OSG Project Management (year6A)

Report to Area Coordinators - November 16, 2011

On behalf of

Chander Sehgal
Gabriele Garzoglio

WBS	TaskName	InCharge	Current Status
6.1	Project Management	Sehgal, Garzoglio	
6.1.1	Year6a work plans for each area	Sehgal	Complete at OSG Summer Retreat and captured into DocDb at https://osg-docdb.opensciencegrid.org:440/cgi-bin/ListBy?topicid=87
6.1.2	Implement capture system for ongoing activities (with metric goals)	Sehgal, Garzoglio	Pending
6.1.3	Baseline year6A work plans for each area and start tracking	Sehgal	Completed; weekly area coordinator meetings started Oct 12; need to schedule 1st quarterly update into DocDb in early January 2012
6.1.4	Year6A SOWs signed and subcontracts initiated	Sehgal	
6.1.4.1	SOW drafts – Sept 30	Sehgal	Completed two weeks ahead of schedule
6.1.4.2	Sign-off within OSG – Oct 30	Sehgal	8 of 10 completed; Wisconsin pending PI sign-off; Nebraska pending further negotiation
6.1.4.3	Subcontracts from UW-Madison – Nov 30	Sehgal	Subcontracts in-place for all signed SOWs
6.1.5	OSG DOE Final report – April 30	Avery, Sehgal	*not due yet; need to confirm date with DOE*
6.1.6	OSG NSF Final Report – Sept 30	Avery, Sehgal	*not due yet; need to confirm date with NSF*
6.1.7	Implement process for OSG Stakeholder Requests	Garzoglio	System configuration in JIRA completed; currently populating database with outstanding and known requests; then start weekly review of new and pending items
6.1.8	Project Management support for DigiCert trial	Sehgal	Project Plan document created; MS Project instance of schedule plan created; tracking in-progress toward Feb 7 completion

WBS	Act-Num	Activity	Performance Goal	InCharge	Status
6.1	1	Quarterly institutional cost reports and overall budget summary to OSG-ET	Executed within 1-month after end of each quarter; with coverage > 90% of budgeted institutions.	Sehgal, Lockhart, Werner	1st report covering period ending 9/30/2011 is completed
6.1	2	Weekly Area Coordinator Meeting to review work-plan progress (rotating schedule with each Area covered about every 6 weeks)	Each functional area reviewed with period not to exceed 8 weeks.	Garzoglio, Sehgal, Lockhart	To date, 5 of 6 areas have been reviewed
6.1	3	Weekly reporting to OSG-ET (based on Area Coordinator meeting) on 1) changes to work plan; or 2) items in jeopardy and needing assistance	Email report to OSG-ET within 2 business days of overall status, recent changes, and items needing attention.	Garzoglio, Sehgal	Summary of actions items is being sent after each area review
6.1	4	Periodic meeting (typically 6-8 weeks) with selected external projects (e.g. CDIGS) to coordinate deliverables and requirements	Email report to OSG-ET within 2 business days of overall status, recent changes, and items needing attention.	Garzoglio, Sehgal	Ongoing; only CDIGS active at present

Other Recently Completed Activities

Updated Introduction to OSG document to reflect Campus Grids

Upcoming New Activities

1) Responding to agency question about "OSG next-5-years" proposal (late November & December)

2) Quarterly update from each area for WBS and Ongoing Activities to be posted into DocDB

Concerns/Issues

1) XSEDE will take a lot of focus and we must keep existing customers fully supported

2) DigiCert project started 1-week late; need to track closely