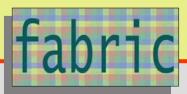
Management

Part of EXPReS



- Assuming similar structure as RadioNet::ALBUS
 - Like Mike Garrett pointed out

• EXPReS board will run overall project

- FABRIC reports to this board
- Management & Financial support at JIVE
 - Hiring EXPReS project manager, web master
 - Secretary in place: Diana van Dijk
- EXPReS board can approve changes in spending & workpackages
 - As long as we stay within the contracted envelop

Relevant documents:

- Contract to deliver on certain R+D topics
 - Not specific about who, where
- EC Guidelines (use of funds, proprietary rights)
- Consortium Agreement (who are partners)
 - Not yet in place

Management requirements

- Produce deliverables on track
 - Reports public on the internet
- Spend the budget!
 - Overspending responsibility of your institute
 - At some point audits will be made
 - Paper trail in accordance with local practice (?)
 - Don't get me started on VAT issues

Spend man-hours as contracted

- Including contributed hours
 - For all except ASTRON (full cost partner)
- Auditors may want to see these too
 - JIVE will use a hour administration system
- Produce lots of reports
 - Progress reports to board
 - $\boldsymbol{\cdot}$ Include presentations, please provide pictures
 - Annual reports to EC
 - Quite a lot of work (for me)



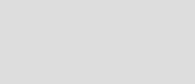
Management tools

Regular meetings

- At least once per year
- More frequent telecons
 - Maybe every 4 weeks
 - Will taper off when everybody is on track

Much electronic traffic

- Will set up FABRIC exploder to reach entire group
- Call for quarterly reports
- Repository for documents and deliverables: wiki
 - $\boldsymbol{\cdot}$ Maybe also useful for discussion platform, although group rather small
- Role of JRA PI (that's me):
 - $\boldsymbol{\cdot}$ Is responsible for the management of a distributed project
 - Responsible for all reporting
 - \cdot PI should be consulted in the appointment of new staff
 - PI should be consulted in all budgetary items > 5 k€?
 - Would like to have established local workpackage leaders



Good practice

fabric

Minute all meetings

- $\boldsymbol{\cdot}$ And made public
 - Must contain list of attendance
 - $\cdot \text{Let's}$ use pdf when we can
- Make all presentations public

Please produce design documents & evaluations

- $\boldsymbol{\cdot}$ Even if they are only couple of pages
 - Efficient communication means:

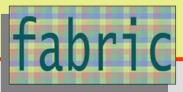
If you write concisely, somebody may actually find time to read it!

Then it is not too hard to pass milestones
Main requirement contracted with EC

Open all communication channels

- Some management info necessarily confidential
- Problems? Please share
- Acknowledge e-mails and responsibilities
- Organize your own work-visits!

Money



Admittedly not 100% confident on some details (?):

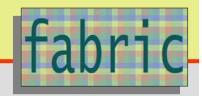
Money handled by individual institutes

- Implement your own accounting scheme
- But be ready to report on spending
 - 20% overhead can be claimed without justification(?)
- Typically dominated by manpower
 - Can claim all direct cost of "temporary" project staff(?)
 - ASTRON (FC) can claim 50% of hours at fixed rate

Some partners have substantial hardware components

- Notably MRO, JBO, but also PSNC and OSO
- Can not claim VAT from EC(?)
 - And can only claim depreciation during project
- This is not office supplies
 - In RadioNet claimed through "incidental costs"(?)

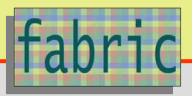
Manpower



task	description	effort request	effort match	location
	management	0	1	JIVE
1.1.1 & 1.1.2	data acquisition prototype	2	2	MRO
1.1.3	data acquisition control	1	1	MPI
1.2.1	broadband protocol	1	1	JBO
1.2.2	broadband interface	1	1	JBO
1.2.3	broadband test	1	1	OSO
1.2.4	public/private interface	0.5	0.5	ASTRON
2.1	Grid resource allocation	2	2	PNSC
2.2	software correlation	6	5	JIVE
		14.5	14.5	

		Requested Funds		Matching Funds	
		FTE-yrs	K€	FTE-yrs	k€
OSO	Staff	1	75	1	75
	Travel		4		0
	Hardware		10		0
ASTRON	Staff	0.5	75	0.5	75
	Travel		2		2
MPIfR	Staff	1	75	1	75
	Travel		4		0
MRO	Staff	2	150	2	150
	Travel		8		0
	Hardware		30		0
JBO	Staff	2	150	2	150
	Travel		8		0
	Hardware		30		0
PSNC	Staff	2	140	2	140
	Travel		8		0
	Hardware		10		0
JIVE	Staff	6	450	6	450
	Travel		24		0
		14.5	1253	14.5	1117

Risks...



- Cannot find suitable manpower
 - Maybe only 25% science component
 - · Lots of activity in similar projects (including EXPReS)
 - No permanent perspective
- Fail to match the new manpower
 - When other priorities prevail
 - Or project too optimistic
- Fail to control distributed effort
 - Many partners, everybody his own agenda
 - Not many management tools
 - Nobody seems to like writing reports
- Dependencies on other developments
 - eMERLIN correlator
 - DBBC project for data acquisition
 - LOFAR overall progress
 - Impossible to use of Grid computing this way