

Renata, McCoy
Supported Projects: ACME, PCMDI

Quarterly Report for Apr. 1, 2017 – Jun. 30, 2017

Quarter Accomplishments:

- Implemented “JIRA Deep Dive”’s outcome of the ACME planning/tracking and reporting unification processes and tools. [Apr 2017]
- Wrote extensive documentation and online tutorials to be used by all in ACME in new project tracking requirements and implementation. [Apr 2017]
- Implemented bi-weekly reports process and overview pages from JIRA for all members of ACME [Apr 2017]
- Implemented new quarterly report process in JIRA, created tutorials and documentation, as well as report overview pages in Confluence [Apr - May 2017]
- Organized and overseen the all-hands ACME meeting for 150 ACME members, collaborators and university partners [Apr - Jun 2017]
- Taking part in planning for the next phase of ACME [Apr – Jun 2017]
- Defining and implementing procedures for documentation of ACME v1.0 in preparation for public code and data release [May – Jun 2017]
- ACME project ongoing planning and project tracking with weekly telecon meetings with ACME Executive Committee and the ACME DOE Manager – Dorothy Koch and bi-weekly 1-on-1 exec with Group Leads, as well as weekly Concil calls [Apr – Jun 2017]
- Setting, overseeing and creating quarterly reporting and task tracking for ACME Group Leads and all ACME Task Leaders [Apr – Jun 2017]
- AIMS deputy group leader for ACME related work [Apr – Jun 2017]
- AIMS leadership planning, supervising, leading some group meetings and developing procedures and monitoring [Apr – Jun 2017]
- Supervising Tanya Reshel as an ACME and climate modeling assistant in managing Confluence and JIRA [Apr – Jun 2017]
- Managing and supporting all aspects of ACME Confluence and JIRA web and online task tracking cloud version software [Apr – Jun 2017]

Next Quarter’s Roadmap

- Continue managing and tracking processes and tools in planning/tracking and reporting in ACME [Jul - Sep 2017]
- Focus on planning for the data and code release in December [Jul - Sep 2017]
- Planning for the next phase of the project, and developing the 3 years, 12-month roadmaps for the whole ACME and for each Group [Jul - Sep 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. [Jul – Sep 2017]
- Compile and Provide Quarterly Reports to ACME Program Manager in DOE BER and all Lab’s Managers [Jul - Sep 2017]
- Take a leadership class online or in person, or watch an inspiring leadership training [Jul - Sep 2017]
- Implement procedures for documentation of ACME v1.0 in preparation for public code and data release [Jul - Sep 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 [Jul - Sep 2017]
- Continue supporting Confluence and JIRA and giving tasks to Tanya to maintain the online cloud documentation and productivity tools for ACME [Jul - Sep 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 [Jul - Sep 2017]
- Continue helping and monitoring ACME Workflow group to achieve the unity in planning and working in JIRA [Jul - Sep 2017]

Resources Required to Achieve Goals