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| **Overview** |  |
| **Project Title** | File Transfer, Ground Segment, Best Practice |
| **Document Number** |  |
| **Charter** | [3.03 Cross Support Service Management Working Group](http://cwe.ccsds.org/fm/_layouts/listform.aspx?PageType=4&ListId=%7bA7C4AC1F-7527-4AC8-868F-E08C28545C96%7d&ID=64&RootFolder=*) |
| **Document Type** | **Magenta** |
| **Description of Document** | Best practice recommendations, on the ground, between agencies for a) Transfer protocol b) File packaging mechanism and structuring c) File Type identifications and naming conventions d) Inter-agency management of file type identifications d) Applying security, especially as applicable to file transfer end points e) Account management (relative to selected protocol and security) f) Directory naming conventions g) Basic file service operations such as providing a manifest of stored files, notification of received file, etc. h) Management policy statement (e.g., storage limits, data retention duration) |
| **Project Status** | On Schedule |
| **Project Phase** | Project Approved |
| **Applicable Patents** | There are no patent issues for this technology that are known by the CCSDS community |
| **Patent Comments:** |  |
| **Survey of Similar Standards  Documents or Projects  Undertaken in Other Bodies  and elsewhere in CCSDS** | &lt;tbd&gt; |

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| **Resources** |  |  |
|  | **Work Group Chair Estimated Resources** | **Agency Volunteering** |
| **Book Editor** | 6 WM (Work months) | ESA |
| **Prototype 1** |  | Not Required |
| **Prototype 2** |  | Not Required |
| **Contribute** |  |  |
| **Monitor Only** |  |  |
| **Resource Comments** |  |  |

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| **Schedule** |  |

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| **Legend for Schedule Milestones** | **Orange Book** | **Green Book** | **Magenta Book** | **Blue Book** |
| Required Field= Required for Orange Books  Required Field= Required for Green Books  Required Field= Required for Magenta Books  Required Field= Required for Blue Books (Red Books are Draft Blue/Magenta Books)  Schedule Milestones | **Original Completion Date** *(Date in M/D/YYYY format.)* | **Estimated Completion Date** *(Date in M/D/YYYY format.)* | **Actual Completion Date** *(Date in M/D/YYYY format.)* | **Comments** *(Limit 255 Characters)* |
| Project Approved | Required Field | Required Field | Required Field | Required Field | 1/30/2015 | 1/30/2015 |  |  |
| Planned Project Start Date | Required Field | Required Field | Required Field | Required Field | 2/2/2015 | 2/2/2015 |  |  |
| Internal WG Review | | | | | | | | |
| - First draft circulated to WG | Required Field | Required Field | Required Field | Required Field | 5/30/2015 | 5/30/2015 |  |  |
| - First draft comments due | Required Field | Required Field | Required Field | Required Field | 7/1/2015 | 7/1/2015 |  |  |
| - Second draft circulated to WG | Required Field | Required Field | Required Field | Required Field | 9/15/2015 | 9/15/2015 |  |  |
| - Second draft comments due | Required Field | Required Field | Required Field | Required Field | 10/15/2015 | 10/15/2015 |  |  |
| - Final WB submitted to AD for further processing | Required Field | Required Field | Required Field | Required Field | 12/1/2015 | 12/1/2015 |  |  |
| Secretariat Document Processing | Required Field | Required Field | Required Field | Required Field | 1/31/2016 | 1/31/2016 |  |  |
| First Agency Review |  |  | Required Field | Required Field | 3/31/2016 | 3/31/2016 |  |  |
| RID Resolution |  |  | Required Field | Required Field | 6/15/2016 | 6/15/2016 |  |  |
| Secretariat Document Processing |  |  | Required Field | Required Field | 8/1/2016 | 8/1/2016 |  |  |
| Final Agency Review |  |  | Required Field | Required Field | 10/15/2016 | 10/15/2016 |  |  |
| RID Resolution |  |  | Required Field | Required Field | 12/1/2016 | 12/1/2016 |  |  |
| First Prototype Development |  |  |  | Required Field |  |  |  |  |
| Second Prototype Development |  |  |  | Required Field |  |  |  |  |
| CMC Approval | Required Field | Required Field | Required Field | Required Field | 1/30/2017 | 1/30/2017 |  |  |
| **Total Time to Complete (in months)** |  |  |  |  | **24** | **24** | **0** |  |