

NA4 Organization, Policies and Tools

11 March 2008

Version 0.4

Activity Organization

The overall work plan for the NA4 activity has been defined in the EGEE-III technical annex. The work is broken down into three tasks: support, strategic clusters, and coordination. Each task is further broken down into subtasks. The full list of tasks is:

- TNA4.1: Support
 - TNA4.1.1: VO Support
 - TNA4.1.2: Application Porting Support
 - TNA4.1.3: Direct User Support
- TNA4.2: Strategic Clusters
 - TNA4.2.1: High-Energy Physics (HEP) Cluster
 - TNA4.2.2: Life Sciences (LS) Cluster
 - TNA4.2.3: Earth Sciences (ES) Cluster
 - TNA4.2.4: Grid Observatory (GO)
 - TNA4.2.5: Computational Chemistry (CC) Cluster
 - TNA4.2.6: Astronomy & Astrophysics (AA) Cluster
 - TNA4.2.7: Fusion (F) Cluster
- TNA4.3: Coordination
 - TNA4.3.1: Management
 - TNA4.3.2: Regional Coordination

Each TNA4.1 and TNA4.2 subtask corresponds to an NA4 workgroup, with a named coordinator. The full task TNA4.3 is the last workgroup. In total there are 11 workgroups. Each workgroup must provide a detailed work plan covering the points below.

Work Plan

Workgroup Plan

The detailed plan for each workgroup should treat the following points:

- Goals: What are the goals of this task? Be sure to look at the goals described in the EGEE-III proposal.
- Services: What services are provided by this task? This could be, for example, documentation, consulting, or software; list anything that will be of service to someone working outside of the task.
- Clients: Who are the people that will take advantage of the services provided through this task? You should list the clients for each service. Be specific. Don't say just "users", but what type of users, what competence, etc.
- Subtasks: Identify what subtasks are required to achieve the goals. This should be specific naming which partners are involved, what each will be doing, estimated effort required, and the expected outcome. If there are dependencies between subtasks, these should be listed.
- Metrics: Identify any concrete numbers that can be used to gauge progress. Ideally, the metrics should be simple to collect and easy to automate.

- Procedures/Policies: Identify any policies that need to be defined for accessing the resources or services provided by the workgroup. E.g. procedure for getting application porting support.

Communication Plan

The communication plan for each workgroup should treat the following points:

- What will be the primary mechanisms used by members of the workgroup to communicate among themselves? E.g. mailing lists, phone conferences, videoconferences, wiki, etc.
- Communication with other EGEE boards, bodies, or activities. Identify what other EGEE-III bodies must be communicated with to achieve the goals of the workgroup. Describe how this communication will be achieved and the frequency of the communication.
- External communication. Describe what channels are necessary and for which groups. Identify the mechanisms used for the communication. Specifically, identify any conferences or workshops that should be targeted. Also specifically identify any documentation that will be developed by the workgroup and how that documentation will be disseminated.

Tools

Each workgroup should identify what tools are necessary to achieve its goals. A non-exhaustive list of possible tools is:

- Ticketing (e.g. GGUS)
- Code management (e.g. SVN or CVS)
- Software build management (e.g. ETICS)
- Conference management system (e.g. Indico)
- Mail servers (e.g. simba or mailman)
- Wiki
- Web content management system (e.g. joomla or plone)

Please identify the functionality required and a possible or preferred implementation.

Workgroup Coordinator Responsibilities

All workgroup coordinators have the following responsibilities:

- Identifying a deputy to act for the coordinator in case of absence.
- Attending Steering Committee meetings.
- Reporting information for quarterly reports, deliverables, and milestones.
- Planning and coordinating the group's work plan.
- Participation in the EGEE User Forum program committees.

Additional, specific responsibilities for each coordinator are listed below.

Strategic Cluster Coordinators

In addition to the general responsibilities for workgroup coordinators, each strategic cluster coordinator also must:

- Run discipline meetings (2 per year, one in conjunction with EGEE conference).

- Participate in the TMB (Technical Management Board).
- The work plan for each cluster must be approved by the Steering Committee as a whole and by the TMB.

Support Coordinators

VO Support Rep.:

- Planning VO Manager Group meeting(s).
- Coordination of support and development within support group.
- Represent VO managers in various groups.
- Handle communication from/to VO managers.

Porting Support:

- Document porting techniques.
- Case studies for each application ported.
- Coordinating interaction with other groups particularly the direct user support group and GILDA groups.

Direct User Support:

- Ticket handling, interactions with GGUS
- Documentation: User Guide, UIG pages, ...
- Interaction with other activities/groups (e.g. JRA1, etc.) as necessary.

Activity Coordination

Activity Manager and Deputy (to be expanded and split):

- Represent the activity on the AMB (Administrative Management Board).
- Lead the Steering Committee meetings.
- Ensure that deliverables and milestones are met on time and are of high quality.
- Follow progress of the activity to ensure the highest possible service to the EGEE user community.
- Participation in EGEE User Forum Program Committees

Administrative Assistant:

- Taking minutes of Steering Committee meetings and tracking actions.
- Maintain organizational chart of NA4 participants.
- Remind participants of document review responsibilities.

Help with collecting information for deliverables and milestones and with preparing them.

Regional Support:

- Named person for each region.
- Must come to conferences and user forums.
- Coordination of support in region (signpost for directing support).
- Regional reporting (limited to 1 page; focussed on particular issues).

- Direct help to users, if possible and funded effort permits.
- Web page with important information for each region.

Identified Workgroup Leaders

NA4 Activity Manager	Charles Loomis
NA4 Deputy Activity Manager	Vangelis Floros
VO Support Representative	Frederic Schaer
Porting Support Representative	Gergely Sipos
Direct User Support	TBN
A&A Cluster Rep.	Claudio Vuerli
CC Cluster Rep.	Mariusz Sterzel
ES Cluster Rep.	Horst Schwichtenberg
Fusion Cluster Rep.	Paco Castejon
GO Cluster Rep.	Cécile Germain
HEP Cluster Rep.	Patricia Mendez
LS Cluster Rep.	Vincent Breton Johan Montagnat Christophe Blanchet