Quarterly Report for Oct. 1, 2017 – Dec. 31, 2017

Quarter Accomplishments:

- Together with E3SM Executive Committee worked on establishing new structure for the Phase 2 of the E3SM Project and after very successful solicitation of applications for care participation in Phase 2 of the project, participated in selection of the staff for the core of the project [Oct - Nov 2017]
- Reviewed proposals for the Next Generation Development sub-projects from the flood of submissions for the Phase 2 of the E3SM [Nov - Dec 2017]
- Acted as Deputy Workflow Group Lead in E3SM substituting Dean Williams when he went on the sick leave [Dec 2017]
- Gave the talk on E3SM and Workflow at the ESGF annual meeting [Dec 2017]
- Leading Documentation Deep Dive to set documentation standards and decide on tool set as well as standardized documentation procedures across E3SM [Nov - Dec 2017]
- Had several meetings with E3SM project manager and E3SM PNNL Communication Team, preparing and planning for desired communication pathways for the project and in preparation for the model public release in April 2018 [Oct– Dec 2017]
- Conducted meetings with Project Manager (D. Koch), her detailee (T. Ringler) and I deciding on project's support, documentation and possible future tutorial workshop in support of E3SM model and data release [Nov - Dec 2017]
- Subcontracted HyperArts company to develop and stand up a public, cloud based website [Oct - Nov 2017].
- Conducting regular meetings with HyperArts manager and his stuff and leading the design and construction of E3SM public website [Dec 2017]
- Taking part in planning for the next phase of E3SM [Oct - Dec 2017]
- Defining plan, requirements and timeline as well as procedures for documentation of E3SM v1.0 in preparation for public code and data release [Oct - Dec 2017]
- E3SM project ongoing planning and project tracking with weekly telecon meetings with E3SM Executive Committee and the DOE Manager – Dorothy Koch and bi-weekly 1-on-1 exec with Group Leads, as well as weekly Council calls [Oct - Dec 2017]
- Setting, overseeing and creating quarterly reporting and task tracking for E3SM Group Leads and all E3SM Epic Leaders [Oct - Dec 2017]
- AIMS deputy group leader for E3SM related work [Oct - Dec 2017]
- AIMS leadership planning, supervising, leading some group meetings and developing procedures and monitoring [Oct - Dec 2017]
- Supervising Tanya Reshel as an E3SM and climate modeling assistant in managing Confluence and JIRA[Oct - Dec 2017]
- Managing and supporting all aspects of E3SM Confluence and JIRA web and online task tracking cloud version software [Jul – Sep 2017]

Next Quarter's Roadmap

- Continue managing and tracking processes and tools in planning/tracking and reporting in E3SM
- Focus on planning for the data and code release in April 1st, 2018
- Defining and implementing processes and procedures to accomplish the documentation level need for the E3SM v1 release
- Taking part in leadership on the highest level (Executive Committee, PI, PM and I) focused on planning and writing project proposal for the next phase of the E3SM project
- Take a leadership class online or in person, or watch an inspiring leadership training, as time permits
- Establish an E3SM wide process flow for tracking the production runs, together with approval process and retention of documentation on each step of the process
- Establishing, as much as possible, automated ways of producing desired documentation from target simulations
- Defining processes for model and data release, and tracking them
- Continue supporting Confluence and JIRA and giving tasks to Tanya to maintain the online cloud documentation and productivity tools
- Continue supporting LLNL SFA Climate Confluence website and supervise Tanya to maintain the website, provide reporting for SFA and maintain publication database for LLNL Climate Program
- Continue leading, as Dean's substitute, E3SM Workflow Group

Resources Required to Achieve Goals