# Assessment of XXX CDR Transition Readiness

by Subject Matter Expert (SME): *SMEs Name*

## 1. Purpose

This assessment is meant to determine the feasibility of transitioning a CDR to Initial Operational Capability (IOC) within the desired time frame, and to gauge the level of effort that NCDC and the PI will need to put forth in order to meet all the requirements of the Research to Operations (R2O) process. A briefing from the SME to all stakeholders shall accompany this report to promote open discussion and help determine the selection or non-selection for IOC transition.

From the *R2O Guidelines*:

*“Prior to committing significant NCDC resources to a specific CDR, a comprehensive assessment will be conducted by the SME to determine whether the CDR is mature enough for transition. This assessment will help determine the level of effort needed to meet all the IOC requirements listed in Appendix F. The SME will draft the formal recommendation to the CDR Program Manager whether the CDR is ready for IOC transition.”*

## 2. IOC Requirements

The following are the IOC requirements laid out by the CDR Program Office:

* Code
  + Document the source code (see *General Software Coding Standards*)
  + Create README – Step by step instructions on how to run the code
  + Enter code into subversion
  + Create Security Review report
  + Archive source code package
  + Make source code and README package publicly available (web)
* Documents
  + Create Flow chart of process
  + Create C-ATBD
  + Evaluate product using Maturity Matrix – level 3 and above
  + Archive document package
  + Create discovery metadata for product
  + Make documents publicly available (web)
* Data
  + Ensure data is in NetCDF format
  + Ensure data meets metadata conventions (see *NetCDF Metadata Guidelines*)
  + Create Submission Agreement for stewardship of all CDR pieces
  + Archive available Input/Ancillary data
  + Archive CDR dataset
  + Make CDR dataset publicly available (THREDDS and/or ftp)

# 3. Assessment

This assessment follows the structure of the IOC requirements.

## 3.1. Background

Background information on the PI, the algorithm, the sensor, or any other general info about the CDR and its use.

## 3.2. Code

Strengths

Any specific strengths – items that have been accomplished that directly relate to the IOC code requirements listed above.

Weaknesses

Any specific weaknesses – items that are potential roadblocks to achieving IOC code requirements listed above.

Overall assessment on the feasibility of the code package reaching IOC by the end of the FY.

## 3.3. Documents

Strengths

Any specific strengths – items that have been accomplished that directly relate to the IOC document requirements listed above.

Weaknesses

Any specific weaknesses – items that are potential roadblocks to achieving IOC document requirements listed above.

Overall assessment on the feasibility of the document package reaching IOC by the end of the FY.

## 3.4. Data

Strengths

Any specific strengths – items that have been accomplished that directly relate to the IOC data requirements listed above.

Weaknesses

Any specific weaknesses – items that are potential roadblocks to achieving IOC data requirements listed above.

State complete dataset size and file configuration for archive planning purposes.

Overall assessment on the feasibility of the data reaching IOC by the end of the FY.

## 3.5. Maturity Matrix

Evaluate the current product maturity against the Maturity Matrix:

|  |  |  |
| --- | --- | --- |
| **Category** | **Rating** | **Justification** |
| Software Readiness | x |  |
| Metadata | x |  |
| Documentation | x |  |
| Product Validation | x |  |
| Public Access | x |  |
| Utility | x |  |
| **Overall Maturity** | **x** | Lowest rating of the six categories |

# 4. Conclusion and Recommendation

In summary, given that there are specific weakness and strengths:

* key points for justifying your recommendation
* PIs willingness to comply
* etc.

It is the recommendation of the SME that this CDR (*could/could not*) be transitioned to IOC within FYXX…

If not recommending transition to IOC, provide some suggestions/options for remedy.