**OSG Project Office**

**Year1 in Review**

1. Completed most of the planned items; see [Year1 Plan](https://osg-docdb.opensciencegrid.org:440/cgi-bin/RetrieveFile?docid=1133;filename=6-Project%20Office%20Plans%20for%20Year1-%20v1.0.docx;version=2)
   1. Operationalized stakeholder request system
   2. Weekly area coordinator reports & quarterly project summary reports
   3. Operationalized change management system
2. Need feedback:
   1. How is the stakeholder request system working for the area coordinators?
   2. Were the weekly notes from the Area Coordinator reports useful?
   3. Were the quarterly project manager reports to ET useful?
   4. In the annual report, we spent considerable effort to highlight campus researchers using OSG by science discipline; was that useful?
3. Incomplete Items
   1. Effort reporting by staff 🡺 will discuss as part of year2
   2. Internal Review of Project 🡺 plan for late September

**Year2 Work Plan**

1. Work Planning for n5y Year2
   1. Update Staffing Plan and review with ET; (Sehgal – May 2013)
   2. Update Budget Plan and review with ET; (Sehgal – May 2013)
   3. Prepare drafts of SOWs and negotiate updates/approval with PIs and OSG; (Sehgal/Garzoglio - June 2013)
   4. Annual Planning Retreat (Sehgal – June 2013)
   5. Coordinate and capture Area Work Plans including WBS, Ongoing Activities, & Key Metrics; (Sehgal/Garzoglio – June/July 2013)
   6. Baseline year1 Work Plan including WBS, Ongoing Activities, & Key Metrics; (Sehgal/Garzoglio – July 2013)
2. Project Execution
   1. Weekly Area Coordinator Meetings; (Garzoglio/Sehgal – Ongoing)
      1. Track 1-3 key initiatives by area
      2. Track key “top 5” concerns/issues by area
      3. Status updates and escalation of issues to OSG-ET
   2. Quarterly Work Plan Progress Update to OSG-ET; (Garzoglio)
      1. Meet with each Area Coordinator to capture status covering key initiatives, overall status, key metrics
      2. Summary report covering all areas to OSG-ET
      3. Review meeting with Executive Director to provide status and resolve execution issues
   3. Stakeholder Request Assignment & Tracking; (Garzoglio)
   4. Provide Project Management Support for OSG-ET Selected Projects (Sehgal)
      1. Tbd
      2. Tbd
   5. Coordinate OSG “core” interaction with selected Satellite projects; (Sehgal)
3. Reporting and Agency Communications
   1. Current OSG Project “no-cost-extension” Final Report (Sehgal/Pordes – Aug 2013)
   2. **Internal Review of Project at end of Year1 (Garzoglio/Sehgal/Bauerdick – Sept 2013) -- discuss**
   3. Support OSG-ET interactions with DOE/NSF JOT (Sehgal – ongoing)
   4. Annual OSG Project Report to NSF/DOE (Sehgal/Pordes – March 2014)
4. Budget and Effort Management
   1. Funding sub-contracts for year2 for Universities; (Thomas/Sehgal – June/July 2013)
   2. Quarterly update of cost against budget for all institutions; (Thomas/Sehgal – ongoing)
   3. **Implement periodic effort reporting for all OSG staff including effort quantification and work summaries; (Garzoglio/Sehgal/Bauerdick – Sept 2013) -- discuss**
5. Communications (coordinated by Ruth Pordes)

(see presentation by Ruth)