



Enabling Grids for E-science - II

Progress Project Tracking for EGEE

Kasia Pokorska, CERN IT-AIS-PM

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www.eu-egee.org



- **Project Progress Tracking tool for the EGEE project**
- **Developed by the IT-AIS-PM team at CERN with prior experience in project management tools:**
 - ATLAS Detector (500 MCHF core cost, 150 institutes in 35 countries)
 - LHC (3.3 BCHF expenditure over 12 years)
 - CNGS (75 MCHF expenditure, CERN & Gran Sasso)
 - Activity Planning Tool (CERN)
- **Initial lifespan very short (2 years)**
- **EGEE-I in numbers**
 - 72 main partners (plus 47 Joint Research Units)
 - 950 active members as of 31/03/2006 (1100 for the whole project)
 - EGEE-II even bigger!

- **Members and Partners database**
- **Activities management:**
 - Activities
 - Tasks
 - EU Deliverables
- **Data collection:**
 - Timesheets (hours reported by member/activity/month)
 - Cost claims (EU eligible costs by partner/project period)
- **Data repository for Effort Reports and Requested EU Contribution reports (EU mandatory reporting)**

- **Roles:**
 - Individual
 - a member who has to fill and submit timesheets (TS) on a monthly basis
 - Individual Supervisor / Deputy Individual Supervisor
 - responsible for validation of TS of the members of his team
 - Partner Supervisor
 - manages members and controls TS of this partner
 - Activity Supervisor (or Activity Manager)
 - manages tasks and controls TS for their activities. They are declared at the "activity" level, i.e. NA1, JRA1.
 - Project Office Administrators
 - Observers
 - require an overview of the whole project (like CERN IT Department Head or LCG Project Leader)
 - System Administrators

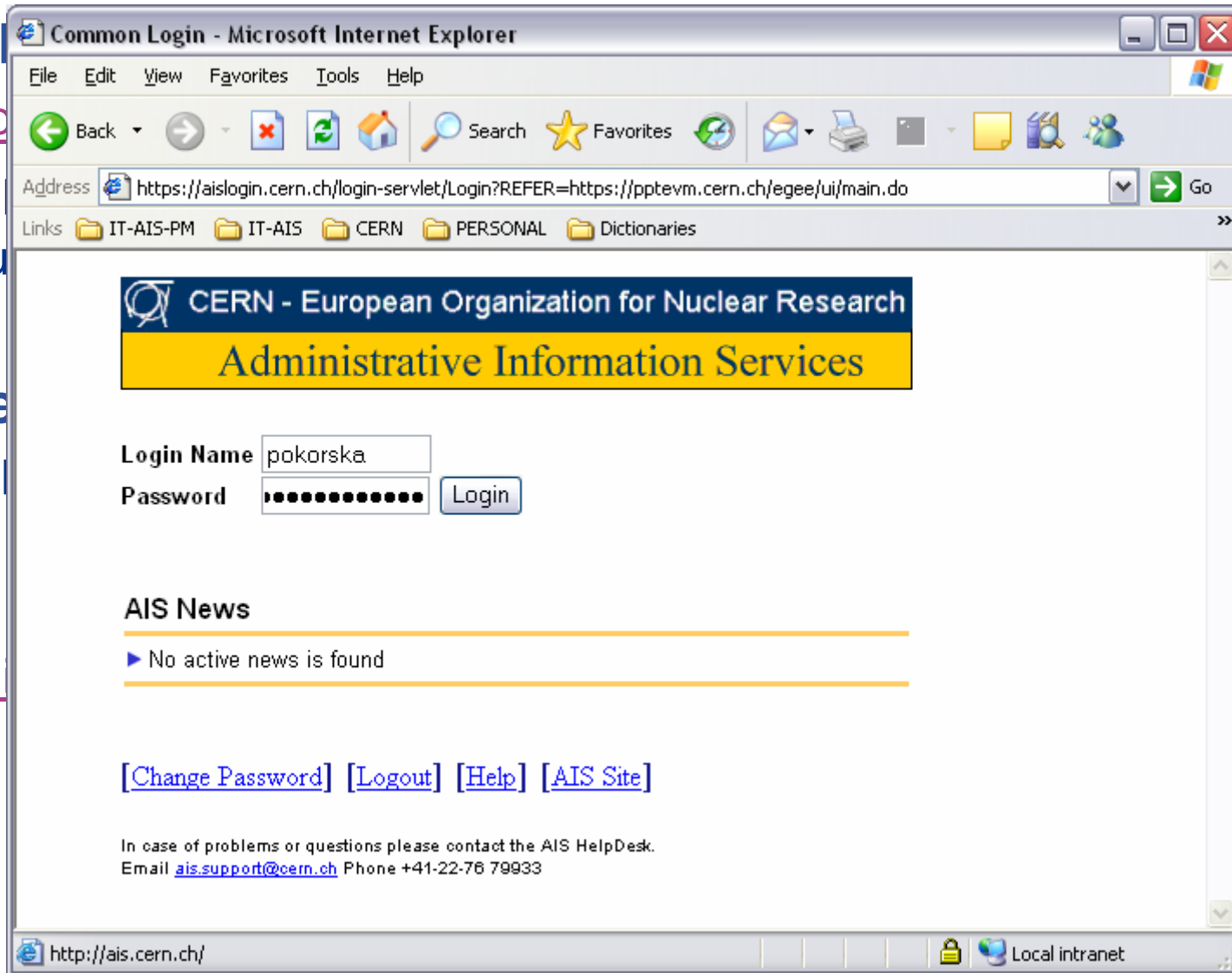
- **The role assigned determines:**
 - what parts of the application are available for you,
 - what you can see in every screen, and
 - what actions you are allowed to perform (in case of timesheets this is also dependent on the timesheet workflow).

- A Web

- <http://aislogin.cern.ch>
- or,
- in your

- Authen

- CERN
- Do
- [reg](#)



PPT for EGEE - Microsoft Internet Explorer

Address: https://pptevm.cern.ch/egge/ui/main.do

Links: IT-AIS-PM, IT-AIS, CERN, PERSONAL, Dictionaries, Meteo France - Carte de prévisions régionales Rhone Alpes, WindGURU, Windows Marketplace

egge Enabling Grids for E-science

PPT EVM

CERN - European Organization for Nuclear Research

Welcome Tasks Members Timesheets Cost Claims Action Log

EGEE Project User: COOK Anna Help Any problems? Contact our Support Logout

POKORSKA Katarzyna Mar06 ●●●●
 Feb06 ●●●●
 Jan06 ●●●●

Deputy's Area

Partner Supervisor's Area (CERN)

Timesheets for Jan06 Timesheets for Feb06 Timesheets for Mar06

Legend: Not Created (blue), Created (yellow), Submitted (orange), Validated (green)

Timesheet Dashboard

Timesheets for Jan06 Timesheets for Feb06 Timesheets for Mar06

Legend: Not Created (blue), Created (yellow), Submitted (orange), Validated (green), Reopened by PO (dark green)

Local intranet

Timesheets statistics by Partner Activity Whole Project

PPT for EGEE - Microsoft Internet Explorer

```

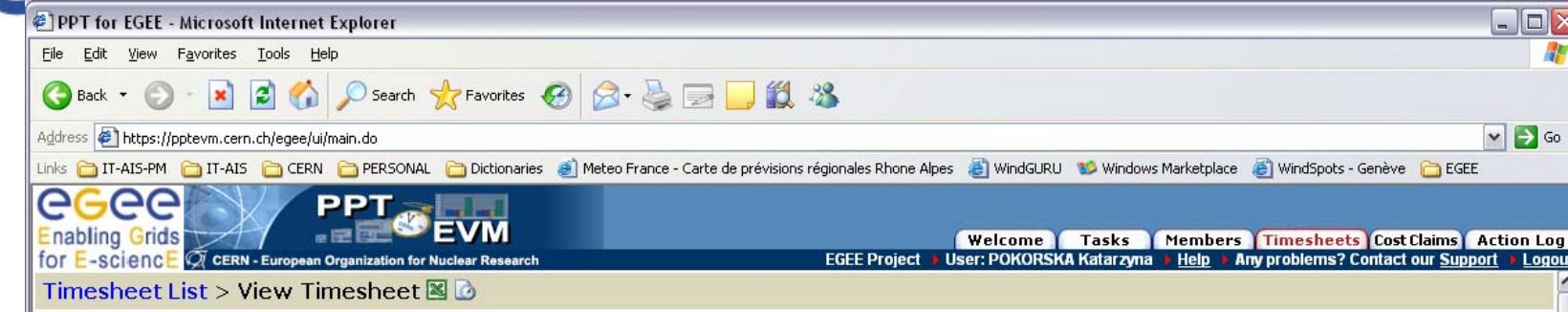
<?xml version="1.0" encoding="utf-8"?>
<timesheets xsi:schemaLocation="http://www.cern.ch/ppt/egee/timesheet timesheet.xsd" xmlns="http://www.cern.ch/ppt,
<timesheet member="cristina.aiftimiei@pd.infn.it" project-month="pm23">
  <hours-worked funded="130" unfunded="0" other="0"/>
  <task code="SA1.2.1.1">
    <description> - 3 IT ROC Shifts ( 8, 13, 23 Feb)
    - support to INFN-PADOVA resources to upgrade INFN-GRID 2.7.0 (13-17 Feb)
    - GridICE supp and developm
    - GILDA PD testbed admin</description>
    <hours-spent>128</hours-spent>
    <comments></comments>
  </task>
  <task code="SA1.A.2">
    <description> - Phone Conf EGEE SA1 Italy - 3 Feb</description>
    <hours-spent>2</hours-spent>
    <comments></comments>
  </task>
</timesheet>
<timesheet member="paolo.andreetto@pd.infn.it" project-month="pm23">
  <hours-worked funded="130" unfunded="0" other="0"/>
  <task code="JRA1.10.3">
    <description>CREAM - CEMon development, testing and bug fixing</description>
    <hours-spent>130</hours-spent>
    <comments></comments>
  </task>
</timesheet>
<timesheet member="sergio.andreozzi@cnaif.infn.it" project-month="pm23">
  <hours-worked funded="130" unfunded="0" other="0"/>
  <task code="JRA1.10.3">
    <description>Development of sensor for measuring WMS status and performance
    GLUE Schema 1.2 support</description>
    <hours-spent>60</hours-spent>
    <comments></comments>
  </task>
  <task code="JRA1.A.13">

```

ing, induction,
 s budget

36	NA1.A	NA1.A.8	Attend EGEE conferences			
37	NA1.A	NA1.A.9	Technical Conferences/Workshops			
38						
39						
				Totals	184.00	

EGEE-IT IN



Available -> Created (Saved) -> Submitted -> Validated -> Reopened -> Closed

Partner	?	1 - CERN
Status	?	●●●○
Supervisor	?	COOK Anna
Time Period	The typical life cycle of a timesheet can be summarized as follow:	
Hours Worked on	○●●○	timesheet was <i>not</i> created, and the deadline for <i>submission</i> has <i>not</i> yet expired
Hours Worked on	●●●○	timesheet was <i>not</i> created, however the deadline for <i>submission</i> is <i>already</i> over
EGEE Total :	●●●○	timesheet was <i>created</i> , but <i>not</i> submitted yet, and deadline for <i>submission</i> has <i>not</i> yet expired
Hours Worked on	●●●○	timesheet was <i>created</i> , but <i>not</i> submitted yet, and the deadline for <i>submission</i> is <i>already</i> over
Overall Total	●●●○	timesheet was <i>submitted</i> , and the deadline for supervisor <i>validation</i> has <i>not</i> yet expired
Activity ?	●●●○	timesheet was <i>submitted</i> , however the deadline for supervisor <i>validation</i> is <i>already</i> over
NA1	NA1	timesheet was <i>validated</i>
NA1	NA1	timesheet was <i>validated</i> , and the EGEE Project Office granted the <i>supervisor</i> the right to <i>modify</i> it.

NA1.A	NA1	NA1	3.00	7.3., 16.3., 21.3., 28.3.
NA1.A	NA1.A.6	Prepare and attend Meeting (PO, PEB, PMB&)	PO meetings	
Total :				184.00 ?

[Edit](#) [Validate](#)

- **Individuals**
 - M - 2 have
- **Supervisors**
 - M + 2 their

From: PPT EGEE Automated Email [<mailto:ppt.egee@cern.ch>]
 Sent: 03 December 2004 09:20
 To: Katarzyna Pokorska
 Subject: PPT EGEE Reminder

Dear Katarzyna Pokorska,

This email is to remind you that you have not yet submitted your PPT EGEE timesheet for November 2004.
 The deadline for having your timesheet submitted is 03.12.2004.

You may access your timesheet at the following address:
<http://pptevm.cern.ch/egee/ui/main.do>

You will find the Tutorial for the PPT end users (individuals and supervisors), explaining the basic principles of the timesheet filling, submission and validation at
http://ais.web.cern.ch/ais/apps/ppt/egee/EGEE_online_tutorial.html

Best regards

PPT EGEE Reminder system

ers who

itted yet
 lidated

- **Business rules**

- Timesheets cannot be “grouped”: ONE timesheet per month per Individual.
- Only report time on the activity in which you are working.
- If you need to provide a more detailed description of the work performed (limited to 255 characters) you can always use the comments (2000 chars) field.

- **Excel upload:**

- When uploading a timesheet in Excel, you must first download the corresponding file!

- **Supervisor**

- A supervisor can fill and submit a timesheet for a member of his team as long as the deadline for validation is not yet over.

- **Deadlines**

- You should submit your timesheet before the official submission deadline (two days after the month end).
- A supervisor should validate all timesheets before the official validation deadline (five days after the month end).

- **Workflow**

- You can modify your timesheet as long as your supervisor has not validated it and the deadline for submission has not passed yet.
- A supervisor can modify a validated timesheet provided the deadline for validation has not passed yet.

- **Business rules:**
 - The total worked hours reported on a timesheet can not exceed 200.
- **Do not wait till the end of the month to fill your timesheet! You can report hours as soon as you have finished certain tasks.**
- **Deadline / Workflow:**
 - You can not modify/submit your timesheet if the deadline for timesheet submission is over. You should ask project-eu-egEE-registration@cern.ch to postpone it.
 - You can not validate a timesheet if the deadline for validation is over. You should ask project-eu-egEE-registration@cern.ch to postpone it.
 - A validated timesheet can not be modified any longer if the deadline for validation has already passed. A supervisor need to ask explicitly project-eu-egEE-registration@cern.ch to reopen it for further modifications.

EGEE

Enabling Grids
for E-science in Europe

Timesheet table

Press "SHIFT+CTRL+R" to create a timesheet pivot table

From: (All)
 To: (All)

Partner Name	Data	Parent	JRA1	JRA2	JRA3	JRA4	NA1	NA2	NA3	NA4	NA5	SA1	SA2	Grand Total
AUTH	Sum of Funded Hours											159.53		159.53
	Sum of Unfunded Hours											0.00		0.00
	Sum of Total Hours											159.53		159.53
BUTE	Sum of Funded Hours							72.00	63.50					135.50
	Sum of Unfunded Hours							41.00	86.00					127.00
	Sum of Total Hours							113.00	149.50					262.50
CCLRC	Sum of Funded Hours	880.60										2327.25		3207.85
	Sum of Unfunded Hours	127.50										0.00		127.50
	Sum of Total Hours	1008.10										2327.25		3335.35
CEA/DSM	Sum of Funded Hours											201.00		201.00
	Sum of Unfunded Hours											0.00		0.00
	Sum of Total Hours											201.00		201.00
CERN	Sum of Funded Hours	1462.00					668.00	192.00		340.00	104.00	760.00		3526.00
	Sum of Unfunded Hours	452.00					104.00	40.00		761.00	104.00	2148.00		3609.00
	Sum of Total Hours	1914.00					772.00	232.00		1101.00	208.00	2908.00		7135.00
CESGA	Sum of Funded Hours											211.00		211.00
	Sum of Unfunded Hours											285.00		285.00
	Sum of Total Hours											496.00		496.00
CESNET	Sum of Funded Hours	738.00							88.00	141.00		442.00		1409.00
	Sum of Unfunded Hours	0.00							0.00	0.00		0.00		0.00
	Sum of Total Hours	738.00							88.00	141.00		442.00		1409.00
CGG	Sum of Funded Hours											212.00		212.00
	Sum of Unfunded Hours											172.00		172.00
	Sum of Total Hours											384.00		384.00
CLPP-BAS	Sum of Funded Hours							25.00				120.00		145.00
	Sum of Unfunded Hours							38.00				98.00		136.00
	Sum of Total Hours							63.00				218.00		281.00

[Add Timesheet Summary](#)

[Timesheet status legend](#)

[Timesheet Summary](#)

✉ TITIMA Katrin	03-KTH	JRA3, SA1	0/0
✉ VERGADOS Dimitrios	51-A-GRNET	NA5, SA1	42/0
✉ VERIGAKIS Georgios	51-GRNET	SA1	32/0
✉ ZISSIMOS Antonis	51-GRNET	NA3, SA1	47/0

Welcome | Tasks | Members | Timesheets | Cost Claims | Action Log

CERN - European Organization for Nuclear Res. EGEE Project User: POKORSKA Katarzyna Help > Any problems? Contact our Support > Logout

Member List > Edit Member

Person ID	<input type="text" value="430687"/> <input type="button" value="Load HR Person"/>	Supervisor	<input type="text" value="COOK Anna"/> <input type="button" value="Find"/>									
Title	<input type="text"/>	Fills Timesheets	<input checked="" type="checkbox"/>									
Last Name	<input type="text" value="BOURGEOIS"/>	First Name	<input type="text" value="MARIE-LAURE"/>									
Partner	<input type="text" value="1-CERN"/>	Other Partner	<input type="text"/>									
Telephone Office	<input type="text"/>	Mobile	<input type="text"/>									
E-mail	<input type="text" value="Marie-laure.bourgeois@cern.ch"/>											
Activities	<input type="checkbox"/> JRA1 <input type="checkbox"/> JRA2 <input type="checkbox"/> JRA3 <input type="checkbox"/> JRA4 <input checked="" type="checkbox"/> NA1 <input type="checkbox"/> NA2 <input type="checkbox"/> NA3 <input type="checkbox"/> NA4 <input type="checkbox"/> NA5 <input type="checkbox"/> SA1 <input type="checkbox"/> SA2											
Function within the Activity	<input type="text"/>											
Start Date	<input type="text" value="01-Apr-2004"/> <input type="button" value="Calendar"/>	End Date	<input type="text"/> <input type="button" value="Calendar"/>									
Funded Ratio	<input type="text" value="1"/>	Unfunded Ratio	<input type="text" value="0"/>									
Groups	<input checked="" type="checkbox"/> Project Office <input type="checkbox"/> Auditor <input type="checkbox"/> Observer <input type="checkbox"/> Project Management <input checked="" type="checkbox"/> AFM <input checked="" type="checkbox"/> PMB <input checked="" type="checkbox"/> PEB <input type="checkbox"/> CB <input type="checkbox"/> Partner Supervisor											
Activity Supervisor	<input type="checkbox"/> JRA1 <input type="checkbox"/> JRA2 <input type="checkbox"/> JRA3 <input type="checkbox"/> JRA4 <input type="checkbox"/> NA1 <input type="checkbox"/> NA2 <input type="checkbox"/> NA3 <input type="checkbox"/> NA4 <input type="checkbox"/> NA5 <input type="checkbox"/> SA1 <input type="checkbox"/> SA2											
Deputy Supervisor	<input type="text"/> <input type="button" value="Find"/>	Deputy Supervisor II	<input type="text"/> <input type="button" value="Find"/>									
Productive Hours	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Project Period</th> <th style="width: 15%;">Yearly</th> <th style="width: 15%;">Daily</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value="1720"/></td> <td><input type="text" value="8"/></td> </tr> <tr> <td>2</td> <td><input type="text" value="1720"/></td> <td><input type="text" value="8"/></td> </tr> </tbody> </table>			Project Period	Yearly	Daily	1	<input type="text" value="1720"/>	<input type="text" value="8"/>	2	<input type="text" value="1720"/>	<input type="text" value="8"/>
Project Period	Yearly	Daily										
1	<input type="text" value="1720"/>	<input type="text" value="8"/>										
2	<input type="text" value="1720"/>	<input type="text" value="8"/>										

Statistics related info

The project has to deliver statistics about employment status as requested by the EU. Please fill in the following information. This information will be processed confidentially. Your name will not appear in the reports.

- **Do's**

- “Partner Supervisors” can and are encouraged to rectify (when needed) basic member data (last name, first name, e-mail address, start/end date of EGEE membership, supervisor, activities, etc.) and statistics related info.

Role definition (partner supervisor, activity supervisor, individual & deputy supervisor, etc) and productive hours information are reserved for project-eu-egEE-registration@cern.ch.

- Only people properly registered in the EGEE PPT can fill and submit timesheets (watch out the field “Fills Timesheet”).

- **Don'ts**

- Only project-eu-egEE-registration@cern.ch can add and remove members.

Microsoft Internet Explorer window showing the PPT (Project Performance Tool) interface for EGEE. The browser address is https://pptevm.cern.ch/egee/ui/main.do.

The interface includes a navigation menu with links for Welcome, Tasks, Members, Timesheets, Cost Claims, and Action Log. The user is identified as POKORSKA Katarzyna.

The main content area displays a tree view of activities on the left and a detailed task list on the right. The task list is filtered for WBS = SA1.2 and shows various tasks with their progress, descriptions, EU deliverables, holders, and start/end dates.

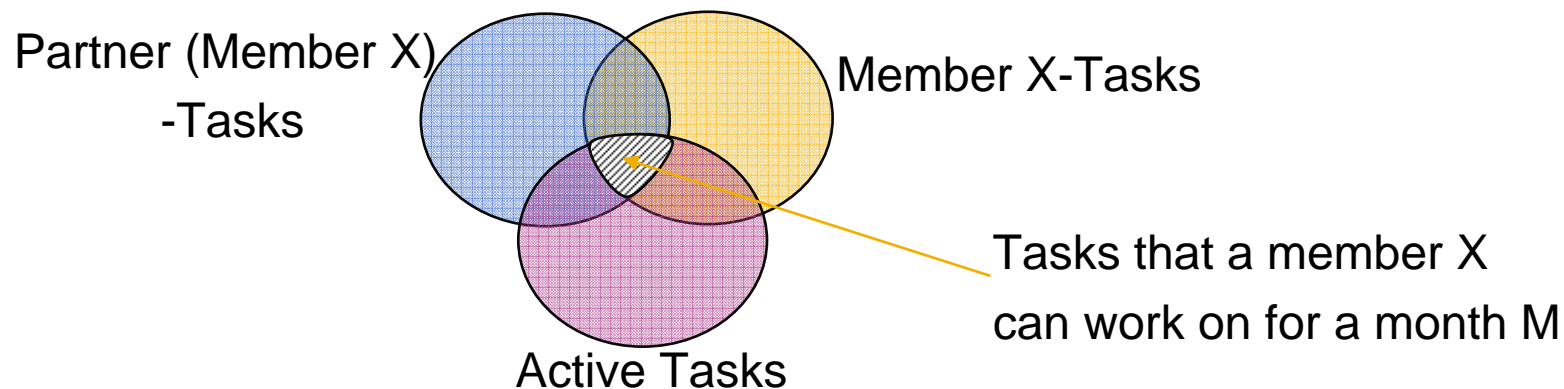
Progress	Code	Description	EU deliverable	Holder	Start	End
0 / 1 U	SA1.1.5.1	Release notes #1 (PM01-06)		C. VISTOLI	1-Apr-2004	31-Oct-2004
4 PM		Task Output				31-Oct-2004
3 PM						
0 / 1 U	SA1.2.4	Accounting (PM07-09)		D. KANT	1-Apr-2004	31-Jan-2005
3 PM		Task Output				31-Jan-2005
3 PM						
14 PM						
0 / 1 U	SA1.2.5	Assessment #1 (PM12-14)		R. RUMLER	1-Jan-2005	31-Jul-2005
0 / 1 U		Task Output				30-Jun-2005
12 PM						
3 PM						
0 PM						
0 PM						
0 PM						
0 PM						
0 / 1 U	SA1.2.6	Cookbook #1 (PM12-14)		A. MILLS	1-Jan-2005	31-Jul-2005
0 / 1 U		Task Output				30-Jun-2005
6 PM						
0 / 1 U	SA1.2.7	Release notes #2 (PM12-14)		D. KANT	1-Jan-2005	31-Jul-2005
0 / 1 U		Task Output				30-Jun-2005
3 PM						
11 PM						
0 / 1 U	SA1.2.8	Cookbook #2 (PM22-24)		A. MILLS	1-Aug-2005	31-Mar-2006

when

On which tasks can a member X work on for a month M?

- **Members are assigned to**
 - certain activities (Members screen) and activities are composed of Tasks (Task screen)
 - partners (Members screen)
- **Partners are assigned to tasks (Tasks screen)**
- **Tasks are considered active (Tasks screen) for a given month M if**

Month of Task Start Date \leq M \leq Month of Task End Date



- Effort Reports
- EU R

Partner Number 2: GUP Cost Model Used: AC

Total Effort Consumption in FTEs in Person Months (PMs) April 2004 - December 2004

JRA1		
1	CERN	AC
4	CESIET	FCF
16	CCLRC	FC
22	CHRS	FCF
30	DATAMAT	FC
31	IIIFI	AC
99	OTHER	
Total:		

Consumed PMs			Budgeted 24M			Consumption		
F	UF	F+UF	F	UF	F+UF	F	UF	F+UF
213	104	317	384	384	768	55 %	27 %	41 %
61	0	61	96		96	63 %	N/A	63 %
121	20	141	192		192	63 %	N/A	74 %
22	1	23		48	48	N/A	2 %	48 %
87	0	87	144		144	61 %	N/A	61 %
292	120	411	432	192	624	67 %	62 %	66 %
0	2	2				N/A	N/A	N/A
796	247	1,043	1,248	624	1,872	64 %	40 %	56 %

JRA2		
22	CHRS	FCF
23	CSSI	FC
Total:		

Consumed PMs			Budgeted 24M			Consumption		
F	UF	F+UF	F	UF	F+UF	F	UF	F+UF
36	0	36	48	0	48	75 %	#DIV/0	75 %
19	0	19	24		24	80 %	N/A	80 %
55	0	55	72	0	72	76 %	#DIV/0	76 %

JRA3		
35	UHLHIP	AC
36	FOM	FCF
38	UvA	AC
39	UIB	AC
63	KTH	AC
Total:		

Consumed PMs			Budgeted 24M			Consumption		
F	UF	F+UF	F	UF	F+UF	F	UF	F+UF
18	18	36	24	24	48	74 %	76 %	75 %
28	0	28				N/A	N/A	N/A
23	23	46	48	48	96	49 %	47 %	48 %
14	5	19	24	24	48	59 %	20 %	39 %
24	10	34	24	48	72	100 %	21 %	48 %
108	56	164	120	144	264	90 %	39 %	62 %

JRA4		

Consumed PMs			Budgeted 24M			Consumption		
F	UF	F+UF	F	UF	F+UF	F	UF	F+UF

SA1	SA2	Total
25,730.24		25,730.24
4,749.05		7,186.35
		0.00
28,476.31		43,118.12

SA1	SA2	Total
28,476.31		43,118.12
95,010.00		125,000.00
66,523.09		81,001.00
N/A	20 %	N/A

SA1	SA2	Total
25,488.35		34,353.88
2,087.00		8,764.17
		0.00
28,476.31		43,118.12

Travel and Subsistence (20 %)

External Events (2x CAT), Challenges, F2, Indico,
 Action Developer Events (Garching, Lund), Produced (party)
 r de. Authorized, as it is approved to share its resources with
 project GUP, collecting information from Participating Parties.

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AIS
AIS

PPT EGEE - Online Help

Enabling Grids for
E-science in Europe

PPT
EVM

Welcome Tasks Members Timesheets

CERN - European Organization for Nuclear Research EGEE Project User: CASEY James Help Any problems? Contact

Welcome Page > My Timesheet

Project Member	CASEY James
Partner	1 - CERN
Status	○○○
Funded / Unfunded Ratios	1.0 / 0.0
Supervisor	BIRD Ian
Time Period	01-Sep-2004 to 30-Sep-2004

Group/Role	What TS?	Deadline	Actions allowed				
			TS status				
			Not Created	Created	Submitted	Validated	Reopen for co (after valida
Individual with Supervisor	Their own TS	Until M+S or (After M+S if deadline postponed) After M+S	E, U, D, R	E, U, D, R, S	E, U, D, R	D, R	D, R
Individual without Supervisor or he is a Supervisor for himself	Their own TS	Until M+V or (After M+V if deadline postponed) After M+V	E, U, D, R	E, U, D, R, SV	this state does not exist	E, U, D, R	E, U, D, R
Individual Supervisor	All TS from his subordinates	Until M+V or (After M+V if deadline postponed) After M+V	E, U, D, R	E, U, D, R, S, SV	E, U, D, R, V	E, U, D, R	E, U, D, R
"Deputy" Individual Supervisor	All TS from subordinates of Individual Supervisors she/he is deputy for	Until M+V or (After M+V if deadline postponed) After M+V	E, U, D, R	E, U, D, R, S, SV	E, U, D, R, V	E, U, D, R	E, U, D, R
Partner Supervisor	All TS from their partner	Anytime					D, R
Activity Supervisor	All TS for their activity	Anytime					D, R
Project Management	All TS	Anytime					D, R
PO Administrators	All TS	Anytime	E, U, D, R	E, U, D, R, S, SV	E, U, D, R, V	E, U, D, R, O	E, U, D, R, C
Observers			No access to individual TS, however they can see TS totals				
Auditors	All TS	Anytime					D, R
SYS-ADMIN	All TS	Anytime	E, U, D, R	E, U, D, R, S, SV	E, U, D, R, V	E, U, D, R	E, U, D, R
Legend		M+S: S=2 by default	Edit	Upload individual TS (Excel)	Is there ever an example where U<=>E?		
			Submit				
			Validate				
			Submit & Validate				
		M+V:	Read-only (Visualisation)	Download individual TS (Excel)	Is there ever an example where D <=> R?		
			ReOpen for correction	Close for correction			

Welcome to the PPT EGEE Online Help page. This tutorial, modify tasks in the system. It might be also useful to check the specification documentation. You will find the following information:

- you have access to the system
- your manager can see your tasks
- you can see the tasks of your subordinates
- you have access to the system

The FAQ section contains information about the system (e.g. data, etc.). Why not to have a look at it? Consult the specification documentation. The "Access rights and Workflow v1.0" document defines:

- 1. Home
- 2. Welcome
- 3. Introduction
- 4. Introduction
- 5. Introduction
- 6. About
- 7. About
- 8. Introduction
- Support
- 1. Introduction
- 2. Welcome
- General
- 1. Home
- 2. Welcome
- 3. Welcome
- 4. Contact
- 5. Introduction
- 6. Introduction

EGEE-II INFISO-RI-031688 Kasia Pokorska, CERN IT-AIS-PM 21

- **A separate instance is being prepared:**
 - an exact clone of EGEE-I as far as user interface and functionalities are concerned
- **Data Loading**
 - EGEE PO has already defined Activities and Task
 - EGEE PO is working on partners and members' data
- **Should be operational by 30/04/2006 (the time of the first timesheet exercise)**