Science Ready Data Products

RACI Matrix
Project 530
Released

PREPARED BY	ORGANIZATION
Robert Treacy	NRAO, Project Management
VERSION RELEASE BY	**ORGANIZATION**
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APPROVALS	ORGANIZATION	SIGNATURE
Lewis Ball	Assistant Director Science Support and Research NRAO	See SharePoint workflow for approvals
Jeffrey Kern	Project Director Science Ready Data Products NRAO	

Change Record

VERSION	DATE	AUTHOR
1.0	4/16/2018	R. Treacy, J. Kern
Version 1.0 Release Notes: Released on content in draft Ver .05, 3/23/2018 Approved as part of document set defined in 530-SRDP-033-MGMT SRDP CoDR Package Approval by SharePoint workflow		
1.01	4/30/2018	Kern
Version 1.01 notes: Corrected discrepency in color coding between legend and usage for		

Role/Responsibility Matrix

Role/Responsibility	Key Project Staff				SRDP Development Partners			Executive Contributers						Committees			CRITICAL NOTES (READ FIRST)
	SRDP Project Director	SRDP Proj. Mgr. / Sys Eng.	SRDP Project Scientist	SRDP Operations Manager	DMS Architect	DMS Head of Software	DMS Head of SIS	Project Sponsor (AD SSR)	DMS AD	NA ALMA Director	NM Ops AD	EPO AD	VLASS Director	SRDP Requirements Committee	NRAO User Committee	CASA User Committee	
Project Management																	
Stakeholder Management																	
Interfaces to NRAO and NSF Management	R							A	C								
Science Stakeholder Management (Community Engagement)			R					A									
Technical Stakeholder Management	A																
SRDP Stakeholder Management / Register		A															
Programatics																	
Manage Schedule	A	R						C	C								
Manage Budget	A	R						C	C								
Baseline - Monitor, Control, and Report	A	R						I	I	I	I		I				
Risk Management / Register	A	R						I	I	I	I		I				
Human Resource Management																	
Maintains Staffing Plan for SRDP Heuristics Team	C		A					I		C	C						
Maintains Staffing Plan for SRDP Operations Team	C			A				I		C	C		C				
Project Management of SRDP Heuristic Staff		I	A														
Project management of SRDP Ops		I		A													
Line Management of SRDP Heuristic Staff			C							A	A						Each AD is accountable for management of the staff in their department.
Line Management of SRDP Operations Staff				C						A	A						
Quality Control																	
Quality Assurance Plan - Science Data Products			A					C	C				C				
Project Quality Control	A	R	C	C		C	C	I	I	I	I	I					
Data Process Quality Control				A			C	C	I	I	I		I				
Systems Engineering (and associated SE processes: req eng, bseline control, arch/design devel, spec eng, tech effort assessment and tech planning, systems integration, QV&V, tool support, etc.)																	
Develop Concept of Operations	C		A											R			
Develop Operations Plan	C			A										C			
Configuration Control		A															
Requirements Management																	
Definition of Stakeholder Requirements (L0)	C	I	A	C										R	C	I	
Definition of System Requirements (L1) - Cyclical	C	I	A	C										R	I	I	
Definition of Sub-System Requirements (L2) - Cyclical																	
Heuristics (analysis, requirements, prioritization)			A	C		C											
Operations Tools (analysis, requirements, prioritization)			C	A	C	C	C										
User Interface (analysis, requirements, prioritization)			A												C		
Infrastructure (analysis, requirements, prioritization)			C	C	A	C	C										
Maintains requirements traceability	I	A															
Implementation																	
Architecture Design and Definition					A	C	C										
Heuristics - Track, Verify, and Delivery		I	I		C	A											
Software Tools & Infrastructure - Track and Deliver		I		I	C	A											
Infrastructure - Including HW, SW (e.g. archive, networks,				I	C		A										
Validation / Acceptance																	
Heuristics			A														
Operations Tools				A													
User Interface			A												C		
Infrastructure	I						A		I								
Operations																	
Install & Maintain Production Software	I	I		C			A										
SRDP Production Processes (Define and Implement)			C	A													
Software Version - Select Production Version				A													
Data Product Production				A													
Data Product Quality Assurance / Control			C	A													
User Documentation										A	A						Delegated to User Support Groups

KEY — CRITICAL NOTES (READ SECOND)

KEY	CRITICAL NOTES (READ SECOND)
R = Responsible	This is the person that is responsible for
A = Accountable	This is the person that is accountable
I = Inform	These are individuals who have a need to
C = Consult	These are individuals who are not directly

Notes:

Responsible: Those who do the work to complete the task. There is at least one role with a participation type of responsible, although others can be delegated to assist in the work required.

Accountable: The one ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those *responsible*.

In cases where there is only an A and no R the *Accountable* and *Responsible* are the same person.

Definitions

Roles
    * Project Office
    Director
    Project Manager
    Project Scientist
    Operations Manager

    * NRAO Matrix
    VLASS Director
    Head of Software Group
    Head of Science Information Services
    SSR Department AD (Sponsor)
    DMS Department AD
    NA Arc Manager
    NM Array Science Center Head

    * Community Roles

Activities

    Identifies gaps and shortcoming in heuristics
    Prioritization of heuristic improvements
    Definition of Heuristic Improvements Requirements
    Scientific Validation of Heuristics

    Validation of Software Tools and Infrastructure
    Definition of Software Tool and Infrastructure Requirements
    Prioritization of Software Tool and Infrastructure improvements

    Determines version of software to be used in production
    Install and maintain production software
    Track and delivery of heuristic implementation in pipeline
    Track and deliver tool and infrastructure

    Defines Processes and Priorities for Production of SRD Products
    Defines Standards For Quality Assurance of SRD Products
    Evaluates individual SDP for Quality Level

    Interfaces to NRAO and NSF Mangement
    Functional Management of Pipeline Operators (DAs or similar)
    Line Management of Pipeline Operators
    Functional Management of SRDP Heuristic Staff
    Line Management of SRDP Heuristic Staff

Maintains Risk Register for SRDP Project
Develop Stakeholder Registry
Manage Project Schedule
Manage Project Budget (if any)
Manage Configuration Control Process
Develop Concept of Operations
Develop Operations Plan
Monitor and Report Progress

Decision authority for Configuration Control Process

Responsible for splitting time of DAs