

**Renata, McCoy**  
**Supported Projects: ACME, PCMDI**

**Quarterly Report for July 1, 2016 – Sept. 31, 2016**

**Quarter Accomplishments:**

- Planning, setting direction, coordinating and organizing the 2016 ACME Fall Most-Hands meeting in Nov. 2016 for about 150 participants [Sep 2016].
- ACME project ongoing planning and project tracking with weekly telecon meetings with ACME Executive Committee and the ACME DOE Manager – Dorothy Koch [Jul – Sep 2016].
- ACME project management, planning and tracking through bi-weekly ACME Executive Committee meetings (+ DOE Manager and I as ACME Project Engineer) “one-on-one” with ACME Group Leads (separate for each ACME Group) [Jul – Sep 2016].
- ACME project planning with weekly ACME Council telecon meetings
- Helped with quarterly planning for the ACME Workflow Group, working with Dean Williams and Val Anantharaj – the Workflow Group Leaders for the ACME Workflow Group [Jul – Sep 2016].
- Setting, overseeing and creating quarterly reporting and task tracking for ACME Group Leads and all ACME Task Leaders [Jul - Sep 2016]
- Developed templates, set up due dates, and implemented the Y3Q1 (Year 3 Quarter 1) Quarterly Reports from all ACME Group Leaders as well as all Tasks Leaders for the DOE BER program manager [Sep 2016]
- AIMS deputy group leader for ACME related work [Jul - Sep 2016]
- AIMS leadership planning, supervising, developing procedures and monitoring [Jul - Sep 2016]
- Supervising Tanya Reshel as an ACME and climate modeling assistant in managing Confluence and JIRA [Jul – Sep 2016]
- Managing and supporting all aspects of ACME Confluence and JIRA web and online task tracking cloud version software [Jul - Sep 2016]
- Overseeing procedures for milestone reporting and creating quarterly SFA reports for the LLNL Climate SFA [Jul, Sep 2016]
- Trained and supervised Tanya Rachel in maintenance support of the Climate SFA Confluence website and reporting [Jul - Sep 2016]
- Setting procedures and maintenance of a publication application for ACME, including proposed papers (one of the main thrusts in ACME in the upcoming months) as well as submitted papers, both by ACME, collaborators and others, to enable collaboration on papers and transparency across the project [Jul - Sep 2016]

**Next Quarter’s Roadmap**

- Define goals, plan agenda, organize and run the next ACME Most-Hands Meeting in November [Oct -Nov 2016] (the emphasis will be on planning: the

- 12 month roadmap, the quarterly planning with focus on the target simulations – our deliverable for the next big project review, and on planning, timeline and procedures for the next version of the model – ACME v2.0: the model, the infrastructure and the simulations planning)
- Compile and Provide Quarterly Reports for Year 3 Quarter 1 (Y3Q1) to ACME Program Manager in DOE BER and all Lab’s Managers (new requirement) [Oct 2016]
  - Leading a “Depp Dive” to unify planning, reporting and JIRA task tracking across the whole ACME project [Nov 2016]
  - Develop, establish procedures, document and deploy the outcome of the “Deep Dive” (above) [Oct -Dec 2016]
  - Start working on the paper on agile software development in scientific community [Dec 2016]
  - Take a leadership class online or in person, or watch an inspiring leadership training [Oct - Dec 2016]
  - Monitor the assembly of ACME v1.0 code and react to any potential problems [Nov 2016]
  - Monitor people and infrastructure resources to make sure we are ready for production experiments [Nov - Dec 2016]
  - Establish procedures for documentation of ACME v1.0 in preparation for public code and data release [Oct - Sep 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 [Oct - Nov 2016]
  - Continue supporting Confluence and JIRA and giving tasks to Tanya to maintain the online cloud documentation and productivity tools for ACME [Oct - Nov 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 [Oct - Nov 2016]
  - Monitor ACME Workflow group to achieve the unity in planning and working in JIRA [ Oct - Nov 2016]
  - Work with Workflow Group Leads: Dean and Val on setting up next quarter plan and 12-month roadmap for the ACME Workflow Group [Nov 2016]
  - Maintain and monitor Request Hub and Code Review process to any new v2.0 feature [Oct - Nov 2016]

### **Resources Required to Achieve Goals**