# Actions of ICAT review by SSI - January 2012

## 16 March 2012

Alistair Mills

Project Manager

E-Science Department

Rutherford Appleton Laboratory, Oxford, England

alistair.mills@stfc.ac.uk

# Governance

| Item | Who | Description |
|------|-----|-------------|
| R01 | ESC | ICAT team in E-science must lead the collaboration |
| R02 | ESC | Create a steering committee with senior people from the stakeholders |
| R03 | ESC | Define how a collaboration organisation joins the collaboration |
| R04 | ESC | ICAT team in E-science to organise the Face to Face meetings |
| R05 | ESC | Make a risk assessment to mitigate the effects of the loss of key individuals |

**Science & Technology**
Facilities Council

# Communication and Outreach

| Item | Who | Description |
|------|-----|-------------|
| R06 | | Ensure that someone maintains the outreach work |
| R07 | | Provide ICAT mentors to help new adopters use ICAT |
| R08 | | Develop a group of testers for pre-release software |
| R09 | | Encourage new adopters to spread the news of ICAT |
| R10 | | Provide weekly Skype on-line workshops to demonstrate and discuss technical matters |
| R11 | | Promote ICAT to a wider audience, and have them include it in proposals |
| R12 | | Actively solicit feedback and grow the market for ICAT |

**Science & Technology**
Facilities Council

# Process

| Item | Who | Description |
| --- | --- | --- |
| R13 | | Define a collaborator induction process, including the allocation of a mentor |
| R14 | | Define a process for resolving conflicts of requirements |
| R15 | | Publish the defined processes |
| R16 | | Create and operate a well defined process for dealing with requirements |
| R17 | | Create and maintain a roadmap for the development of ICAT |
| R18 | | Create and operate a well defined test process |
| R19 | | The ICAT team should be aware of, and involved with, all deployments of ICAT |
| R20 | | Create and operate a well defined cycle of software releases |
| R21 | | Create and operate a handover process for the replacement of collaborators |

# Policies

| Item | Who | Description |
|------|-----|-------------|
| R22 | | Define and operate a deprecation policy |
| R23 | | Define and operate a code contribution policy |
| R24 | | Define and operate a release policy |
| R25 | | Include information in the software repository on the provenance of change |

Science & Technology
Facilities Council

# Support

| Item | Who | Description |
|------|-----|-------------|
| R26 |  | Take into account the expertise of the submitter when replying to support tickets |

Science & Technology
Facilities Council

# Infrastructure

| Item | Who | Description |
|------|-----|-------------|
| R28 | | Regularly update the front page of the Google Code site |
| R29 | | Conduct technical discussions via externally visible mailing lists |
| R30 | | Have a mailing list for announcements, with a standard email for the announcement |
| R31 | | Improve and maintain the FAQs |
| R32 | | Have regular technical meetings using Skype |
| R33 | | Clean up the source code repository regularly |
| R34 | | Determine from the stakeholders what is difficult, and simplify it |