Main goal of the meeting is to define what is needed for a SKA Science Data Center, or Center of Excellence.

We would like to have at the end of the meeting a rough outline of

* what are the components to make a Center of Excellence successful
* What are the partners needed to get there
* What are the steps to be taken to get there
* What are the calls that would facilitate these steps

**Project Statement of Work (SOW)**

From a project management perspective we are at the stage of initiating a project. We still have to write the Project Statement of Work, a narrative description of products, services, results to be delivered by the project(s).

The SOW is based on

* business need
* product scope description
* strategic plan

The second one can be the subject of today’s meeting. The other two should be checked within each organization when the scope gets more defined.

After a few meetings we should work towards a Project Charter that documents

* business needs
* the understanding of the user’s needs
* high level description of the product, service or result
* project purpose or justification
* measurable project objectives and related success criteria
* high-level requirements
* assumptions and constraints
* high-level project description and boundaries
* high-level risks
* summary Milestone schedule
* summary budget
* stakeholder list

From here we can define smaller projects to fit calls, or funding opportunities or strategic collaborations.