Fabrizio Gagliardi
EGEE project director

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All activity workshop 17th March 2004

egee
Enabling Grids for E-science in Europe

## NA1 execution plan

Objectives of the activity and partners involved

- NA1 - Management
  - Management and administration of the project
  - Relationship with the EU Commission
  - Partners:
    - CERN based (all other partners present for audit certificates only)

NA1 deliverables and milestones (year 1)

Deliverables		
DNA1.1.1-8	M3	Quarterly reports
DNA1.2	M3	Gender Action Plan
DNA1.3.1	M9	Periodic report
MNA1.1	M9	Successful completion of first review

EGEE management
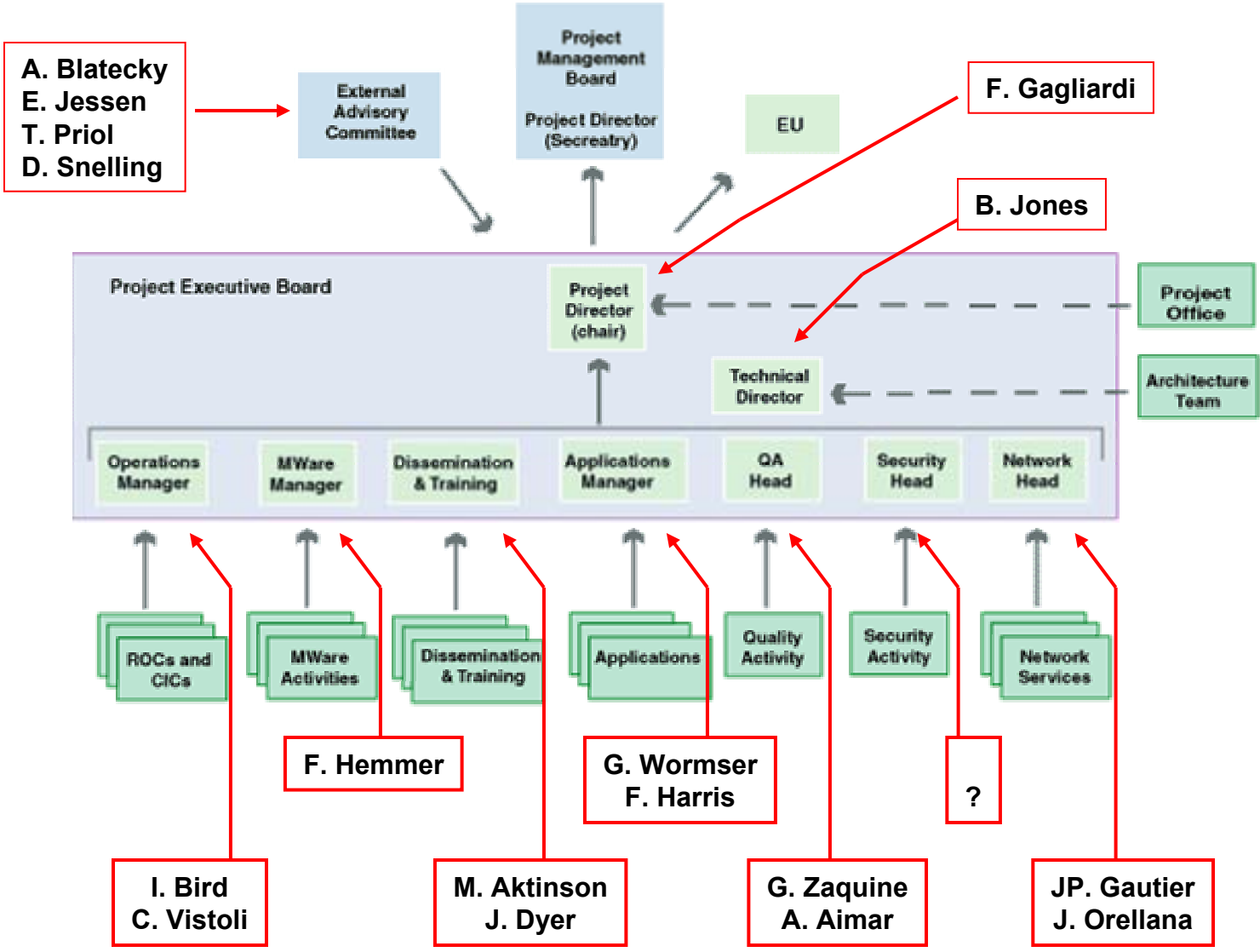
NA1: Project Office staff and plans

- By April 1st existing EDG/EGEE CERN Project Office will be gone
  - With the following exceptions: Karin Burghauser will be back at 60% and Marie-Laure Bourgeois-Schutz will continue on detachment from CNRS September '04
- 3 new persons have been hired
  - Anna Cook (project Secretary) started on February 1st
  - Kristina Gunne (administrator) started on March 16th
  - Severine Bergerot (financial officer) started on March 1st
- Two PR/information officers will start soon (for NA2)
  - *To replace Rosy Mondardini on April 1st who is moving to general CERN IT PR office which will offer general support to EGEE*
  - *Leticia Martignon*
  - *Marc-Elian Begin*
- CERN has confirmed general legal and administrative support (auditing, reporting etc.)

NA1 Resource Plan

Collaborator name	Partner	Function	Previsional Date in Month 1 to 12	FTE (1=full time, 0,5 half time, ..)	F or UF	Total PM
Fabrizio Gagliardi	CERN	Project Director	1	1	F	12
Bob Jones	CERN	Technical Director	1	1	F	12
Karin Burghauser	CERN	Admin.	1	0.6	F	7.2
Anna Cook	CERN	Admin.	1	1	F	12
Kristina Gunne	CERN	Admin.	1	1	F	12
Severijne Bergerot	CERN	Financial admin.	1	1	F	12
TBD	CERN	Admin.	1	0.5	F	6
Marie-Laure Schutz	CERN	Admin.	1	1	F	6
Total funded effort				7.1		73.2
Total planned in TA				6		72

NA1 tasks and products

Overall project management and administration

- Quarterly and period reports
- Cost claims, EU payments, deliverables management etc.
- Periodic EU reviews

- Relations with the EU and preparation for future call(s)

- Dissemination and Public Relations activity

  - In collaboration with NA2

- Overall technical management

  - Control and monitoring of deliverables and milestones
  - Coordination with LCG

- Organization of the following project boards:

  - External Advisory Committee - Meets twice per year (at project conferences)
  - Project Executive Board - Meets weekly with extended meetings once per quarter
  - Project Management Board - Meets once per month (conf calls) + face to face (at project conferences)
  - Project Collaboration Board - Meets twice per year (at project conferences)
  - Project Administration Board - Meets once per quarter

Gender action plan

- Plan for how gender issues will be addressed within the project

- Work started in collaboration with all partners, documented on the web site

- Please make sure to provide Marie-Laure with statistics of the gender distribution in your hiring process

- Specific deliverable (DNA1.2) due by PM3

LCG/EGEE coordination

- LCG Project Leader in EGEE Project Management Board

- EGEE Project Director in LCG POB

- Cross technical management relations between LCG and EGEE being established (Middleware and Operations Managers in common between LCG and EGEE PEBs)

- EGEE Technical director in LCG PEB

- EGEE HEP applications hosted in CERN and core resource of the LCG ARDA prototype

Effort estimation for each task identifying groups involved and key individuals

The detailed figures needed for the effort of each task is currently being calculated based on the experience gained in the EDG project (i.e. project office) and scaling-up taking into account the number of partners.

Training requirements

- New Project Office staff will require formal and informal training (severe overhead for Project Management)
  - Covering admin procedures used within the project
- Training for financial administrator
  - CERN and EU accounting procedures
- Should foresee training on project management tools to be used within the project (not software development tools)
  - Calendar/agenda tool (agenda maker)
  - EDMS (document management tool)
  - Effort reporting tool (to be defined)
  - How to write a quarterly report
  - How to write an annual report

Risk analysis

- Late signature of contract delaying start date: negotiating with partners and the EU
- Late hiring: start the hiring process before the project start date
- Non-delivery of deliverables: use PEB to do regular checks on advance of work
- Poor quality deliverables rejected by the EU: use internal review procedure to ensure good quality deliverables
- Non-delivery of PPT tool: foresee backup manual procedure for handling QRs and periodic reports
- Non-availability of NA1 personnel (absence, illness etc.): ensure sufficient overlap so someone else in NA1 can complete necessary tasks
- Late payment of cost claims: ensure correctness of cost claims before sending to EU
- There is no contingency in the financial plan for the project. NA 1 must coordinate, within the limits of the CA, the resolution of any difficulties arising

Issues related to other activities

- Relations to NA2 dissemination activities
- Relations to training NA3 (take over tutorials from EDG)
- Relations to NA4 (meetings with HEP applications, general applications)
- Other projects support (NA5, SA, JRA etc.)
- Relations to eInfrastructure EU reflection group
- Relations to national and international activities

Changes requested to the TA

- Nothing foreseen for NA1 for the moment

Steps to be taken between now and the project startup, + 3 months

- CA and contract signature processes have started, administrative and management structures are in place.

- Establish reporting relations to new CERN management, adapt to LCG new plans

- NA1:
  - Contract received on March 6th
  - Consortium Agreement finalised on March 6th
  - Signatures are being collated and it is foreseen that the contract will be signed by CERN week beginning March 22nd, all issues being resolved (US)
  - Major milestone: to have PO in place and federation infrastructure working by April 1st
  - In Q1: handle the advance payment and prepare Q1 report