Quarterly Report for Jan. 1, 2018 – Mar. 31, 2018

Quarter Accomplishments:

- Acted as Deputy Workflow Group Lead in E3SM substituting Dean Williams when he went on the sick leave [Jan-Mar 2018]
- Planning and preparing for first E3SM data and model release and publicity that will go around it [Jan– Mar 2018]
- Working with PNNL Communication Team and E3SM project manager on the preparation for release article, movie, newsletter etc. [Jan– Mar 2018]
- Conducted meetings with Project Manager (D. Koch), her Detaille (T. Ringler) and I deciding on project's support, documentation and possible future tutorial workshop in support of E3SM model and data release [Jan - Mar 2018]
- Conducted regular meetings with HyperArts manager and his staff and led the design and construction of E3SM public website [Jan - Mar 2018]
- Debugging and creating content for the E3SM public website, the developmental website is operational, it is half populated with content [Jan - Mar 2018]
- Amended subcontract for HyperArts company to enable more development for the website [Mar 2018].
- Wrote two sections of the E3SM phase 2 proposal for Workflow Group and for Documentation and Support section. [Feb - Mar 2018]
- Taking part in planning for the next phase of E3SM [Jan - Mar 2018]
- E3SM project ongoing planning and project tracking with weekly telecom 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 [Jan - Mar 2018]
- Overseeing Jira reports for AIMS, correcting reports [Jan - Mar 2018]
- AIMS deputy group leader for E3SM related work [Jan - Mar 2018]
- AIMS leadership planning, supervising, leading some group meetings and developing procedures and monitoring [Jan - Mar 2018]
- Supervising Tanya Reshel as an E3SM and climate modelling assistant in managing Confluence and JIRA [Jan - Mar 2018]
- Managing and supporting all aspects of E3SM Confluence and JIRA web and online task tracking cloud version software [Jan - Mar 2018]

Next Quarter's Roadmap

- Continue managing and tracking progress and tools in planning/tracking and reporting in E3SM
- Further E3SM data release and CMORization of DECK data and publication to ESGF
- 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 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
- Establishing, as much as possible, automated ways of producing desired documentation from target simulations
- 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 and Deputy for AIMS

Resources Required to Achieve Goals