**OSG Project Office – Year1**

1. Work Planning
   1. Update Staffing Plan; (Sehgal – May 2012)
   2. Coordinate and capture Area Work Plans including WBS, Ongoing Activities, & Key Metrics; (Sehgal – May 2012)
   3. Prepare drafts of SOWs and negotiate updates/approval with PIs and OSG; (Sehgal/Garzoglio - June 2012)
   4. Baseline year1 Work Plan including WBS, Ongoing Activities, & Key Metrics; (Sehgal/Garzoglio – July 2012)
2. Project Execution
   1. Weekly Area Coordinator Meetings; status updates and escalation of issues to OSG-ET; (Sehgal – Ongoing)
   2. Quarterly Work Plan Progress Update & Values of Key Metrics
      1. capture and report to OSG-ET; (Garzoglio – quarterly starting Oct 2012)
      2. review meeting with Executive Director; (Garzoglio – quarterly starting Oct 2012)
   3. Update and re-implement Change Management System for “baselined” Work Plan; (Sehgal – August 2012)
   4. Stakeholder Request Assignment & Tracking; (Garzoglio – ongoing)
   5. Provide Project Management Support for OSG-ET Selected Projects
      1. OSG PKI project; (Chander Sehgal – ongoing)
      2. Campus Grids; (Brooklin Gore – ongoing)
      3. HTPC; (Brooklin Gore – ongoing)
   6. Coordinate outputs from Satellite projects with OSG Core; (Sehgal – ongoing)
3. Reporting and Agency Communications
   1. Final Report to NSF for “current” OSG; (Pordes/Sehgal – August 2012)
      1. Annual collection of publications based on OSG; (Lockhart/Sehgal – July 2012)
   2. Support OSG-ET interactions with JOT (Sehgal – ongoing)
   3. Internal Review of Project at end of Year1 (Garzoglio/Bauerdick – May 2013)
4. Special Projects and Initiatives
   1. Security work program support (Sehgal/Roy - ongoing)
   2. Define Network Management in OSG (Garzoglio – June 2012)
5. Budget and Effort Management
   1. Coordinate funding sub-contracts for Universities; (Werner/Sehgal – July 2012)
   2. Implement quarterly effort reporting for all OSG staff including effort quantification and work summaries; (Sehgal/Lockhart – October 2012)
   3. Negotiate and document principles for annual budget allocation; (Sehgal/Wuerthwein – February 2013)
   4. Quarterly update of cost against budget for all institutions; (Werner/Sehgal – ongoing)
   5. Coordinate Annual “renewal” FWPs from BNL & FNAL to DOE (Sehgal – Jan 2013)
6. Communications (coordinated by Ruth Pordes)
   1. Periodic newsletter (Jemise Lockhart)
   2. One research/technology highlight per month (Sarah Engel)
   3. Quarterly update of OSG home page content (Ruth Pordes/Kimberly Myles)