Milestone Plan

I: Information collection & dissemination required
S: System configuration required
D: Documentation
M: Management

Project Name:	Instant messaging using zephyr
Author:	Maria Dimou
Version:	1.0
Date:	12/3/2003

Milestone Plan Name: Main

Planned date	Actual date	I	S	D	M	Code	Milestone description	Remarks
01-Oct-02	01-Oct-02				M1	M1	Project Scope and Objectived agreed by MoD team	Decided to discuss progress on Monday morning meetings.
01-Nov-02	01-Nov-02	I1				I1	IT Services informed, advised and agreed on the Project Plan	Most services positive but think that too much targetting is not realistic. No action should be asked from users.
15-Nov-02			S1			S1	System solution selected	Permissions on the zephyr servers being investigated by zephyr supporters during the 2nd half of Nov-02.
01-Dec-02		I2				I2	IT Services and users informed about the solution selected	M.Dimou obtained list of contacts per experiment on 07-Nov-02.
09-Dec-02	09-Jan-03				M2	M2	Go / NoGo decision	Some positive feedback was received from experiment contacts about the enhanced information dissemination. Decided to include zephyr-sending responsibility to the MoD tasks.
15-Dec-02	13-Jan-03		S2			S2	System solution implemented	A tool for easy zephyr posting and a set of templates available to the MoD.
15-Jan-03		I3				I3	IT Services and users informed about the solution implemented	Being sent to CCSR (IT) and experiment contacts with this version of the document.
20-Jan-03				D		D	Documentation ready	Part of the main HTML document. Also present in the ~moduas/zephyr directory (afs).
01-Feb-03	10-Mar-03				M3	M3	Project formally closed.	IT/US leadership decided that the targeting of the appropriate communities will not be pursued. Details in http://cern.ch/dimou/it-us/zephyr.shtml#end

Responsibility Chart

```
x execute the work
D takes decision solely
d takes decision jointly
P manages progress
T provides tuition on the job
I must be informed
A available to advise
C must be consulted
```

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Milestone Plan Name: Main

Period length : 1 week — Week columns:
15-Sep-02, 22-Sep-02, 29-Sep-02, 06-Oct-02, 13-Oct-02, 20-Oct-02, 27-Oct-02, 03-Nov-02, 10-Nov-02, 17-Nov-02, 24-Nov-02, 01-Dec-02, 08-Dec-02, 15-Dec-02, 22-Dec-02, 29-Dec-02, 05-Jan-03, 12-Jan-03, 19-Jan-03, 26-Jan-03, 02-Feb-03, 09-Feb-03, 16-Feb-03, 23-Feb-03

Work content Days	Actual Start Date	Actual Compl. Date	Code	Milestone	Project Leader	Division Leader	DMM	MoD team	zephyr experts	IT service managers	users' meetings	Helpdesk	Operators	Remarks
7	15-Sep-02	01-Oct-02	M1	Project Scope and Objectived agreed by MoD team	X			Xd		C		I	I	Additional requirements (MoD console, templates, archiving, alternatives) added after the completion of the milestone.
7	01-Oct-02	01-Nov-02	I1	IT Services informed, advised and agreed on the Project Plan	X	I		X	I	I		C	C	3 weeks in October (MoD, vacation, HEPiX) contained no zephyr-related work.
11	01-Nov-02	01-Dec-02	S1	System solution selected	XD	I	I	X	CX	CX	A	A	A	27-nov-02 zephyr expert investigating new class creation on the server and permissions for the MoD console. Completion date has to slip in December.
14	01-Dec-02	10-Feb-03	I2	IT Services and users informed about the solution selected	X	I		X	I	I	I	C	C	Need to wait for T. Smith to change HEPiX scripts and test the feasibility of narrowing down the public.
		10-Mar-03 partially	S2	System solution implemented	XD			X	CX	CX	A	A	A	Aiming to mid-February (changes and a few weeks of extensive testing) after discussions on 13-Jan-03 with T. Smith.
		12-Mar-03	I3	IT Services and users informed about the solution implemented	X	I	I	X	I	I	I	C	C	Email with the closure section of the document.
		10-Mar-03	D	Documentation ready	DX	I	I	Ad	I	I	I	I	I	http://cern.ch/dimou/it-us/zephyr.shtml#readme
		10-Mar-03	M2	Project formally closed.	X	I		Ad	I	I	I	I	I	http://cern.ch/dimou/it-us/zephyr.shtml#end

Total Effort

Communication Effort: I1+I2+I3

Progress Report

Activity Schedule

Remarks
All requirements and actions undertaken are reported in the Monday morning meeting. Information in http://cern.ch/dimou/it-us/zephyr.shtml In particular, the requirements on console for MoD and archiving went through several iterations of changes, namely: archiving started within cern.computing and became a dedicated list on Dec.2nd. The MoD console started as a tcl script and became a perl one for simplicity.

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Version:	1.0
Date:	12/3/2003

Milestone Codes: M1

Project Scope and Objectived agreed by MoD team

Work Done	Work to do	Estimate Date	Special Problem	Consequences		Work ####	Start Date	Period length : 1 week / Week 16-Sep-02	23-Sep-02	01-Oct-02	07-Oct-02	15-Oct-02	22-Oct-02	Completion Date	Code	Activity / Task	Roger Woolnough	Nicole Cremel	Ludwig Pregernig	Maria Dimou	Hannes Schwarzbauer	Bernd Pollermann	Dave Underhill	Johan Karlsson
						4.0	01-Sep-02	4.0						15-Sep-02	M1-1	Prepare Project Plan document for discussion				X				
						1.0	15-Sep-02	1.0						15-Sep-02	M1-2	Brainstorm and iterate on mandate	X	X	X	X	X	X	X	X
						2.0	16-Sep-02	2.0						25-Sep-02	M1-3	Adapt Planning document				X				
						0.5	25-Sep-02		0.5					26-Sep-02	M1-4	Publicise the mandate	I	I	I	X	I	I	I	I
						0.3	30-Sep-02		0.3					30-Sep-02	M1-5	Brainstorm and iterate on milestone plan and activities implied	X	X	X	X	X	X	X	X
						0.3	30-Sep-02		0.3					30-Sep-02	M1-6	Brainstorm and iterate on responsibilities for milestones and activities	X	X	X	X	X	X	X	X
						1.0	01-Oct-02			1.0				01-Oct-02	M1-7	Revise the plan				X				
						0.5	01-Oct-02			0.5				02-Oct-02	M1-8	Publicise the plan	I	I	I	X	I	I	I	I
						3.0	21-Oct-02						3.0	09-Nov-02	M1-8	Additional requirements added. Plan enhanced	Id	I	Id	X	I	I	I	I
						12.6		7.0	1.1				3.0										

Progress Report

Activity Schedule

Remarks

Maria Dimou discussed with H.Renshall and R.Toebbicke on 29-oct-02, M.Christaller and T.Smith with several iterations to define the number of services included in this announcement method.

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Milestone Codes: I1

IT Services informed, advised and agreed on the Project Plan

Period length : 1 week

Work Done	Work to do	Estimate Date	Special Problem	Consequences	Work Content Days	Start Date	01-Oct-02	08-Oct-02	15-Oct-02	22-Oct-02	29-Oct-02	05-Nov-02	Completion Date	Code	Activity / Task	Roger Woolnough	Nicole Cremel	Ludwig Pregernig	Maria Dimou	Hannes Schwarzbauer	Bernd Pollermann	Dave Underhill	Johan Karlsson
					0.5	01-Oct-02	0.5							I1-1	Get the services' requirements for this kind of announcement	X	X	X	X	X	X	X	X
					1			1.0						I1-2	Form the list of the user community per service	C	C	I	X	C	C	C	C
					1.3				0.5	0.5	3.0			I1-3	Form the list of the service responsibles per service	C	C	I	X	C	C	C	C
					0.2							0.2		I1-4	Discuss in the Monday morning meeting service inquiry results	X	X	I	X	X	X	X	X
													01-Nov-02	I1-5	Review Plan dates	C	I	A	Xd	I	I	I	I
					3		0.5	1.0	0.5	0.5	3.0	0.2	0.0 0.0										

Progress Report   Activity Schedule

Remarks
See below

Project Name:	Instant messaging using zephyr
Author:	Maria Dimou
Version:	1.0
Date:	12/3/2003

Milestone Codes: S1

Period length : 1 week — **Week**: ## (01-Nov-02), ## (08-Nov-02), ## (15-Nov-02), ##, ###

System solution selected

Work Done	Work to do	Estimate Date	Special Problem	Consequences	Start Date	01-Nov-02	08-Nov-02	15-Nov-02			Completion Date	Code	Activity / Task	Roger Woolnough	Nicole Cremel	Ludwig Pregernig	Maria Dimou	Hannes Schwarzbauer	Bernd Pollermann	Dave Underhill	Johan Karlsson	Tim Smith	Christian Boissat	Michel Christaller
R1					01-Nov-02	2.0						S1-1	Fact finding about present server's configuration and capacity				X					C	C	C
	R2					0.5	2.0					S1-2	Test alternative scenaria	I			X					A	A	A
	R3											S1-3	Review infrastructure and technology choice	I	I	I	X	I	I	I	I	A	A	A
R4							1.5					S1-4	Evaluate users' disturbance per implementation scenario	C	A	A	X	X	A	A	A	C	C	C
			R5					0.2				S1-5	Discuss evaluation results in Monday morning meeting	X	X	X	X	X	X	X	X			
				R6				0.2			15-Nov-02	S1-5	Make a go/no-go decision	d	d	d	d	d	d	d	d	I	I	I
						2.5	**3.5**	**0.4**	**0.0**	**0.0**	0.0													

R1: No performance problem expected.
R2: Still investigating class creation and periodic upload to the zephyr servers in the week 27-Nov-02.
R3: Need to load static classes (mail) and update hepix scripts (afs).
R4: Decided users will do no action. M.Dimou seeking feedback in teh week 02-Dec-02.
R5: Monday morning meeting long with MoD discussions. Need dedicated time for the decision.
 Also, need user feedback from experiment responsibles.
R6: Go/no-go decision delayed.

Project Status on last revision date January 23, 2003

The MoD has now a tool to send zephyr messages without passing by the operators.A web-viewable archive is also in place containing all zephyr messages sent by the MoD tool. It was agreed, in the course of this project that planned service changes and interruptions are announced by the relevant services to the targetted audience in email (e.g. development work on server mailX.cern.ch starting at 18:30 this evening).
We are still aiming at informing only the users affected by a change or problem by defining separate classes per:
afs server
mail server
platform (Windows, linux)
The present plan is to incorporate in the HEPiX scripts (for Unix users) the information concerning their afs home and project (experiment) server, so that they will be the only recipients of relevant zephyr messages.
This will be implemented mid-February 2003 together with other planned changes in the HEPiX scripts and will require a few weeks of extensive testing.

A slightly different approach is adopted for targeting zephyr messages that concern problems on the mail servers only to users registered on them. It is agreed that planned changes are communicated to the affected users by email and not via zephyr.

Targeting zephyr messages concerning problems on web servers is not a good idea because the non-availability of a web site concerns not only the site owner but also all possible browsing users. This is why such messages will keep going to the global class operations.

General information

```
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Author:          Maria Dimou
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Date:             12/3/2003
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Responsibility Codes

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Change History

Who	When	Version	Reason
M.Dimou	28-Aug-02	1.0	

Udate procedure

When updating the plan, print the workbook as PS named GDPMplan.ps next to the GDPM.xls file and run exPublish . to copy the file under the PrePublication web of the Infrastructure project.

Template Change History

Who	When	Version	Reason
A.Khodabandeh	31-Jan-01	1.0	Original work based on Luigi's file
A.Khodabandeh	05-Mar-01	1.1	Added week number calculation
A.Khodabandeh	05-Apr-01	1.2	Changed the format of activity sheets to text
A.Khodabandeh	06-Apr-01	1.3	Added total activity addition
A.Khodabandeh	20-Apr-01	1.4	Does not display zeros Activity schedule sheet refers directly to activity sum
A.Khodabandeh	14-Jun-01	1.5	Added date to header information