

LCG Planning, Monitoring and Reviewing

Version 2 (7 Nov 2005)

Management Board Membership

See MB web: <http://lcg.web.cern.ch/LCG/Boards/MB/mb.html>

General Planning

- Each project should provide a plan with milestones.
- Templates are provided to help and to foster consistency.
- Templates and other material are available directly from the Planning page: <https://uimon.cern.ch/twiki/bin/view/LCG/Planning>.
- Would be good to have a milestone every 1 or 2 months, and more frequent milestones would be better. Milestones should specify in detail what it means to have something "released" or "installed".
- Describe the deliverables of each milestone: form and status of the deliverable, features that will be provided, which performance values to be reached.
- Specify details on how a milestone will be verified (format, availability, capacity).
- Hyperlinks should be used to reference separate notes, bug reports, and other useful information about the milestone.
- Dependencies among milestones are managed separately, with hyperlinks and manually (for now).
- The dates of the milestones can be changed. A "change request" (template available) is submitted and dependencies are taken into account. The impact of each change on other projects is evaluated by the Planning Officer (PO) and the project leaders involved.

The PO reports to the MB at the weekly meeting all changes relevant at global project level, or whenever a management decision is needed.

- In addition to the milestones, each project manages an "action list" for recently added and outstanding issues. Each "action request" describes new issues (bugs, changes, etc.) and the project leader prioritizes them, taking into account relevance for the users and impact on the project.
- A general plan for global LCG milestones ("WLCG high level milestones") will be maintained by the PO.

Monitoring and Reporting

- Weekly follow-up and contact with the projects. Report to MB, if needed, by the PO.
- Monthly reports to the MB with summary of main achievements and decisions (PO).
- Each project (site, area projects, experiment task forces) provides a quarterly report.
- The QR will be lighter and more structured than then in the past. It will only require to comment the milestones of the quarter, provided, by the PO, to each project leader:

- past milestone with comments
- outlook for coming milestones
- comments on each milestone and action of the quarter
- description achievements and issues

Reviewing

- Review initial plan.
 - Small team of users and specific plans reviewed by users. Identify dependencies and critical paths.
- Review QR.
 - By the PO and 2 or 3 assessors.
 - Permanent reviewers and maybe others, changing every quarter, in order to match specific skills and needs.
 - The review also verifies the dependencies in case of change of milestones.
- Review LCG Services.
 - First Review (about March 2006) at the start of SC4 in order to review preparation and set-up for the service challenge
 - Another review in Spring 2007.
 - In between, if needed, one review for the "lessons learned from SC4", in September/October 2006.
 - The review team should include expert users of the system in the experiments, as well as internal and external system and service experts.
- LHCC Referees, periodic updates.
 - Usually at lunch time on the Monday of the week of each LHCC meeting.
 - Restricted to about 8 people including the area managers and a few representatives of the regional centres and experiments.

Grid Sites

GDB Site Monitoring and Reporting

- The GDB is the body where site monitoring and site reporting is handled on a monthly basis.
- The GDB chair should summarize the major items, decisions and actions of each GDB meeting for the next MB meeting.
- The GDB chair summarizes decisions and achievements of each quarter in a QR.

Site Monitoring

- Site usage statistics: Performance, jobs executed, success/failures.
- Status and configuration of the services provided.
- Every site has updated tables with: capacity, performance, services, versions, platforms, etc.

Site Reporting

- Accounting, uptime/downtime, split by experiment.
- Report to the MB via the quarterly reports.
- Technical progress is reported at the GDB.

- All T1 sites provide updated plans and quarterly reports. T2 sites will report on a voluntary basis. This will also help to understand how much (and which) T2 sites are more active and at which level they want to get involved.

Areas

- Monthly reports on progress (by the PO).
- Milestones and action list of the projects.
- Quarterly Reports commenting past and coming milestones.

Application Area

- The Architects Forum (AF) is the body where the Applications Area is coordinated.
- The AF chair summarizes decisions and achievements of the quarter in a QR.
- The experiments provide their Applications milestones plans and reports) as in Phase I, using the new template.

Experiments

The experiments “task forces” are the channel for the planning and monitoring of all experiments issues regarding the LCG services provided by EGEE. **Question: What are the communication channel(s) to/from non-EGEE services and grid projects (OSG, etc)?**

- The task force defines and monitors the experiments milestones regarding the LCG services.
- The task forces do not cover issues with software from the Applications Area: those are discussed and coordinated by the Architects Forum.

- Weekly update on the progress and requests for other projects (features and fixes).
 - Verification milestones to check capacity, services and operations.
 - Testing critical issues of each service.
 - Develop acceptance tests and applications.

- Reports, from time to time, on progress and difficulties to the MB via the computing coordinator.
- Quarterly report covers activities of the task force, progress, actions and issues.

Document Templates

- Templates for all documents, reports and tables for all projects (experiments, sites, areas)

- Planning: One table per project
- Reporting: One table per project
- Templates for request to “add/remove actions” and milestones “changes requests”.

LCG Management Board Wiki: with information for the MB members and project leaders:

<https://uimon.cern.ch/twiki/bin/view/LCG/ManagementBoard>

Next Steps

- Distribute and present the proposal and templates to the MB.
- Receive feedback from the MB members.
- Modify and publish this proposal and the related templates.
- Projects leaders define their plans using the templates
 - Review and discuss the plans.
 - Check for consistency (e.g. make sure that the same milestones have the same name across projects/sites).
- Start using the plans and monitor the project progress.
- Other activities will be critical path analysis, dependencies and risk assessment.