

Renata, McCoy
Supported Projects: ACME, PCMDI

Quarterly Report for January 1, 2016 – March 31, 2016

Quarter Accomplishments:

- Helped organize and set up an agenda and took part in the ACME Advisory Committee in March 2016 [Feb - Mar 2016]
- Planning, setting direction, developing agenda, coordinating and organizing the upcoming 2016 ACME All-Hands meeting in June 2016 [March 2016]
- Setting and overseeing quarterly reporting, planning and task tracking for all ACME members [Jan- Mar 2016]
- Set up (with Dean) quarterly plan with epics and tasks for all group members of ACME Workflow Group, converted the plan into JIRA tasks (trained and tasked Tanya to do that), devised a plan to reconcile the planning and working procedures in ACME Workflow Group [November – December 2015]
- Developed templates, set up due dates, and implemented the Y2Q3 (Year 2 Quarter 3) Quarterly Reports from all ACME Group Leaders as well as all Tasks Leaders for the DOE BER program manager [March 2016]
- Supervising and training Tanya Reshel as a climate modeling assistant in managing Confluence and JIRA [Jan - Mar 2016]
- Managing and supporting all aspects of Confluence and JIRA web and online task tracking cloud version software [Jan - Mar 2016]
- Designed, developed and set up procedure for milestone reporting requirement for the LLNL Climate SFA [Feb - Mar 2016]
- Developed Confluence LLNL Climate SFA Website and created desired templates for quarterly reporting and publications database [Mar 2016]
- Trained and supervised Tanya Rachel in setting up and subsequent support of the Climate SFA Confluence website [Mar 2016]
- Established operational procedures for Tanya to maintain all aspects of the Climate SFA website [Mar 2016]
- Gave seminar and presented the Climate SFA reporting procedures and website to the LLNL Climate program [Mar 2016]
- Watched Online U-Learn Leadership talks: “Emotional Intelligence 2.0: Taking Your Game to the Next Level” By: Travis Bradberry and “Unconscious Bias: The Hidden Barrier” By Howard Ross [Mar 2016]

Next Quarter’s Roadmap

- Further planning, setting up and organization of the upcoming ACME All-Hands Meeting in June [Mar-Jun 2016]
 - Prepare agenda, set up sessions, chairs, set the goals and possible homework for All Group Leaders
 - Prepare Confluence meeting pages for all sessions

- Help in organizing and running of the meeting
- Compile and Provide Quarterly Reports for Year 2 Quarter 3 (Y2Q3) to ACME Program Manager in DOE BER [mid Apr 2016]
- Start working on the paper on agile software development in scientific community [May 2016]
- Develop and deploy the publication application for ACME, this will include both proposed paper (which will be one of the main thrusts in ACME in the upcoming year) as well as submitter papers, both by ACME, collaborators and others, to device a database where one can find out what papers are being proposed, what data will they use, what model configuration, what feature are they examining, etc. [Apr 2016]
- Take a leadership class online or in person, or watch an inspiring leadership training [Apr – Jun 2016]
- Monitor the assembly of ACME v1.0 alpha code and react to any potential problems [Apr – Jun 2016]
- Monitor resources to make sure we are ready for production experiments [Apr – Jun 2016]
- Establish procedures for documentation on testing of ACME v1.0 alpha to make sure all the new features had been exercised and tested in the coupled system [May 2016]
- Establish procedures and documentation on tuning of ACME v1.0 Beta [May – Jun 2016]
- Establish an ACME wide process flow for the running the production experiments, together with approval process and retention of documentation on each step of the process [May – Jun 2016]
- Continue supporting Confluence and JIRA and giving tasks to Tanya to maintain the online cloud documentation and productivity tools for ACME [Apr – Jun 2016]
- Continue supporting LLNL SFA Climate Confluence website and supervise Tanya to maintain the website, provide reporting for SFA and maintain publication database for LLNL Climate Program [Apr – Jun 2016]
- Monitor ACME Workflow group to achieve the unity in planning and working in JIRA, which will help all the members of the Workflow Group to understand priorities and the every team's work [Apr – Jun 2016]
- Work with Dean on setting up next quarter plan and 12-month roadmap for the ACME Workflow Group [Apr 2016]
- Maintain and monitor Request Hub and Code Review process to any new v2.0 feature [Apr – Jun 2016]

Resources Required to Achieve Goals