High Level System Design Review Process

Note: Submission should not be the first time the ITS & Network Service Branch has heard of the project or discussed this document. This submission is more of a documentation of previous discussions. If content is not previously shared with the Branch, the review process is likely to take longer and a rejection is more likely. This document is heavily driven by the applicable service package(s).

**Project Manager**
- Collaborates with Branch to prepare
- Submit the High Level Communications Design Document
  - Update and resubmit, clock restarts for ITS review time
  - Yes: Initial review
    - Quality & meet requirements - This includes verifying all interfaces from the service package(s) are included
      - No: Reject
      - Yes: Distribute for review
  - No: Reject

**SEA Lead**
- Initial review
  - Include verifying all interfaces from the service package(s) are included
  - Yes: Distribute for review
  - No: Reject

**Branch Manager**
- Review document
  - Submit Comments - Confirm that their responsible elements are correctly interfacing by the project. If any software development is referenced, ensure it is accurate.
    - Section 2

**Program Support**
- Review document
  - Submit Comments - Confirm that their responsible elements are correctly interfacing by the project. Additionally, ensure any network references is accurate.
    - Section 2

**Networking**
- Review document
  - Submit Comments - Confirm that their responsible elements are correctly interfacing by the project. If any software development is referenced, ensure it is accurate.
    - Section 2

**Field Support**
- Review document
  - Submit Comments - Confirm that their responsible elements are correctly interfacing by the project.
    - Section 2

**Engineering**
- Review document
  - Submit Comments - Confirm that their responsible elements are correctly interfacing by the project.
    - Section 2

**Element Owners**
- Review document
  - Submit Comments - Confirm that their responsible elements are correctly interfacing by the project.
    - Section 2

**Document is accepted and PM can move on to the Detail Level Design**

**Notes:**
*Minor comments/revision can be made to a document without a full review being required so long as the overall meaning of the document is not altered. If comments impact the meaning or if what is proposed to fulfill an interface is unacceptable, then the document needs to be updated and resubmitted.*

1. Drafted in June 2021