OSG Project Office

1. Work Planning for n5y Year1
    1.1.   Update Staffing Plan; (Sehgal – May 2012)
    1.2.   Coordinate and capture Area Work Plans including WBS, Ongoing Activities, & Key Metrics; (Sehgal – May 2012)
    1.3.   Prepare drafts of SOWs and negotiate updates/approval with PIs and OSG; (Sehgal/Garzoglio - June 2012)
    1.4.   Annual Planning Retreat (Sehgal – July 2012)
    1.5.   Baseline year1 Work Plan including WBS, Ongoing Activities, & Key Metrics; (Sehgal/Garzoglio – July 2012)

2. Project Execution
    2.1.   Weekly Area Coordinator Meetings; status updates and escalation of issues to OSG-ET; (Sehgal – Ongoing)
    2.2.   Quarterly Work Plan Progress Update & Values of Key Metrics
        2.2.1. Capture and report to OSG-ET; (Garzoglio – quarterly starting Oct 2012)
        2.2.2. Review meeting with Executive Director; (Garzoglio – quarterly starting Oct 2012)
    2.3.   Update and re-implement Change Management System for "baselined" Work Plan; (Sehgal – August 2012)
    2.4.   Stakeholder Request Assignment & Tracking; (Garzoglio – ongoing)

2.5. Provide Project Management Support for OSG-ET Selected Projects
    2.5.1.OSG PKI project; (Chander Sehgal – ongoing)
    2.5.2.Campus Grids; (Brooklin Gore – ongoing)
    2.5.3.HTPC; (Brooklin Gore – ongoing)
2.6. Coordinate OSG Core interaction and outputs from selected Satellite projects; (Sehgal – ongoing)

3. Reporting and Agency Communications
    3.1. Support OSG-ET interactions with JOT (Sehgal – ongoing)
    3.2. Internal Review of Project at end of Year1 (Sehgal/Garzoglio/Bauerdick – May 2013)
    3.3. Annual Project Report (Sehgal/Pordes – April 2013)

4. Budget and Effort Management
    4.1. Coordinate funding sub-contracts for Universities; (Werner/Sehgal – July 2012)
    4.2. Implement quarterly effort reporting for all OSG staff including effort quantification and work summaries; (Sehgal/Lockhart – October 2012)
    4.3. Coordinate Annual "renewal" FWPs from BNL & FNAL to DOE (Sehgal – Jan 2013)
    4.4. Negotiate and document principles for annual budget allocation; (Wuerthwein/Sehgal – January 2013)
    4.5. Quarterly update of cost against budget for all institutions; (Werner/Sehgal – ongoing)

5. Special Projects and Initiatives
    5.1. Security work program support (ACM team: Alain, Chander, Mine - ongoing)
    5.2. Software work program support (ABCD team: Alain, Brian, Chander & Dan – ongoing)
    5.3. Define Network Management in OSG (Garzoglio – June 2012)

6. Communications (coordinated by Ruth Pordes)
    6.1. Periodic newsletter (Jemise Lockhart)
    6.2. One research/technology highlight per month (Sarah Engel)
    6.3. Quarterly update of OSG home page content (Ruth Pordes/Kimberly Myles)

7. Work Planning for Year2
    7.1. Update Staffing Plan; (Sehgal – March 2013)
    7.2. Annual Planning Retreat (Sehgal – April 2013)
    7.3. Coordinate and capture Area Work Plans including WBS, Ongoing Activities, & Key Metrics; (Garzoglio/Sehgal – April 2013)
    7.4. Prepare drafts of SOWs and negotiate updates/approval with PIs and OSG; (Garzoglio/Sehgal - May 2013)
    7.5. Baseline Work Plan including WBS, Ongoing Activities, & Key Metrics; (Garzoglio/Sehgal – May 2013)