**OSG Project Office – Year1**

1. Work Planning
   1. Update Staffing Plan
   2. Coordinate and capture Area Work Plans (WBS, Ongoing Activities, & Key Metrics)
   3. Prepare drafts of SOWs and negotiate updates/approval with PIs and OSG
   4. Baseline year1 Work Plan (WBS, Ongoing Activities, & Key Metrics)
2. Internal Project Execution Tracking
   1. Weekly Area Coordinator Meetings; status updates and escalation of issues to OSG-ET
   2. Quarterly Work Plan Progress Update & Values of Key Metrics;
      1. capture and report to OSG-ET;
      2. review meeting with Executive Director
   3. Update and implement Change Management System for “baselined” Work Plan
   4. Stakeholder Request Assignment & Tracking
   5. Implement quarterly effort reporting for all OSG staff (effort quantification and work summaries)
   6. Provide Project Management Support for OSG-ET Selected Projects
      1. OSG PKI project – Chander Sehgal
      2. Campus Grids – Brooklin Gore
      3. HTPC – Brooklin Gore
   7. Coordinate outputs from Satellite projects with OSG Core
3. Reporting and Agency Communications
   1. Final Report to NSF for “current” OSG
      1. Annual collection of publications based on OSG
   2. Support OSG-ET interactions with JOT
   3. Internal Review of Project at end-Year1
4. Budget Management
   1. Coordinate funding sub-contracts for Universities
   2. Negotiate and document principles for annual budget allocation
   3. Quarterly update of cost against budget for all institutions
5. Support Area Leads in effective execution of their work programs
6. Communications (coordinated by Ruth Pordes)
   1. Periodic Newsletter
   2. One research/technology highlight per month – Sarah Engel
   3. Quarterly update of OSG home page content