relevant.

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| **Achieved Outcomes**  *These should map 1-to-1 to the aims/specifications* | |  |  | | --- | --- | | No. | Outcome | | 1 |  | | 2 |  | | 3 |  | | 4 |  | | 5 |  | | 6 |  | |

# Results/Implementation

Results and implementation described here.

* For Simulation/Experimental tasks:
  + This should be a standard “results” section of a report.
  + Describe the results of your simulation/experiment using relevant media.
  + You may provide a link to a VELA/CLARA experimental report if relevant.
* For Software tasks:
  + This should describe the implementation of the software onto the real machine.
  + It should detail the actions and usage scenarios of the software.
  + This section should be able to act as a manual for your software.
* For Planning tasks:
  + This should provide an overview of the plan, including timescales and personnel.
  + Flow diagrams or other media should be included where relevant.

# Conclusion/Feedback

Conclusions and feedback described here.

* For Simulation/Experimental tasks:
  + This should be a standard “conclusion” section of a report.
  + Describe the outcomes of your simulation/experiment and any actions or new tasks arising from the results presented in Section 4.
* For Software tasks:
  + This should describe any feedback received upon usage of the software.
  + Changes and additions that need to be made should generate new tasks and/or software versions.
  + This section may act as the Aims/Specification for a new version of your software.
* For Planning tasks:
  + This should describe all potential tasks derived from the master plan given in Section 4.

In general the feedback section should be used to generate new Tasks dependent on the output of this task.

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| **New Tasks**  *These should produce new Workflow tasks* | |  |  |  | | --- | --- | --- | | No. | Task Name | Description | | 1 |  |  | | 2 |  |  | | 3 |  |  | | 4 |  |  | | 5 |  |  | | 6 |  |  | |