

SLHC – PP Management Plan

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M. Capeans, M. Ropka
CERN



Management Plan

<http://cern.ch/SLHC-PP>

- SLHC-PP Annex I (Work description) states that the project will be regularly monitored technically and financially
- It mentions the EVM system:
 - A WP is broken down into tasks, then in sub-tasks, and their deviations from budget or schedule are detected at early stages, and corrected
 - The SLHC-PP CA contains the Project Management Plan (Annex 4)



CERN PPT for EU projects

<http://cern.ch/SLHC-PP>

- IT-AIS has adapted the **P**roject **P**rogress **T**racking tool (**PPT** has been used by ATLAS, LHC, CNGS, APT) to EU projects, in FP6.
- It has been used by EGEE, ETICS... and it will be used for EGGE3 and ETICS2 in FP7
- Functionality:
 - Members and Partner Database
 - Activities Management
 - Data collection (timesheets, cost claims)
 - Data repository for EU mandatory reporting



SLHC – PP Tool Plans

<http://cern.ch/SLHC-PP>

- **General project monitoring structure for financial reporting and time-sheets**

- It needs adaptation for FP7
- It needs customization to SLHC-PP

We are in the process of negotiating a fair sharing of the IT-AIS development cost with other EU projects. We have committed 0.5 FTE as of 1/4/2008 (~80 kCHF)

- **Adaptation of a PPT-like, EVM-like tool for the needs of SLHC**

One of the main aims of SLHC-PP WP2 and possibly WP3 and WP4 is to set up project monitoring structures and a finance management system for the SLHC implementation

IT-AIS is already working on EVM2 (Linac4)...

Request 1 to WP Leaders

<http://cern.ch/SLHC-PP>

- FP7: All costs of personnel working on a project may be eligible, i.e, we need to fill timesheets for every individual working for SLHC-PP
- **Request:**
 - Provide a list of members working in your WP, in agreement with the concerned beneficiaries.
 - Define the member role – *instructions and templates will be provided*
 - Individual
 - Supervisor
 - Beneficiary supervisor
 - Activity/WP supervisor
 - DEADLINE: May 5th

Time Sheets

<http://cern.ch/SLHC-PP>

Timesheet for EU-funded staff working at CERN

JANUARY 2008

First Name			
Last Name			
CERN Id.			
Email			
Project(s) Acronym			
Supervisor			
Activity (if relevant)			
CERN code(s) charged			

	WP		0		0		0		0	CERN holiday	Vacation	Sickness	Other/unpaid leaves	Other work	TOTAL	Nature of other work / comments
JANUARY 2008	hours	hours	hours	hours	hours	hours	hours	hours	hours	hours	hours	hours	hours	hours	hours	
01 Tue			0			0			0						0	
02 Wed			0			0			0						0	
03 Thu			0			0			0						0	
04 Fri			0			0			0						0	
05 Sat			0			0			0						0	
06 Sun			0			0			0						0	
07 Mon			0			0			0						0	
08 Tue			0			0			0						0	
09 Wed			0			0			0						0	
10 Thu			0			0			0						0	
11 Fri			0			0			0						0	
12 Sat			0			0			0						0	
13 Sun			0			0			0						0	
14 Mon			0			0			0						0	
15 Tue			0			0			0						0	
16 Wed			0			0			0						0	
17 Thu			0			0			0						0	
18 Fri			0			0			0						0	
19 Sat			0			0			0						0	
20 Sun			0			0			0						0	
21 Mon			0			0			0						0	
22 Tue			0			0			0						0	
23 Wed			0			0			0						0	
24 Thu			0			0			0						0	
25 Fri			0			0			0						0	
26 Sat			0			0			0						0	
27 Sun			0			0			0						0	
28 Mon			0			0			0						0	
29 Tue			0			0			0						0	
30 Wed			0			0			0						0	
31 Thu			0			0			0						0	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Author Name :
Date and signature

Supervisor Name :
Date and signature

April 2, 2008

Request 2 to WP Leaders

<http://cern.ch/SLHC-PP>

- Annex I contains defined dates for EU DELIVERABLES and EU MILESTONES. Typical granularity is:

WP	
Task 1	Task 2
D 1.1	D 2.1
M 1	M 2
D 1.2	D 2.2
D 1.3	

- **Request:**
 - Produce a proper WBS of your WP (broken down in tasks and subtasks), with internal deliverables to help/ensure that EU deliverables are attainable on schedule, within budget
 - DEADLINE: May 5th

WP1 deliverables and milestones

<http://cern.ch/SLHC-PP>

EU Deliverables and Milestones

WP1: SLHC Project Management					
Task 1: Steering of the Consortium and project follow-up			Task 2: Dissemination		
M 1.1	Kick-off meeting	M01			
			D 2.1	SLHC-PP Web Site	M03
M 1.2	Annual Meeting 1	M12			
D 1.1	Periodic report	M14			
M 1.3	Annual Meeting 2	M24			
D 1.2	Periodic report	M26			
M 1.4	Annual Meeting 3	M36			
D 1.3	Periodic report	M38			
D 1.4	Final Report	M38			

Internal Deliverables and Milestones

D1.1 Periodic Report		
D 1 1 1	Time sheets Consolidation	M3
D 1 1 2	Time sheets Consolidation	M6
D 1 1 3	Time sheets Consolidation	M9
D 1 1 4	Time sheets Consolidation	M12
D 1 1 5	WPs Progress Report	M12
D 1 1 6	Form C Consolidation	M13

PPT EVM, an example from EGEE

<http://cern.ch/SLHC-PP>

PPT for EGEE - Microsoft Internet Explorer

Address: <https://pptevm.cern.ch/egge/ui/main.do>

Links: IT-AIS-PM, IT-AIS, CERN, PERSONAL, Dictionaries, Meteo France - Carte de prévisions régionales Rhone Alpes, WindGURU, Windows Marketplace, WindSpots - Genève, EGEE

EGEE Enabling Grids for E-science CERN - European Organization for Nuclear Research

Welcome Tasks Members Timesheets Cost Claims Action Log

EGEE Project User: POKORSKA Katarzyna Help Any problems? Contact our Support Logout

WBS Long Tasks: 1 - 24 of 24. Page size: 50

EGEE: Global EGEE Project

- NA: Networking Activity
 - NA1: Overall management of the project
 - NA2: Operate the dissemination
 - NA3: Produce training and courses
 - NA4: Support of HEP and Bio
 - NA5: Cooperation with US NSF
- SA: Specific Service Activity
 - SA1: Operation and Management
 - SA1.1: Initialisation tasks
 - SA1.2: Operations (PM07-09)
 - SA1.2.1: Operations and management
 - SA1.2.2: Operation and management
 - SA1.2.3: Operation and management
 - SA1.2.4: Accounting (PM07-09)
 - SA1.2.5: Assessment #1 (PM12-14)
 - SA1.2.6: Cookbook #1 (PM12-14)
 - SA1.2.7: Release notes #2 (PM12-14)
 - SA1.2.8: Cookbook #2 (PM22-24)
 - SA2: Definition of SLRs, Service
- JRA: Joint Research Activity
 - JRA1: Implement production quality
 - JRA2: Project-wide quality assurance
 - JRA3: Enable secure operation
 - JRA4: Develop interfaces to the

Tasks for WBS = SA1.2 (Reset search parameters)

Progress	Code	Description	EU deliverable	Holder	Start	End
Weight	Actual/Total Unit	Description			Start	End
Funded PV	Unfunded PV	Comments		Partner		
SA1.2: Operations (PM07-PM24)						
		SA1.1.5.1 : Release notes #1 (PM01-06)		C. VISTOLI	1-Apr-2004	31-Oct-2004
	0 / 1 U	Task Output				31-Oct-2004
4 PM	8 PM		INFN: Istituto Nazionale di Fisica Nucleare, Frascati (Roma), Italy			
3 PM	6.6 PM		CERN: European Organization for Particle Physics, Geneva, Switzerland			
		SA1.2.4 : Accounting (PM07-09)		D. KANT	1-Apr-2004	31-Jan-2005
	0 / 1 U	Task Output				31-Jan-2005
3 PM	6.6 PM		CERN: European Organization for Particle Physics, Geneva, Switzerland			
14 PM	0 PM		CCLRC: Council for the Central Laboratory of the Research Councils, Oxfordshire - UK			
		SA1.2.5 : Assessment #1 (PM12-14)		R. RUMLER	1-Jan-2005	31-Jul-2005
	0 / 1 U	Task Output				30-Jun-2005
12 PM	0 PM		CNRS: Centre National de la Recherche Scientifique, Paris- France			
3 PM	6.6 PM		CERN: European Organization for Particle Physics, Geneva, Switzerland			
0 PM	0 PM		CNRS - LPC CLERMONT: CNRS, Laboratoire de physique Corpusculaire de Clermont Ferrand			
0 PM	0 PM		CNRS - CC: CNRS, Centre de Calcul			
0 PM	0 PM		CNRS - UREC: CNRS, UREC			
0 PM	0 PM		CNRS - LAL: CNRS, Laboratoire de l'accélérateur Lineaire			
		SA1.2.6 : Cookbook #1 (PM12-14)		A. MILLS	1-Jan-2005	31-Jul-2005
	0 / 1 U	Task Output				30-Jun-2005
6 PM	13.2 PM		CERN: European Organization for Particle Physics, Geneva, Switzerland			
		SA1.2.7 : Release notes #2 (PM12-14)		D. KANT	1-Jan-2005	31-Jul-2005
	0 / 1 U	Task Output				30-Jun-2005
3 PM	6.6 PM		CERN: European Organization for Particle Physics, Geneva, Switzerland			
11 PM	0 PM		CCLRC: Council for the Central Laboratory of the Research Councils, Oxfordshire - UK			
		SA1.2.8 : Cookbook #2 (PM22-24)		A. MILLS	1-Aug-2005	31-Mar-2006

April 2, 2008



Request 3: Project Management

<http://cern.ch/SLHC-PP>

- Members are assigned to partners
- Members are assigned to tasks or subtasks
- Tasks and subtasks have a defined duration
- **Request:**
 - Define the assignments above for your WP
 - DEADLINE: May 5th

Target Dates

<http://cern.ch/SLHC-PP>

- April 26: Test tool available to admin team
- May 5: all data from WP leaders and beneficiaries available
- May 6 – 13: enter data (by SLHC-PP Admin team)
- May 26: Tool available to all beneficiaries
- Target: Timesheets for April and May collected with the tool

FAQs

<http://cern.ch/SLHC-PP>

- SLHC-PP Administration Guide being prepared by Admin team
- First draft available in 1 week
- Contents:
 - Project-wide timescales, reporting to the EU
 - SLHC-PP CERN-internal rules for financial matters (personnel costs, travel and materials claims, etc)