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Enabling Exascale Fluid Dynamics Simulations
Project Number 671571

D5.1 – Management Plan

WP5: Management



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Executive Summary

This document describes general management structures and procedures during the execution of the project. It is based on the management structures lined out in the Description of Work and the Consortium Agreement and further details the setup and procedures.

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1 Introduction

This document should be read in conjunction with the ExaFLOW Grant Agreement, including the Description of the Action and the Consortium Agreement. This document further defines the procedures to be applied in the ExaFLOW project. It contains information concerning contacts and email lists, the project website, software tools, and reporting. Further procedures regarding the quality assurance processes, including documents rules, deliverables and approval procedures, and publications, and presentations will be defined in the upcoming deliverable D5.2 - *Quality Assurance Plan*

2 Partner List

Beneficiary number	Beneficiary name	Beneficiary short name	Country
1	Kungliga Tekniska Högskolan	KTH	SE
2	Imperial College of Science, Technology and Medicine	Imperial	UK
3	University of Southampton	SOUTHAMPTON	UK
4	The University of Edinburgh	UEDIN	UK
5	Universität Stuttgart	UNIVERSITAET STUTTGART	DE
6	Ecole Polytechnique Federale de Lausanne	EPFL	CH
7	McLaren Racing Ltd	McLaren	UK
8	Automotive Simulation Center Stuttgart EV	ASC(S	DE

Table 1 - Project Participants

3 Contacts and Email Lists

3.1 Contacts for Administrative, Legal and Financial Aspects

Partner	Name	Phone	email
KTH	Harriet Johansson	+46-8-790 78 99	harrjo@kth.se
Imperial	Shaun Power	+44 (0)207 594 8773	s.p.power@imperial.ac.uk
Southampton	Matthew Ramsey and Qing Bradbury	+44 (0)23 8059 6672 +44 (0)23 8059 8822	M.Ramsey@soton.ac.uk Q.Bradbury@soton.ac.uk
UEDIN	Michele Weiland	+44 131 651 3580	m.weiland@epcc.ed.ac.uk
Universität Stuttgart	Agnes Lampke	+49 (0) 711 685-87210	finanzen@hhrs.de

EPFL	Delphine Vieira	+41 21 693 58 42	delphine.vieira@epfl.ch
McLaren	Richard Draisey	+44 (0)1483262200	richard.draisey@mclaren.com
ASC(S)	Alexander F. Walser Natalia Schuchart Agnes Lampke	+49 (0) 711 699659-21 and +49 (0) 711 699659-10 +49 (0) 711 685-87210	alexander.walser@asc-s.de natalia.schuchart@asc-s.de lampke@asc-s.de

Table 2 - Administrative Contacts

3.2 Contacts for Partner Representatives

Partner	Name	email
KTH	Erwin Laure Dan Henningson	erwinl@pdc.kth.se henning@mech.kth.se
Imperial	Spencer Sherwin	s.sherwin@imperial.ac.uk
Southampton	Neil Sandham	n.sandham@soton.ac.uk
UEDIN	Michele Weiland Mark Parsons	m.weiland@epcc.ed.ac.uk m.parsons@epcc.ed.ac.uk
Universität Stuttgart	Bastian Koller	koller@hhrs.de
EPFL	Jan Hesthaven	jan.hesthaven@epfl.ch
McLaren	Mark Taylor Sridar Dhandapani	mark.taylor@mclaren.com sridar.dhandapani@mclaren.com
ASC(S)	Alexander F. Walser	alexander.walser@asc-s.de

Table 3 - Partner Representatives

3.3 Contacts for Work Package Leaders

WP Number	WP Name	WP Leader	email
1	Algorithmic Improvements Towards Exascale	David Moxey	d.moxey@imperial.ac.uk
2	Efficiency Improvements Towards Exascale	Nick Johnson	nick.johnson@ed.ac.uk
3	Validation & Case Studies	Neil Sandham	n.sandham@soton.ac.uk
4	Dissemination and Exploitation	Anna Palaiologk	hpcapala@hhrs.de
5	Management	Erwin Laure Niclas Jansson	erwinl@pdc.kth.se njansson@csc.kth.se

Table 4 - Work Package Leaders

3.4 Email lists

The following email lists will be used by the ExaFLOW project:

List Name	Purpose
exaflow@pdc.kth.se	All members of the Project
exaflow-pmb@pdc.kth.se	PMB Members
exaflow-eb@pdc.kth.se	EB Members (WP leaders)
exaflow-finance@pdc.kth.se	Financial contacts
exaflow-contact@pdc.kth.se	Public contact list (for webpage etc.)

Table 5 - Email Lists

4 Webpage and Online Tools

4.1 Webpage

The ExaFLOW website, <http://exaflow-project.eu>, is accessible to the general public and is for external communication only. It contains information on project activities, including reports, press releases and talks. It will also contain all public project deliverables once they are approved. It is maintained by HLRS. The contact is Anna Palaiologk – hpcapala@hlrs.de. Further details on the webpage are provided in D4.7 – *Dissemination and Communication – Initial Plan*.

4.2 Document Repository

Internal documents, working versions of deliverables, as well as deliverables that are not yet approved will be stored in an internal document repository with access restrictions so only ExaFLOW members have access to the documents. ExaFLOW uses the BSCW system for this purpose: <http://kth-bscw.epcc.ed.ac.uk/sec/bscw.cgi/210>.

4.3 Collaborative Tools

Further collaborative tools (wikis, online collaboration tools, etc.) will be provided as needs arise.

Internal communication is expected to take place via the ExaFLOW mailing lists as well as phone and video conferences, systems for which will be provided by KTH.

5 Management Structure

The ExaFLOW project is structured as follows:

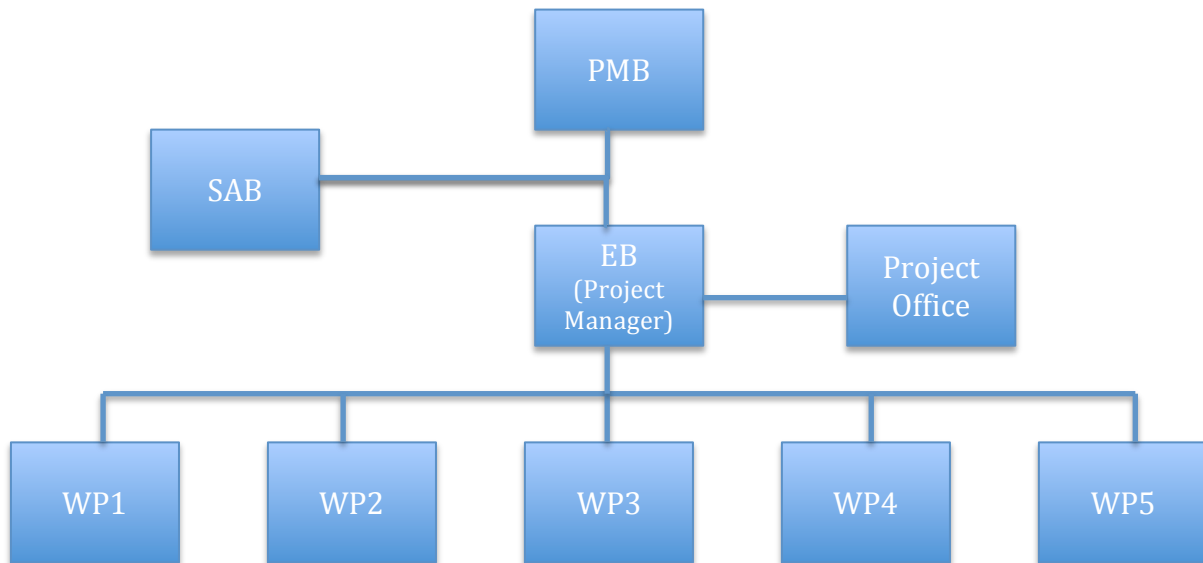


Figure 1 - Project Management Structure

5.1 Executive and Project Management Boards

The central project management body is the Executive Board (EB), which combines all WP leader and the Project Manager. The EB is supported by the Project office established at KTH, encompassing the Project Coordinator, Project Manager, and Financial Officer. The EB reports to the PMB, which is composed of one representative per partner organization. A Scientific Advisory Board will support the PMB and EB in their strategic planning.

The responsibilities of the WP leaders, EB and PMB are laid out in the GA and CA and their membership is depicted in the tables below.

The EB will meet every fortnight normally via phone/video, although face-to-face meetings are also possible. The agenda for each EB meeting will be announced via the EB mailinglist at least 24 hours before the meeting and minutes and action lists will be produced for each meeting and archived in the EB mailinglist archive.

The PMB will meet every 6 months, typically face-to-face, although call-in possibilities via phone/video will be provided as needed. A detailed agenda will be provided 21 calendar days before the meeting and minutes of the meeting will be kept in the project internal area of the ExaFLOW document repository.

The EB and PMB will also be responsible for the project internal quality process that will be detailed in deliverable D5.2 at PM3.

In addition to these management structures, task forces can be defined by the EB for certain activities, which will be composed by a task force leader and a flexible number of task force members as needed for the task at hand. Task forces will report to the EB.

To ensure a close collaboration among all participants all-hands meetings will be organized at least once per year.

5.2 Scientific Advisory Board

The Scientific Advisory Board will be composed of academic and industrial experts that can help providing strategic guidance to the project. The final composition of the SAB will be determined until PM6, when a first meeting of the SAB is envisaged, too. The SAB will typically meeting in person once per year in connection with a major project meeting or other topical meeting.

5.3 Effort Reporting

The project office will collect information on the effort spent by each partner on the various WPs on a quarterly basis. All partners are requested to send effort reports detailing the effort spent per WP in person months to the project office no later than 10th days after the end of a quarter.

5.4 Board Membership

WP Number	WP Leader
1	David Moxey
2	Nick Johnson
3	Neil Sandham
4	Anna Palaiologk
5	Erwin Laure Niclas Jansson
Scientific Director	Philipp Schlatter

Table 6 - EB Members

Partner	Name
KTH	Dan Henningson Erwin Laure Philipp Schlatter
Imperial	Spencer Sherwin
Southampton	Neil Sandham
UEDIN	Michele Weiland Mark Parsons
Universität	Bastian Koller

Stuttgart	
EPFL	Jan Hesthaven
McLaren	Mark Taylor Sridar Dhandapani
ASC(S	Alexander F. Walser

Table 7 - PMB Members

6 Evolution of the Document

This project management plan is a living document and will be updated as needed as the management procedures of the project evolve.