Management guide for the Tolosat project

**Scope of document**

The present document includes a guide for managing the Tolosat project. It is a guide destined to Systems Engineering team members or anyone wanting to know more about how project management is done for Tolosat.

This document also serves as a reference for taking decisions and training newcomers in Systems Engineering.

Meetings

Meetings shall be organized in the following way:

|  |  |  |
| --- | --- | --- |
| **Scope** | **Frequency** | **Scheduler** |
| Subsystem | Minimum 1 per week | RSS |
| Board (RSS + SE) | 1 per month | SE |
| All members\* | 1 every 1.5 or 2 months | SE |

\*will need a proper room or amphitheater depending on the final effectives

**Meeting planning:** each meeting will need proper preparation to ensure its efficiency and relevancy. The scheduler will define the following:

* Date, place and duration of the meeting
* Meeting objectives
* Topics to discuss
* Timeline (to ensure all topics have been discussed).

The scheduler also needs to check the usability of the meeting place (e.g. room, amphitheater) and ask for access whenever necessary, early enough to make sure access will be granted or to have time to search for another place.

Planning

Two schedules are created: one for the project, and another for the Systems Engineering team. The goal of these schedules is to clearly see what deadlines need to be set, and to help prepare ourselves as well as the subsystems for the next deadlines (documents/reviews). It will greatly improve task scheduling within the team.

Purchases

Each purchase made for the project belongs to its original owners, though every member on the project will be granted access for its use as long as the projects goes on. RSS will come to SE members with purchase proposals and decisions will be made according to cost, outcome and project budget.

Sponsoring

Part of the project funding will be brought by sponsors. CCS and ASTRE will look for project sponsors on their own. To avoid contacting the same sponsor twice, the following rules apply:

* A sponsor must not be approached by both CCS and ASTRE for funding the project
* ASTRE and CCS may go to project sponsors that established their sponsoring by the other one and ask for money only if their demand is not about Tolosat.

Team management

Through the entire project, each subsystem will be followed by an SE member to ensure they are well-organized and productive. To that end, each SE member will be assigned to several subsystems. The objective of this assignment is:

* Monitor subsystem productivity
* Advise the RSS
* Manage documentation and deadlines

**RSS advisement:** advices include the following:

* Set up subsystem objectives
* Establish a planning
* Distribute work within subsystem taking strengths and weaknesses into account
* Ensure all critical knowledge is shared
* Ensure participation of all members or act accordingly if needed, to have everyone participating
* Anticipate people leaving the project soon enough to document their work before they leave.

Acronyms

RSS: SubSystem Responsible (Responsible de Sous-Système)  
SE: Systems Engineering (Ingénierie Système)  
CCS: CubeSat Club of Supaero (Club CubeSat de Supaero)