- LCG Grid Deployment- gLite Pre Production Services - PPS Admin Procedures

The PPS coordinator is required to provide regularly three official reports: the C5 report, the WLCG/EGEE report and the Certification and Pre-production report at the LCG Service Coordination Meeting (SCM).

As the information provided in the three reports above is often overlapping and differing only in format, we decided to use a single source page (the worklog) to write the C5 report and have the two other reports populated automatically by reading particular **tags** used in the log.

Work Log (Write there every time you finish something)

The PPSCoordinationWorkLog is not a report, but a real worklog. Entries should be added there by everyone taking part to the coordination and support activities. The single entries in the worklog are usually very synthetic and they constitute the "raw meat" of which all the other reports are made.

A precaution : the worklog is on a single large page to make searches easier (probably at some point we have to change). Be careful when editing because it sometimes gets truncated for no apparent reasons. The first historical entry is:

```
* 2005-08-19: Pre Production wiki page with work log started. Antonio
```

C5 Report (Thursday Morning, weekly)

The C5 report for PPS is normally written on Thursday morning and sent before Thursday at noon. Normally the PPS contribution to C5 is requested with an e-mail "C5 day again!" sent to it-dep-gd .

The reply should be sent to the submitter and in cc to `it-dep-gd-reports` and `project-eu-egee-pre-production-service`

WLCG/EGEE Operations Meeting (Monday afternoon, weekly)

the contributions of PPS to the agenda of the operations meeting are written in two wiki pages

- OpsMeetingPps : general information about the PPS service
- OpsMeetingGliteReleases : detail of the gLite release

These pages should not be edited manually, but the information is automatically extracted from the worklog (see Best practices)

The report is presented and discussed at the meeting

Certification and PPS report at the LCG Service Coordination Meeting, SCM (Wednesday Morning, bi-weekly)

the contributions of PPS to the agenda of the SCM is written in the wiki page

- ScmPps : general information about the PPS service and detail of the gLite release

This page should not be edited manually, but the information is automatically extracted from the worklog (see Best practices)

Best practices

As the information provided in the three official reports is often overlapping and differing only in format, we decided to use a single source page (the worklog) to write the C5 report and have the two other reports populated automatically by reading particular **tags** used in the log.

The tags we normally use for all the reports are

```
<!--STARTPPSTODAY-->          content          <!--STOPPPSTODAY-->
```

- news about middleware deployment in the pre-production infrastructure

```
<!--STARTPRODTODAY-->          content          <!--STOPPRODTODAY-->
```

- news about middleware deployment in the production infrastructure

```
<!--STARTPRODTOMORROW-->          content          <!--STOPPRODTOMORROW-->
```

- news about future releases to the production infrastructure

```
<!--STARTPPSINFO-->          content          <!--STOPPPSINFO-->
```

- general info (e.g. meetings, start-up of activities, requests for the ROC, etc.)

I use this mechanism as follows:

On Thursday:

- Copy last week's C5 report or the dummy one (see later) on top of the worklog
- Go through last week's ray entries in the worklog and select which one I want to report
- Write short "human readable" features (examples in the worklog) and include them in the C5 report bracketed with the relevant tags
- Remove tags from the old C5 report

This way also the other reports are updated

- Save, copy paste in the reply to Laurence

If something happens between Thursday and Monday and I need to add it to the report for the OPS meeting

- Create a copy of the last C5 report just on top of it and date it with the date of the next C5 report (next thursday). Let's call it the dummy C5 report
- write the entry in the dummy report as usual: it will be ready for next Thursday morning

If something happens between MOnday and Wednesday and I need to add it to the report for the SCM meeting

- write the entry in the dummy report as usual: it will be ready for next Thursday morning

examples of the content is available in the worklog, where all the old C5 report are kept

-- AntonioRetico - 06 Nov 2008 ()

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