Renata, McCoy
Supported Projects: ACME, PCMDI

Quarterly Report for Oct. 1, 2016 – Dec. 31, 2016

Quarter Accomplishments:
- Planning, setting direction, coordinating, organizing and running the 2016 ACME Fall Most-Hands meeting in Nov. 2016 for about 150 participants [Nov 2016].
- Leading so called "JIRA Deep Dive" initiative to revisit, change, adjust, unify and decide on the ACME planning/tracking and reporting processes and tools. [Oct – Dec 2016]
- Taking part in planning for the next phase of ACME, deciding on the direction and writing proposal for next 3 years of the project. [Dec 2016]
- Organizing documentation, leading and implementing planning strategies for the targeted ACME simulation milestones. [Oct - Dec 2016]
- Defining, establish and implementing procedures for documentation of ACME v1.0 in preparation for public code and data release [Nov - Dec 2016]
- Establishing an ACME wide process flow for the running the production experiments, together with approval process and retention of documentation on each step of the process [Nov- Dec 2017]
- ACME project ongoing planning and project tracking with weekly telecon meetings with ACME Executive Committee and the ACME DOE Manager – Dorothy Koch [Oct – Dec 2016].
- ACME project management, planning and tracking through bi-weekly ACME Executive Committee meetings (+ DOE Manager and I as ACME Project Engineer) "one-on-one" with ACME Group Leads (separate for each ACME Group) [Oct – Dec 2016].
- ACME project planning with weekly ACME Council telecon meetings
- Setting, overseeing and creating quarterly reporting and task tracking for ACME Group Leads and all ACME Task Leaders [Oct - Dec 2016]
- AIMS deputy group leader for ACME related work [Nov - Dec 2016]
- AIMS leadership planning, supervising, leading some group meetings and developing procedures and monitoring [Oct - Dec 2016]
- Supervising Tanya Reshel as an ACME and climate modeling assistant in managing Confluence and JIRA [Oct – Dec 2016]
- Managing and supporting all aspects of ACME Confluence and JIRA web and online task tracking cloud version software [Oct - Dec 2016]
- Overseeing procedures for milestone reporting and creating quarterly SFA reports for the LLNL Climate SFA [Oct- Dec 2016]
- Setting procedures and maintenance of a publication application for ACME, including proposed papers (one of the main thrusts in ACME in the upcoming months) as well as submitted papers, both by ACME, collaborators and others, to enable collaboration on papers and transparency across the project [Oct - Dec 2016]

Next Quarter's Roadmap
- Define goals, plan agenda and organize the next ACME All-Hands Meeting in June 2017 [Jan - Mar 2017] (This meeting will be focused on science and the next phase of the ACME project. There will be a substantial presence from DOE and Laboratories Management, as well as ACME Collaborators and University Partners and coordinating project PIs.)
- Leading "JIRA Deep Dive" to establish consensus and decision on unified process and tools in planning/tracking and reporting in ACME
- Implement the tools and processes resulting from the decision from the "JIRA Deep Dive" to be uniformly applied by everyone on ACME for planning, tracking and reporting. [Jan 2017]
- Focus on reestablishing planning for the 3 years, 12-month and quarterly roadmaps for the whole ACME and for each Group [Jan – Feb 2017]
- Defining, organizing and implementing templates and writing documentation for ACME v1 model and simulation in preparation for upcoming release of ACME v1 in Dec 2017. [Jan-Mar 2017]
- Compile and Provide Quarterly Reports for Year 3 to ACME Program Manager in DOE BER and all Lab's Managers [Jan - Mar 2017]
- Take a leadership class online or in person, or watch an inspiring leadership training [Jan - Mar 2017]
- Monitor people and infrastructure resources, implement processes to make sure we are ready for production experiments [Jan - Mar 2017]
- Establish and implement procedures for documentation of ACME v1.0 in preparation for public code and data release [Jan - Mar 2017]
- Establish an ACME wide process flow for the running the production experiments, together with approval process and retention of documentation on each step of the process [Jan- Mar 2017]
- Continue supporting Confluence and JIRA and giving tasks to Tanya to maintain the online cloud documentation and productivity tools for ACME [Jan - Mar 2017]
- 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 [Jan - Mar 2017]
- Monitor ACME Workflow group to achieve the unity in planning and working in JIRA [Jan - Mar 2017]

Resources Required to Achieve Goals