Minutes of SA1 Meeting – 28 November 2003
Present:

SA1:
CERN: Ian Bird, Zdenek Sekera, Ian Neilson, Markus Schulz, Maria Dimou
Italy: Cristina Vistoli
Germany: Holger Martin
Northern: Jules Wolfrat, Per Oster
UK: Dave Kant
Central Europe: Alex Kusznir
France: Rolf Rumler, Denis Linglin
South West: Andreu Pacheco
South East: Fotis Karayannis(phone)
Russia: -
JRA1:
Erwin Laure, Maite Barroso Lopez
NA:
Bob Jones, Gabriel Zaquine
SA2:
Franck Bonnassieux (phone)

1. Bob Jones - Update on project status and issues to be addressed
- See slides.
- Update to TA by end Jan 04.
    - Resolve outstanding issues, minor adjustments to work plan based on experience since negotiations
    - Contract - Feb, start - April
    - Kick-off event - Dublin 16-24 April
- Build on LCG infrastructure, and develop next generation mw in parallel - expect 2005 replacement
- Prototyping now - based on ARDA/HEPCAL II requirements - use as test of EGEE processes and to form core m/w group
- Execution plan
    - Detail plan for first 3 months for prod deliverables, and more general for 1 year
    - Clarify who works on each deliverable
    - Identify individuals in teams of each activity (as far as is known)
    - Understand dependencies between activities and match milestones/deliverables
    - Work may cause minor changes to TA
    - Plan to be ready by all activity meeting on 13,14 Jan
- For SA1/2
    - Support for training VO
    - Facilities/tbs
    - Verify ms/del in step with LCG
    - Who will write cook-books
    - Verify resources for start of project
    - Define org and comp of OAG
    - SA2: Liaison board with NRENs
    - SA2: how to gather reqs
    - SA2: identify SLA templates
- Jules: What is LCG-2? - answered
- Holger: schedule: tight - LCG-1/Lcg-2

2. Gabriel Zaquine - Execution Plan requirements

See slides.

- Management monitoring process
  - Define scope of work (TA)
  - Set up WBS - Ex plan
  - Dev a project master sched showing when work units cariied out (ex plan)
  - Find way to measure work completed
  - Measure services provided- develop how
- Where is requirement for WBS coming from? It does not map into a service.
  - Need a better structure for planning and reporting - task or ongoing activity - does not really fit into a WBS? What is better?
  - Need to address offline - what are real requirements?
- Quarterly reports - follow up on WBS
- Template - does not separate 3 months from 1 year - Gabriel: 1st 3 months needs deeper decomposition of tasks.
- Basic elements:
  - Product bs (not for SA1) - ????
  - WBS
  - Table of milestones and deliverables
  - Staffing and resource plan - need now for hiring etc
  - Initial risk assessment
  - Initial quality target indicators - how to measure services - this will be a major deliverable of this activity, but not easy to say what these should be up front.
  - Timeline with GANTT chart
  - Major links with other activities
  - See doc for guidelines for exc. plan

3. Ian Bird - SA1 issues to be addressed in Execution Plan

See slides.

4. Cristina Vistoli - Thoughts on ROCs

See slides.

- Experience based on ops in Italy
- ROC functions taken from TA - including support, includes monitoring in collab with CIC, define tools to measure service level
  - Details - see slides
- Installation tools - ROC must rep views of its sites
  - Clear that need to provide installation fro all types of sites small vs large
- ROC Management team:
  - Coord upgrade install with RCs
  - Keep RC config
  - Certify the RC's - need certification suite
  - Deployment support -
- Site and service validation
- Support:
  - User and service support
- Monitoring in collab with CIC
- Policy management
  - SLA, Resource availability, shared resources (how to deal), security
  - How measure the delivery vs commitment
- SLA's - needs a specific task
- Problem tracking management?
- Use example - Grid.It GOC

- - Needed a management organization
  - Tools needed:
    - Install and config
    - Monitoring
    - Sw rep
    - Support organisations
    - Verification and installation support
- Need Regional level of responsibility
  - They have constraints within regions about national infrastructures etc - need separate chapters.

5. Franck Bonnassieux - SA2 and Relationship to SA1
6. Discussion on drafting execution plan

- Need to explain commitments:
  - Metrics - what are the relevant ones?
  - How to show "readiness" vs usage or availability
  - Could monitor resources and produce graphs of availability and useage vs time
  - Accounting must be a prominent activity (part of Policies section)
  - What are allocatable units of computing?

- <mark>Missing from exec plan outline:</mark>
  - Need to include Risk Analysis in exec plan
    - Start with LCG one for deployment
  - Transition for centres not in LCG - how they join EGEE
  - Staffing and resource plan
  - Tools - need a separate chapter?
  - Accounting - under Policies, but need a plan for tracking resource availability
  - Chapter on measurement and evaluation of services and service indicators
  - Relationship of OAG with NA5
  - Make sure site certification is part of process descriptions
  - As introduction include the scope from the TA - to make this a self-contained document

- **<u>Actions:</u>**
- Assignments for work on scenarios:
  - Alex Kusznir (CE): Deployment + Certification Activities
  - Per Oster (N): User Support
  - Andreu Pacheco (SW): Operational Support
  - Jules Wolfrat(N): Service Operation
  - Cristina Vistoli(IT): Deployment and Service Support
  - Gabriel Zachine, Dave Kant (UK): Quality of Service and metrics
  - Ian Bird: SLA's
- 1st draft for December 10th - discussion by email.

- Ian: set up mailing list (done: project-egee-sa1@cern.ch)
  - Members to ensure correct people in their regions are signed up
- Ian: send out current mandate/scope of LCG GDB for initial thinking about OAG roles and functions
- Cristina: Set up phone conferences to discuss ROC specifications and templates
- Gabriel: mail pointers to description of a process.