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# Work Plan template

The following main sections should be part of any Work Plan.

## State of the Art (for first period deliverables only - up to M9)

- Description of the architecture of the relevant software components.
  - ◆ High level summary of what the software component does, which sub-components are part of it and how they interact. A graphic illustrating this is highly recommended.
  - ◆ Main technologies relevant to the technical area used by the software component (security and information system should always be mentioned. i.e. Kerberos and Glue 2.0).
  - ◆ Which clients are available.
- Main user communities of the software component.
- DCIs (EGI, PRACE, etc) where the software component is used. Statistics of the number of instances installed are highly recommended.
- Strengths of the software component according to the users. It should answer the question *Why is this software component being used nowadays?*
- Main issues in the versions of the software component deployed in production infrastructures. It should answer the question *What users would like to see implemented next?*

## Status Report (for periodically updated deliverables from M10)

- Achievements of the past period compared to the planned objectives.
- Deviation from the agreed plan of the past period and rationale/justification behind these changes.

## Harmonization Activities

The structure of this section should be clear enough to easy understand the different activities aimed at harmonising the four middleware distributions. The activities should cover:

- Standardisation efforts: which standards are going to be chosen for which purpose and what changes are needed to implement the standard in the current version of the software components.
- Removal of duplications: which software components have duplicated functionality across dCache, UNICORE, ARC and gLite and how the duplication is going to be removed.
- Simplification of use and maintenance: how the current versions of the software components are going to be simplified for easier use and better maintenance.

For each sub-section, the following information should be present:

- Affected software component
- Which harmonization activity is addressed (standardisation, removal of duplications, simplification)
- Current status and target status (i.e. Current status is different authorization services, target status is single authorization service)
- Description of how to achieve the target status. (i.e. preliminar studies within a task force or working group, description of the different stages to achieve the target status, coordination activities with other software components, etc)
- Risks associated with this change
- Constraints to implement this change (enough resources?)

## Evolution

This section should contain an introductory description of what goals the technical area wants to achieve in the future. These goals should be based on:

- Addressing the requirements of the users and the DCIs where the software components are deployed. In this case, these requirements should be clearly identified.
- Adapting to changes in the underlying technologies. In this case, the change should be clearly described.

For each sub-section, the following information should be present:

- Affected software component
- Which evolution activity is addressed
- Description of Requirements or Technology changes
- Description of how they will be implemented (i.e. preliminary studies within a task force or working group, description of the different stages to achieve the target status, coordination activities with other software components, etc)
- Risks associated with this change
- Constraints to implement this change (enough resources?)

## Detailed workplan

For each of the activities described in the previous sections, a detailed work plan is needed. The following information should be provided:

- A GNATT chart for the overall technical area work plan should be included.
- For each activity, a description of sub-activities, deliverables, deadlines and responsible people should be provided.

## Template to track the tasks automatically

Once the technical area work plan has been approved, the planned tasks should be tracked in EMI Technical Objectives Tracker<sup>?</sup>. The task should contain at least the following fields:

- ID: number ID to identify the task.
- Title: a sentence summarising the task.
- Description: a detailed description of the task. This could be the text included in the technical area work plan.
- Responsible: the person responsible for the task.
- Category: which technical area is affected.
- Should be finished on: date when the task should be finished, including certification.
- Status: At least there should be `Open` and `Closed` to be able to differentiate between an objective that hasn't been completed yet and an objective that has been implemented in the middleware.

For more details, please check the Release Guidelines.

-- FloridaEstrella - 25-Feb-2011

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