

Date: May 1, 2017

Charter for CASA Coordination Committee (C3).

It is now clear that we will need an interim lead for the CASA group during the transition between myself and the new lead. In order to smoothly navigate this period I recommend the creation of the a Coordination Committee designed to support the interim lead. My suggestions for the constitution of this team is described below, as well as a short description of the role. A preliminary responsibility assignment matrix is attached below to clarify the relationships and responsibilities within the team.

Role: Interim Lead

Who: Morgan Griffith

The lead is responsible for setting the overall objectives for the project, coordinating with other groups internal and external to NRAO, and ensuring delivery of the package.

Role: Scientific Development Lead

Who: Urvashi Rao Venkata

The role of Scientific Development lead is to ensure the scientific integrity of the development process. This means, resolving conflicts in the scientific implementation, assisting in the definition and review of scientific requirements, triaging science errors and assuring they are correctly assigned.

Role: Build Group Lead

Who: Darrell Schiebel

The build group lead is responsible for the software engineering process. Automated testing within the build system, continuous integration, system level software, and third party packages are responsibilities of the build group.

Role: Pipeline Architect

Who: Lindsey Davis

The pipeline architect is responsible for the delivery of the pipeline subsystem. Scope and schedule are the architect's responsibility as well as assignment of individual pipeline tasks.

Role: Project Manager

Who: Anand Crossley

The project manager is responsible for the detailed development plan and schedule. The project manager is also responsible for the process definition and execution (quality assurance role).

Role: CASA Test Manager

Who: Jen Donovan-Meyer

The CASA test manager is responsible for the scientific validation of the CASA package. Managing the assignment of features, and ensuring resources are available for testing.

Role: Project Scientist

Who: Juergen Ott

The project scientist provides input on the scientific requirements, provides clarification when necessary, and chairs the CASA internal stakeholder meeting.

Role: Regional Sub-Group Lead

Who: See Below

The regional sub-group leads coordinate and assist in the planning of work to be done at ESO, NAOJ, and ACDC. These groups have different levels of integration with the CASA group, which is reflected in the RACI matrix.

ESO Subgroup: Sandra Castro

NAOJ Subgroup: Kana Sugimoto

ASIAA CASA Development Center: Chin-Fei Lee

Attached is a RACI matrix for this group, it is not intended to allocate responsibilities for the entirety of the CASA project. The purpose is to allocate responsibilities within the members of the committee, and to serve as a starting point in discussions as this committee begins to work together.

In filling this out, I have used the following definitions:

- A: Accountable, this is the person that is accountable for the work to be done. Another way of saying this is that they are the final decision making authority on a topic.
- R: Responsible, this is the person that actually does the work.
- C: Consult, this individual should be consulted before a decision is made to get valuable input.
- I: Inform, this individual should be informed of the decision that was made.

I've tried to be fairly formal, for this group to function most people should be aware of most of the decision that are being made, but putting an "I" in everyplace is not actually useful. Likewise for many decisions consulting with the full group is a good idea, but the "C" designates those that must be consulted.