

## Timesheet procedure

All individuals working on the project are required to fill in timesheets. These will be used to track the progress of the project on a monthly basis.

Fill in your timesheet according to the instructions below.

Give it to your supervisor for approval.

Your supervisor will then forward all approved timesheets to the designated collector in their institute, or in their activity.

[The collector will send all timesheets to the PO, using the following email address: Project-eu-egEE-reporting@cern.ch](mailto:Project-eu-egEE-reporting@cern.ch)

### *How to fill in your timesheet:*

Fill in the month.

Your name.

Partner number and name.

If you are full time/part-time on the project.

If you are funded/unfunded on the project.

Fill in the number of hours you have worked on the project in the month.

Fill in the number of hours you have worked on *other* projects in the month.

Then fill in the task table, using the Work Breakdown Structure defined tasks for your activity and any other activity you have worked on. Please give a brief description of this work under "Work performed".

The "Total hours spent on EGEE activities" should match the "total number of hours worked on EGEE" filled in previously.

**Please do not count public holidays, your own vacation time, or sick leave.**

For the purposes of this form you are assumed to not work more than the standard daily time of your institute, so that in a month with 22 working days in which you were not absent you should enter:

$22 * 8 = 176$  hours, if your standard daily time is 8 hours

$22 * 7 = 154$  hours, if your standard daily time is 7 hours

**Q: who has to fill in a timesheet?**

**A:** any individual contributing to the project should fill in and submit a timesheet.

**Q: I am working on EGEE as unfunded individual. Do I have to complete a timesheet?**

**A:** Yes, you contribute to the project and have to report on your work.  
Do not forget to fill in the Box Funded/Unfunded with UF.

**Q: Should US partners complete timesheets?**

**A:** The US partners are not expected to complete timesheets for the moment. We will review the situation later.

**Q: who should I send my timesheet to?**

**A:** You should send it to your designated supervisor.

**Q: I am working on several activities how many timesheets should I complete?**

**A:** You should fill in **one** time sheet reporting all work performed in all activities.  
You should send it to your designated supervisor.

**Q: I am working full-time for EGEE. How many hours should I report?**

**A:** Please put **1** in the box Full-time/Part-time  
You have to fill in the hours which you worked on the project in the box "worked hours on EGEE."  
Do not count official holidays, your own vacation time, or sick leave.  
For the purposes of this form you are assumed to not work more than your institution standard time per day.  
If you are supposed to work 8 hours a day, in a month with 22 working days in which you were not absent you should enter  $22 \times 8 = 176$  hours.  
Then, you should split the time spent on EGEE on the different tasks you have been working on, in the table provided.

**Q: I am working part-time for EGEE. How many hours should I report?**

**A:** if you are part-time at 50%, please put **0.5** in the box Full-time/Part-time  
You have to fill in the hours which you worked on the project in the box "worked hours on EGEE."  
Do not count official holidays, your own vacation time, or sick leave.  
For the purposes of this form you are assumed to not work more than your institution standard time per day.  
If the standard time is 8 hours a day, and if you are part-time at 50% , in a month with 22 working days in which you were not absent you should enter  $50\% \times 22 \times 8 = 88$  hours.  
If you also work on another EU Project, please report the time spent on this project (as indicated in your timesheet for the other project. If you haven't filled in a TS for it, please indicate your actual time)  
Then, you should split the time spent on EGEE (and only the time spent on EGEE) on the different tasks you have been working on, in the table provided.

**Q: What happens if I spend 10 days on vacation, sick leave...**

**A:** Do not count official holidays, your own vacation time, or sick leave.  
If you are supposed to work 8 hours a day, in a month with 22 working days in which you were absent 10 days, you should enter  $(22-10) \times 8 = 96$  hours.

**Q: where can I find the tasks?**

**A:** ....



<b>Month:</b>	<b>May-04</b>	May-04
<b>Individual</b>	<b>Leclerc Marie</b>	Individual = Last Name First name ex: Leclerc Marie
<b>Partner number</b>	<b>1</b>	As indicated in the Consortium Agreement ex: 22 for the CNRS
<b>Partner Name</b>	<b>CERN</b>	CERN
<b>Part-time/Full-time</b>	<b>1.0</b>	Full Time=1, Part Time=0,x
<b>Supervisor</b>	<b>Frederic Hemmer</b>	
<b>Funded / Unfunded (F/UF)</b>	<b>F</b>	If don't know, ask your supervisor (required only for the 1st timesheet)

*signature of the supervisor*

**numbers of hours**

<b>Hours Worked on EGEE</b>	<b>168</b>
<b>Hours Worked on other EU projects</b>	

**Please specify which EGEE tasks you have been working on this month and the percentage of time you have spent on each one.**

Activity (1)	Tasks (1)	Task Title (1)	Work Performed (2)	Total
JRA1	JRA1.9	Software defect tracking and troubleshooting	fixed bugs #125 and #126	75
JRA1	JRA1.3	Software configuration and version control	Import code to CVS repository and implement build system	55
JRA1	JRA1.10	Write release documentation	Update User Guide	38
		<b>Total hours spent on EGEE activities (3)</b>		<b>168</b>

- (1) Activities, Tasks and Task Titles are listed in the Work Breakdown Structure (WBS)  
The work of the individual should be split into the different tasks he/she is involved in.  
For each task the individual should indicate the percentage of time spent on this task.
- (2) Specify the work performed, achievements.
- (3) The total should be equal to the number of hours worked on EGEE

**Comments**  
(suggestions, problems encountered and corrective action taken, deviation from the original description of work, any useful information)

## NA1

NA1.1	Project overall mngt	
	NA1.1.1	Relations with other CERN support dep and DG
	NA1.1.2	Relation with EU and EU reviews
	NA1.1.3	Relations with partners, Federations
	NA1.1.4	Technical coordination
	NA1.1.8	Interactions with related projects
NA1.2		
	NA1.2.1	Support the PO in administrative tasks
	NA1.2.2	Write and distribute minutes
	NA1.2.3	analyse and set up work proceduresin the PO
NA1.3		
	NA1.3.1	Implement and document the electronic reporting tool PPT
NA1.4	Deliverable preparation	
NA1.5		
	NA1.5.1	Prepare and update the budget, daily accounting, report to finance department
	NA1.5.2	Financial coordination
NA1.7		
	NA1.7.1	Manage and update the Web Site
NA1.8		
	NA1.8.1	Develop and adapt collaborative tools for the PO
	NA1.8.2	File document and keep them up to date
NA1.A		
	NA1.A.1	Prepare and attend meeting
	NA1.A.2	Attend EGEE conferences
	NA1.A.3	Dissemination, other related conferences
	NA1.A.7	Partner related tasks
	NA1.A.8	Interaction with related projects
	NA1.A.10	CERN related tasks

## NA2

NA2.1	Production of project information presentation	
NA2.2		
	NA2.2.1	Detailed execution plan for first 15 moth of infrastructure operation
NA2.4	Publicity material production	
NA2.5	Production of appropriate printed PR material	
NA2.A		
	NA2.A.2	Activity coordination
	NA2.A.3	EGEE conferences
	NA2.A.6	EGEE material for internet magazine
	NA2.A.10	Administration

## NA3

NA3.1	Detailed Execution plan	
	NA3.1.1	Training plan (execution plan preparation)
NA3.A		
	NA3.A.1	NA3 Execution Plan
	NA3.A.2	Activity coordination (internal meeting)
	NA3.A.3	EGEE conferences
	NA3.A.10	Sztaki NA3 Activity Plan

## NA4

NA4.1	Consolidation of the existing requirements	
	NA4.1.1	Consolidation of requirement from all application sectors
NA4.2	Basic fundation of common applications interface and associated roadmap	
	NA4.2.1	Basic fundation of common application interface
	NA4.2.2	Writing of deliverable DNA4.1 (PM2-PM3)
NA4.3	Definition of the strategy for application integration and deployment	
	NA4.3.1	Definition of the strategy for application integration and deployment (planning for HEP and BioMed)
	NA4.3.2	Definition of strategy for generic applications
	NA4.3.3	First set up of the selection process
	NA4.3.4	Writing of deliverable DNA4.2(PM4-PM6)
NA4.4		
	NA4.4.2	Migration of the first pilot application
NA4.5	Deployment of first generic application (PM1-PM12)	
	NA4.5.1	Selection of one or two generic application (PM1)
	NA4.5.2	Preparation of application deployment (PM2-PM3)
	NA4.5.3	Migration of first generic application(PM3-PM12)
	NA4.5.4	Selection of one or two more generic application(PM6-PM7)
	NA4.5.5	Second preparation of application delpoyment(PM8-PM9)
	NA4.5.6	Migration of second round of generic application
	NA4.5.7	Writing of the part of deliverable DNA4.3 concerning generic application
NA4.6	NA4 management	
	NA4.6.1	Organization of NA4 mngt
NA4.7	Test suite (PM1-PM12)	
	NA4.7.1	Definition of application specific test cases(PM1-PM4)
NA4.A	Common set of tasks for all activities	
	NA4.A.1	Deliverable review (PM1-PM12)
	NA4.A.2	Activity coordination
	NA4.A.3	EGEE conferences
	NA4.A.4	EU reviews
	NA4.A.5	Participation of standardization bodies
	NA4.A.6	EGEE publications
	NA4.A.7	Dissemination Activities
	NA4.A.8	EGEE training (trainee)
	NA4.A.9	EGEE training (trainer)
	NA4.A.10	Partner related tasks



## NA5

NA5.1	Dissemination	
	E-infrastructure reflection group White Papers in conjunction with the EGEE PC	
NA5.2	European Grid project synergy roadmap	
NA5.3	Progress report on international Cooperation activities	
NA5.4	European Grid Project synergy report	
NA5.5	Final progress report on international cooperation activities	
NA5.A	Common set of tasks for all activities	
	NA5.A.1	Deliverable review (PM1-PM12)
	NA5.A.2	Activity coordination
	NA5.A.3	EGEE conferences
	NA5.A.4	EU reviews
	NA5.A.5	Participation of standardization bodies
	NA5.A.6	EGEE publications
	NA5.A.7	Dissemination Activities
	NA5.A.8	EGEE training (trainee)
	NA5.A.9	EGEE training (trainer)
	NA5.A.10	Partner related tasks

## JRA1

JRA1.1	Implementation	
JRA1.1.1	Initialisation tasks	
JRA1.1.1.1	Define with other activities, standard. Tasks, procedures, guides, methodologies	
JRA1.1.1.1.1	CERN dev cluster	
JRA1.1.1.1.2	UK dev cluster	
JRA1.1.1.1.3	IT/CZ dev cluster	
JRA1.1.1.2	Set up dev testbeds	
JRA1.1.1.2.1	CERN dev cluster	
JRA1.1.1.2.2	UK dev cluster	
JRA1.1.1.2.3	IT/CZ dev cluster	
JRA1.1.1.3	Set up dev infrastructure : build system, CVS, webpages, documentation layout	
JRA1.1.1.3.1	CERN dev cluster	
JRA1.1.1.3.2	UK dev cluster	
JRA1.1.1.3.3	IT/CZ dev cluster	
JRA1.1.1.4	Prepare and provide the initial training to newcomers	
JRA1.1.1.4.1	CERN dev cluster	
JRA1.1.1.4.2	UK dev cluster	
JRA1.1.1.4.3	IT/CZ dev cluster	
JRA1.1.1.A	Common tasks	
JRA1.1.1.A.1	Activity mngt/Coordination	
JRA1.1.1.A.2	Coordination with LCG	
JRA1.1.1.A.3	Coordination with other projects	
JRA1.1.1.A.4	EGEE conferences	
JRA1.1.1.A.5	EGEE deliverable review	
JRA1.1.1.A.6	EGEE deliverable preparation	
JRA1.1.1.A.7	EGEE dissemination	
JRA1.1.1.A.8	EGEE mngt	
JRA1.1.1.A.9	EGEE publications	
JRA1.1.1.A.10	EGEE reports	
JRA1.1.1.A.11	EU reviews	
JRA1.1.1.A.12	Parter tasks	
JRA1.1.1.A.13	Standardization bodies	
JRA1.1.1.A.14	Technical workshop/seminar/presentation	
JRA1.1.1.A.15	Training (trainee)	
JRA1.1.1.A.16	Training (Trainer)	
JRA1.1.2	Administration and support of dev testbed	
JRA1.1.2.1	CERN dev cluster	
JRA1.1.2.2	UK dev cluster	
JRA1.1.2.3	IT/CZ dev cluster	

JRA1.1.4	Dev		
	JRA1.1.4.1	CERN dev cluster	
	JRA1.1.4.2	UK dev cluster	
	JRA1.1.4.3	IT/CZ dev cluster	
	JRA1.1.5	Support	
		JRA1.1.5.1	CERN dev cluster
		JRA1.1.5.2	UK dev cluster
	JRA1.1.5.3	IT/CZ dev cluster	
	JRA1.1.A		
		JRA1.1.A.1	Activity mngt/Coordination
		JRA1.1.A.2	Coordination with LCG
		JRA1.1.A.3	Coordination with other projects
		JRA1.1.A.4	EGEE conferences
		JRA1.1.A.5	EGEE deliverable review
		JRA1.1.A.6	EGEE deliverable preparation
		JRA1.1.A.7	EGEE dissemination
JRA1.1.A.8		EGEE mngt	
JRA1.1.A.9		EGEE publications	
JRA1.1.A.10		EGEE reports	
JRA1.1.A.11		EU reviews	
JRA1.1.A.12		Parter tasks	
JRA1.1.A.13		Standardization bodies	
JRA1.1.A.14		Technical workshop/seminar/presentation	
JRA1.1.A.15		Training (trainee)	
JRA1.1.A.16	Training (Trainer)		
JRA1.2	Integration		
	JRA1.2.1	Initialisation tasks	
		JRA1.2.1.1	Define with other activities, standard. Tasks, procedures, guides, methodologies
		JRA1.2.1.2	Select and deploy SW mngt tools for MW integration
		JRA1.2.1.3	Deploy integration infrastructure: automatic build system, automatic installation and configuration system, bug tracking tool
	JRA1.2.1.4	Prepare and provide the initial training to newcomers	
	JRA1.2.2	Administration and support of integration testbed	
	JRA1.2.3	Contribution to cross-activities tasks	
	JRA1.2.4	SW configuration and version control	
	JRA1.2.5	Baseline and release mngt	
	JRA1.2.6	Deployment and installation mngt	
	JRA1.2.7	Configuration change control	
	JRA1.2.8	Configuration and process auditing	
	JRA1.2.9	SW defect tracking and troubleshooting	
JRA1.2.10	Write release documentation: user and programmers guides, release notes		

	JRA1.2.11	Prepare external release to be delivered to SA1
	JRA1.2.12	Validation of new release of external toolkits, prototype, etc.
	JRA1.2.13	Participation in other activities
	JRA1.2.A	Common tasks
	JRA1.2.A.1	Activity mngt/Coordination
	JRA1.2.A.2	Coordination with LCG
	JRA1.2.A.3	Coordination with other projects
	JRA1.2.A.4	EGEE conferences
	JRA1.2.A.5	EGEE deliverable review
	JRA1.2.A.6	EGEE deliverable preparation
	JRA1.2.A.7	EGEE dissemination
	JRA1.2.A.8	EGEE mngt
	JRA1.2.A.9	EGEE publications
	JRA1.2.A.10	EGEE reports
	JRA1.2.A.11	EU reviews
	JRA1.2.A.12	Parter tasks
	JRA1.2.A.13	Standardization bodies
	JRA1.2.A.14	Technical workshop/seminar/presentation
	JRA1.2.A.15	Training (trainee)
	JRA1.2.A.16	Training (Trainer)
JRA1.3	Testings	
	JRA1.3.1	Initialisation tasks
	JRA1.3.1.1	Define with other activities, standard. Tasks, procedures, guides, methodologies
	JRA1.3.1.2	Select and deploy SW mngt tools for MW testing
	JRA1.3.1.3	Put in place distributed testing and validation testbed
	JRA1.3.1.4	Prepare and provide the initial training to new comers
	JRA1.3.1.5	Deploy distributed testing infrastructure, including automated testbed framework
	JRA1.3.1.6	Define test strategy and test plan
	JRA1.3.2	Administration and support of testing distributed testbeds
	JRA1.3.3	Update test plan , strategy and test case definition
	JRA1.3.4	Testing of external SW
	JRA1.3.5	Internal release testing and validation
	JRA1.3.6	Prepare external release to be delivered to SA1
	JRA1.3.7	Participation in other activities
	JRA1.3.A	Common tasks
	JRA1.3.A.1	Activity mngt/Coordination
	JRA1.3.A.2	Coordination with LCG
	JRA1.3.A.3	Coordination with other projects
	JRA1.3.A.4	EGEE conferences
	JRA1.3.A.5	EGEE deliverable review

	JRA1.3.A.6	EGEE deliverable preparation
	JRA1.3.A.7	EGEE dissemination
	JRA1.3.A.8	EGEE mngt
	JRA1.3.A.9	EGEE publications
	JRA1.3.A.10	EGEE reports
	JRA1.3.A.11	EU reviews
	JRA1.3.A.12	Parter tasks
	JRA1.3.A.13	Standardization bodies
	JRA1.3.A.14	Technical workshop/seminar/presentation
	JRA1.3.A.15	Training (trainee)
	JRA1.3.A.16	Training (Trainer)
JRA1.4	Tools	
	JRA1.4.1	Installation, Maintenance ans infrastructure of external third party software
	JRA1.4.2	SW distribution
	JRA1.4.3	Mngt and maintenance of project portal service (Savannah)
	JRA1.4.4	Installation and support of new platforms
	JRA1.4.5	Support of new platforms
	JRA1.4.6	Support of documentation and reporting activities
	JRA1.4.7	Services Web site
	JRA1.4.8	Definition and extraction of metrics from the services provided
	JRA1.4.9	Tools and service support
	JRA1.4.10	Users and developers support
	JRA1.4.11	Tasks mngt
	JRA1.4.A	Common tasks
	JRA1.4.A.1	Activity mngt/Coordination
	JRA1.4.A.2	Coordination with LCG
	JRA1.4.A.3	Coordination with other projects
	JRA1.4.A.4	EGEE conferences
	JRA1.4.A.5	EGEE deliverable review
	JRA1.4.A.6	EGEE deliverable preparation
	JRA1.4.A.7	EGEE dissemination
	JRA1.4.A.8	EGEE mngt
	JRA1.4.A.9	EGEE publications
	JRA1.4.A.10	EGEE reports
	JRA1.4.A.11	EU reviews
	JRA1.4.A.12	Parter tasks
	JRA1.4.A.13	Standardization bodies
	JRA1.4.A.14	Technical workshop/seminar/presentation
	JRA1.4.A.15	Training (trainee)
	JRA1.4.A.16	Training (Trainer)

## JRA2

JRA2.1	Coordinate the definition of the Activities' standards, tools, procedures, guides	
JRA2.2	Coordinate the definition of the activities' metrics and associated requirement for automatic monitoring tools	
JRA2.3	Provide DJRA2.1 deliverable: Quality Plan	
JRA2.4	EU deliverable monitoring	
JRA2.5	EU reporting process monitoring	
JRA2.6	Quality metrics centralization and analyses + tools	
JRA2.7	Overall QA verification	
JRA2.8	QAG coordination	
JRA2.9	QA audit	
JRA2.10	Provide DJRA2.2 deliverable: 1st QA status	
JRA2.11	JRA2 mngt	
JRA2.A		
	JRA2.A.1	Deliverable formal review
	JRA2.A.2	Activity coordination
	JRA2.A.3	EGEE conferences
	JRA2.A.4	EU reviews
	JRA2.A.5	Participation to standardization bodies
	JRA2.A.6	EGEE publications
	JRA2.A.7	Dissemination
	JRA2.A.8	EGEE training (trainee)
	JRA2.A.9	EGEE training (trainer)
	JRA2.A.10	Partner related tasks

## JRA3

JRA3.1	
JRA3.1.1	
JRA3.1.2	Collect and categorize EGEE security requirement wrt OGSA security
JRA3.2	
JRA3.3	
JRA3.3.1	Select and study standards relevant to OGSA security, test GTK 3.2 sec implementation

SA1

SA1.1	Initialisation Tasks (PM 01-06)		
	SA1.1.1	Execution Plan	
		SA1.1.1.1	CERN
		SA1.1.1.2	UK
		SA1.1.1.3	IT
		SA1.1.1.4	FR
		SA1.1.1.5	CE
		SA1.1.1.6	SE
		SA1.1.1.7	SW
		SA1.1.1.8	RU
		SA1.1.1.9	DE/CH
	SA1.1.1.10	NE	
	SA1.1.2	Setup of ROC	
		SA1.1.2.1	IT
		SA1.1.2.2	FR
		SA1.1.2.3	CE
		SA1.1.2.4	SE
		SA1.1.2.5	SW
		SA1.1.2.6	RU
		SA1.1.2.7	DE/CH
SA1.1.2.8	NE		
SA1.1.3	Setup of CIC		
	SA1.1.3.1	CERN	
	SA1.1.3.2	UK	
	SA1.1.3.3	FR	
SA1.1.4	Setup of OMC		
	SA1.1.4.1	CERN	
SA1.1.5	Release notes #1 (PM 04-06)	IT	
SA1.2	Operation (PM 07-24)		
	SA1.2.1	Operation and management of ROC	
		SA1.2.1.1	IT
		SA1.2.1.2	FR
		SA1.2.1.3	CE
SA1.2.1.4	SE		



		SA1.2.1.5	SW
		SA1.2.1.6	RU
		SA1.2.1.7	DE/CH
		SA1.2.1.8	NE
	SA1.2.2	Operation and management of CIC	
		SA1.2.2.1	CERN
		SA1.2.2.2	UK
		SA1.2.2.3	FR
		SA1.2.2.4	IT
	SA1.2.3	Operation and management of OMC	
		SA1.2.3.1	CERN
SA1.3	Deliverables		
	SA1.2.4	Accounting (PM 07-09)	UK
	SA1.2.5	Assessment #1 (PM 12-14)	FR
	SA1.2.6	Cookbook #1 (PM 12-14)	CERN
	SA1.2.7	Release notes #2 (PM 12-14)	UK
	SA1.2.8	Cookbook #2 (PM 22-24)	CERN
	SA1.2.9	Assessment #2 (PM 22-24)	France
	SA1.2.10	Release notes #3 (PM 22-24)	IT
SA1.A	Administration/ common tasks		
	SA1.A.1	Activity management/Coordination	
	SA1.A.2	Coordination with other projects	
	SA1.A.3	EGEE conferences	
	SA1.A.4	EGEE deliverable review	
	SA1.A.5	Dissemination	
	SA1.A.6	EGEE publications	
	SA1.A.7	EU reviews	
	SA1.A.8	Partner tasks	
	SA1.A.9	Standardization bodies	
	SA1.A.10	Training (trainee)	
	SA1.A.121	Training (trainer)	

SA2

SA2.1	Detailed Execution Plan