

Computing Sector
Project Charter

“Production Management Database ”

Version 1.0
2015-02-26

DocDB #

PREPARED BY:

Marc Mengel

CONCURRENCES:

Margaret
Votava
Project
Sponsor

Date

Andrew Norman

Head, Data Management
and Applications

Date

Charter Revision Log

Revision	Description	Effective Date
1.0	Initial Project Charter	2015-02-26

<Official copy is maintained electronically – printed copy may be obsolete>

Table of Contents

1. Project Purpose/Background

The purpose of this project is to provide a tool which allows the Production Group to manage and monitor Reconstruction, Monte Carlo, Keep-up and other production jobs for Fermilab experiments, and for the experiments to request production processing tasks, and monitor their progress.

2. Project Scope

This project will cover designing and implementing the initial release of a database-based application for the Production Group to manage production work for experiments currently running and expected to be running in the next 2 years. Non-production experiment work, jobs not coordinated by the Production Group, and jobs launched at other sites or run on non-OSG batch systems are beyond scope.

3. Project Objectives

Provide software which assists the Production Group in handling a large volume of requests efficiently, especially assisting in triage of failed jobs.

4. Project Deliverables

A production database instance, and the deployment of a released version of applicable software, setup and operated under an appropriate ITIL SLA.

5. Project Customers

The Production Group and experiment production coordinators are the primary customers.

6. Project Stakeholders

The Production Group Leader, the experiment groups production coordinators, and associated management.

7. Project Time Frame

The requirements gathering, design, and initial releases of this project are expected to be completed in calendar year 2015.

8. Project Budget

CS Activity Name:			
FTL Identifier:			
Task Code:			
	FY2015	FY2016	Total
Personnel (FTE-yrs)	1.6	.8	2.4
M&S (\$K)			

9. Project Acceptance Criteria

This project will be considered complete when the following conditions have been met:

1. The application software has been tested by the Production Group and the NOvA, MINERvA, and Mu2e experiments for running production computing.
2. Suitably version-controlled software has been released.
3. System has been brought up under an appropriate ITIL SLA.
4. Suitable documentation has been provided.

10. Flexibility Matrix

	<i>Most Critical (Inflexible)</i>	<i>Moderately Critical (Adaptable / Negotiable)</i>	<i>Least Critical (Accepting / Will Concede)</i>
SCOPE	X		
SCHEDULE		X	
RESOURCES			X

11. Project Organization

11.1. Project Team

Project Sponsor: Margaret Votava

Project Manager: Marc Mengel

Technical Lead: Marc Mengel/Steven White

Service Owner: Andrew Norman

Project Team: Marc Mengel, Robert Illingworth, Mike Diesburg, Michael Gheith, Steven White, Paola Buitrag.

11.2. Responsibilities

The Project Sponsor is responsible for obtaining organizational support and commitment of resources to the project; setting scope and providing guidance to the Project Manager and Technical Lead; and addressing obstacles, issues and concerns.

The Project Manager is responsible for the project achieving its objectives. The Project Manager is primarily responsible for:

- Preparing and maintaining project management artifacts such as the charter, budget, schedule, status reports, and lessons learned.
- Coordinating project work activities

- Monitoring and reporting on progress against plans. This also includes:
 - o Developing the project management plan and all related component plans;
 - o Keeping the project on track in terms of schedule and budget
 - o Managing project scope, including overseeing Project Change Control
 - o Identifying, monitoring, and responding to risk
 - o Providing accurate and timely reporting of project metrics.
- Non-technical requirements and specifications, and related non-technical documentation
- Non-technical decisions in the project
- Coordinating the development and execution of the Project Communications Plan, in consultation with the Project Sponsor and others as appropriate.
 - o In the event of a crisis or other unplanned event (for example, the backing out of a planned change), the Project Manager is responsible for approving all communications messages sent to affected parties, such as stakeholders, customers, users, and project team members.
 - o Depending on the severity of the situation, the Project Manager will consult with the Project Sponsor and Technical Lead as appropriate.
 - o In the event that the Project Manager is not available to approve communications, responsibility for approving communications will reside with the Project Sponsor or Technical Lead. Delegation of responsibility will be clearly defined by the Project Manager.

The Technical Lead directs the technical work necessary to design, develop, implement, test, and deliver a product, system or service that achieves the project's objectives. The Technical Lead is primarily responsible for:

- Technical requirements, specifications, and design documentation
- Insuring that the technical design meets the technical requirements and specifications
- Service Management topics, including ITSM Service Design and Change Management, working with the service owner.
- Technical decisions in the project
- Directing the technical work performed by the project team

Project Team members are responsible for:

- Reviewing and understanding the tasks assigned to them
- Meeting the due dates of tasks as assigned
- Communicating the status of assigned items
- Communicating any issues that have a potential to impact progress

12. Project Reports

The Project Manager will report status to the Project Sponsor(s) via weekly written status reports. Status meetings will be arranged on an as-needed basis.

The Project Team will meet on a weekly basis to discuss project status, review progress against milestones and deliverables, and discuss risks, issues and concerns.