**OSG year6 Documentation Architecture Work Plan**

# Strategy

The OSG Documentation Architecture’s primary objective is to ensure complete, updated, easy to use, technical, release and other programmatic documentation available for the OSG stakeholders, users and staff.

# Requirements

This area gets it requirements from the communities of users, area leads and OSG management.

# Tactics and Changes in our Methods

Documentation effort is integrated into the software infrastructure/solutions area for FY12. How this will work in practice will be worked out as needed. The document architect and coordinator will work across the software and cross-project support areas on the details.

# High-level Goals

## Projects (with Date targets)

## Ongoing Tasks

|  |  |  |
| --- | --- | --- |
|  | Activity | Measure |
| 1 | Hold regular documentation meetings with all document coordinators | To-be-provided |
| 2 | Monitor the user feedback on the documents and ensure issues and errors are fixed. | To-be-provided |
| 3 | Keep on top of new services and software in order to make sure documentation is included in their delivery. | To-be-provided |

# Staffing Plan

* Jim Weichel – 20% (until more stable funding is secured for University of Florida staff)
* Contributions from the documentation area coordinators:

|  |  |
| --- | --- |
| Area | Coordinator |
| [General](https://twiki.grid.iu.edu/bin/view/Documentation/DocumentationTeam/General) | Jim Weichel |
| [Compute Element](https://twiki.grid.iu.edu/bin/view/Documentation/DocumentationTeam/ComputeElement) | Alain Roy |
| [Storage](https://twiki.grid.iu.edu/bin/view/Documentation/DocumentationTeam/Storage) | Alain Roy |
| [Security](https://twiki.grid.iu.edu/bin/view/Documentation/DocumentationTeam/Security) | Mine Altunay |
| [Tier3](https://twiki.grid.iu.edu/bin/view/Documentation/DocumentationTeam/Tier3) | [MarcoMambelli](https://twiki.grid.iu.edu/bin/view/Main/MarcoMambelli) |
| [VO](https://twiki.grid.iu.edu/bin/view/Documentation/DocumentationTeam/VO) | [TerrenceMartin](https://twiki.grid.iu.edu/bin/view/Main/TerrenceMartin) |
| [User](https://twiki.grid.iu.edu/bin/view/Documentation/DocumentationTeam/User) | [Chander Sehgal](https://twiki.grid.iu.edu/bin/view/Main/BrianBockelman) |
| [Operations](https://twiki.grid.iu.edu/bin/view/Documentation/DocumentationTeam/Operations) | [ElizabethChism](https://twiki.grid.iu.edu/bin/view/Main/ElizabethChism) |
| [Integration](https://twiki.grid.iu.edu/bin/view/Documentation/DocumentationTeam/Integration) | [SuchandraThapa](https://twiki.grid.iu.edu/bin/view/Main/SuchandraThapa) |

# Risks and Concerns

1. Historically, changes to the OSG work program happen via various forums, including direct interaction between OSG management and area coordinators, and the project manager has not been effective in capturing these changes to the WBS; this was only possible when the Area Coordinators notified the project manager to initiate a WBS update and that usually did not happen in a timely fashion. In our new method, where each Area Coordinator is responsible for keeping their project plan up-to-date, this issue should be greatly diminished but each Area Coordinator will need to allocate some of their time to partnering with the project manager periodically to create documented updates to the area work plans.
2. Satellite projects sometimes have specific work needs from OSG core; what is the expectation (lead time, etc.) on how these needs should be communicated to OSG core and who should carry the budget cost of these changes (e.g. new feature in Gratia or other external projects that budget support for such changes)