

Renata, McCoy
Supported Projects: ACME, PCMDI

Quarterly Report for Jan. 1, 2017 – Mar. 31, 2017

Quarter Accomplishments:

- Leading so called “JIRA Deep Dive” initiative to revisit, unify and decide on the ACME planning/tracking and reporting processes and tools. [Jan – Mar 2016]
- Implementing new JIRA process following the “JIRA Deep Dive” decision. [Jan – Mar 2016]
- Writing extensive documentation and online tutorials to be used by all in ACME in new project tracking requirements and implementation. [Feb – Mar 2016]
- Implementing bi-weekly reporting from JIRA for all members of ACME [Mar 2016]
- Taking part in planning for the next phase of ACME [Jan – Mar 2016]
- Organizing documentation, leading and implementing planning strategies for the targeted ACME simulation milestones [Jan – Mar 2016]
- Defining, establish and implementing procedures for documentation of ACME v1.0 in preparation for public code and data release [Jan – Mar 2016]
- Establishing 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 [Jan – Mar 2016]
- ACME project ongoing planning and project tracking with weekly telecon meetings with ACME Executive Committee and the ACME DOE Manager – Dorothy Koch [Jan – Mar 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) [Jan – Mar 2016]
- ACME project planning with weekly ACME Council telecon meetings [Jan – Mar 2016]
- Setting, overseeing and creating quarterly reporting and task tracking for ACME Group Leads and all ACME Task Leaders [Jan – Mar 2016]
- AIMS deputy group leader for ACME related work [Jan – Mar 2016]
- AIMS leadership planning, supervising, leading some group meetings and developing procedures and monitoring [Jan – Mar 2016]
- Supervising Tanya Reshel as an ACME and climate modeling assistant in managing Confluence and JIRA [Jan – Mar 2016]
- Managing and supporting all aspects of ACME Confluence and JIRA web and online task tracking cloud version software [Jan – Mar 2016]

Next Quarter's Roadmap

- Define goals, plan agenda and organize the next ACME All-Hands Meeting in June 2017 [Apr - Jun 2017] (This meeting will be focused on science with emphasis on Tropics and Arctic, and the next phase of the ACME project. There will be a substantial presence from DOE and Laboratories Management, as well as ACME Collaborators and University Partners and coordinating project PIs.)
- Continue managing and tracking processes and tools in planning/tracking and reporting in ACME [Apr - Jun 2017]
- Focus on reestablishing planning for the 3 years, 12-month and quarterly roadmaps for the whole ACME and for each Group [Apr - Jun 2017]
- Defining, organizing and implementing templates and writing documentation for ACME v1 model and simulation in preparation for upcoming release of ACME v1 in Dec 2017. [Apr - Jun 2017]
- Compile and Provide Quarterly Reports to ACME Program Manager in DOE BER and all Lab's Managers [Apr - Jun 2017]
- Take a leadership class online or in person, or watch an inspiring leadership training [Apr - Jun 2017]
- Monitor people and infrastructure resources, implement processes to make sure we are ready for production experiments [Apr - Jun 2017]
- Establish and implement procedures for documentation of ACME v1.0 in preparation for public code and data release [Apr - Jun 2017]
- Establish an ACME wide process flow for tracking the production runs, together with approval process and retention of documentation on each step of the process [Apr - Jun 2017]
- Continue supporting Confluence and JIRA and giving tasks to Tanya to maintain the online cloud documentation and productivity tools for ACME [Apr - Jun 2017]
- 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 2017]
- Continue helping and monitoring ACME Workflow group to achieve the unity in planning and working in JIRA [Apr - Jun 2017]

Resources Required to Achieve Goals