

J. Moore 24 October 2013
J. Moore 4 November 2013 (Updated)

ACADIS Project Status Update Annotated by ACADIS 2013 Work Plan Task List

The following is an update on activities in ACADIS since our discussions and realignment in July 2013. We have been working to assist PIs with new datasets, improving the infrastructure and support based on review committee recommendations and advertising ACADIS capabilities in national and international fora. We agreed to a simple bulleted format for highlights/progress and they are listed below. I have also included the Project Manager job announcement. We are happy to address any specific questions as you or other folks in PLR might request.

- Some six new releases of the main ACADIS gateway over the last 3 months to reflect changes, improvements and fixes to the Gateway system including: upgraded Spring Security framework, updated file access urls, file upload web service, contact page, database support for DOI tracking **1. Data Services-improved and new technologies**
- Technical coordination and phased implementation plan to better link the open search capabilities (metadata harvesting) of the Gateway and Arctic Data Explorer (ADE) **1. Data Services—seamless link between gateway and ADE**
- User Support improvements including: Support telephone number (720) 443-1409, the line will be staffed Monday-Friday from 10am – 5pm Mountain Time; Updated data management plan guidelines for proposal preparation; updated quick guide instructions for ACADIS use; improved implementation of Zendesk tracking protocol. **5. Science support**
- Metadata cleanup now underway. Metadata team held initial meeting (EOL and NSIDC). Created Basecamp Metadata Cleanup board and added discussion notes plus description of Round 1 cleanup. Cleanup of EOL Arctic datasets (15 projects/>1800 datasets). **3. Metadata Clean up**
- Checking of XML metadata for completeness and well-formed FGDC compliant metadata profiles and improved DIF records for GCMD and ADE harvesting. **3. Metadata Documentation Sharing and Usability—profile compliance**
- Rosetta tool upgrades and bug fixes including testing format conversion by EOL (ASCII-to-NetCDF). Software and documentation available via the Unidata 'github' account. **1. Data Services – Rosetta Development**
- Regular meeting schedule for sub-teams including workflows, metadata and user support. **1. Data Services (all tasks) and 3. Metadata documentation, sharing and usability (all tasks), project management and coordination**
- Community outreach in several venues including participation at the Arctic/Antarctic Data Coordination (A2DC) Meeting (ACADIS now included in A2DC documentation and calendars); NSF Workshop on Cyberinfrastructure

for Polar Science; ACADIS case study at the UIUC Data Curation Class; presentation at the International Forum on Polar Data Activities in Global Data Systems; Invited paper on ACADIS at AGU 2013 Annual Meeting. **Other Activities—Community Outreach**

- A survey of ADADIS users to get their input on their experiences (good or bad) with the system and areas that can be improved. Inputs are still be collected and will be synthesis and reported on over the next few months. **3. Science Support—PI opinions about ACADIS support**
- Hiring process underway for ACADIS Project Manager within EOL. Position closes on 8 November—new hire in place by the end of December. You can see the job announcement below. **Project Management- Project Manager Hire**

- Project Manager II (ACADIS Project)

Tracking Code

14010

Job Description

PLEASE NOTE: This is a new, full-time term position through December 15, 2014 with possibility of extension. Initial consideration will be given to applications received prior to 5:00 p.m. on Friday, November 15, 2013. Thereafter, applications will be reviewed on an as-needed basis.

NCAR - Earth Observing Laboratory (EOL)

If necessary, UCAR/NCAR will sponsor a work visa (e.g., H1B, etc.) to fill this position.

Partial relocation costs paid per UCAR's relocation policy

BASIC JOB FUNCTION: The NCAR Earth Observing Laboratory seeks a Project Manager to coordinate the distributed activities of the ~\$2.5M dollar/year Advanced Cooperative Arctic Data and Information System (ACADIS) project ([url: www.aoncadis.org](http://www.aoncadis.org)). ACADIS supports the science community by managing diverse data collected under projects supported by the National Science Foundation (NSF) Division of Polar Programs (PLR) Arctic Section and by providing access to Arctic data collected by other U.S. and international centers and agencies. Key activities of ACADIS include ingest of data generated from ongoing or ending NSF projects and their associated metadata, federated data search and discovery, data stewardship and preservation, and user support. Project priorities are set by the ACADIS Senior Management Team. As a member of that team, the ACADIS Project Manager is responsible for bringing project management tools and techniques to the ongoing community support, development, and infrastructure provided by ACADIS, translating project priorities into milestones and deliverables, and coordinating ACADIS activities and institutions to meet these milestones and deliverables.

DUTIES INCLUDE:

Assesses ACADIS project priorities and takes lead role in working with team members and stakeholders to establish and convert requirements into milestones and scheduled deliverables. Coordinates project team members and activities to meet objectives and requirements. Conducts risk analyses and develops risk management and mitigation strategy. Determines the optimal sequencing of work by assessing dependencies in workflow across the ACADIS team. Tracks milestone and deliverable schedules to support project timelines utilizing relevant project management tools and techniques. When appropriate, leads effort to change project scope and/or execution plan to ensure that project stays on track and communicates significant changes to stakeholders. Ensures schedule and cost performance of project.

Streamlines ACADIS workflows by determining bottlenecks and dependencies across the team and implementing solutions in coordination with the ACADIS subteams (Workflows, Metadata, Community Support and Architecture) and ACADIS Senior Management Team. Assesses project issues and develops resolutions to meet productivity, quality, and project sponsor satisfaction goals and objectives.

Manages cross-project coordination between NCAR, UCAR and NSIDC partners and communication through meetings, email lists, project management tools, sub-team reporting, etc. Participates as a member of and reports to the Senior Management Team. Reports to NSF and advisors on progress, problems, and solutions. Serves as the primary point of contact and representative for the project. Finds the critical path to completion working across the three partners that make up ACADIS. Identifies and resolves communication challenges across these groups.

Conducts performance/project analysis and debriefs during phase-down to benefit future/other projects/programs.

REQUIREMENTS INCLUDE:

Education and Experience:

- Bachelor's degree in a relevant field; and
- a minimum of 2-4 years experience in the project management with demonstrated ability to successfully manage scientific or technical projects with increasing levels of complexity.
- Attainment of Project Management Certification strongly desired.

Knowledge, Skills and Abilities:

- Advanced knowledge of and demonstrated skill in both theoretical and practical aspects of project management, including expertise in appropriate project management tools (e.g. BaseCamp) and especially Agile project management methodologies.
- Understanding of government grants/contracts management processes and procedures.
- Demonstrated ability to direct the work of diverse scientific, technical and administrative personnel.
- Excellent oral and written communication skills.
- Ability to motivate teams of individuals and facilitate group consensus on milestones and deliverables.

DESIRED (but not required):

- Experience in scientific data management and stewardship.
- Project Management Training certifications (e.g. PMP, Agile).
- Familiarity with multidisciplinary data and metadata profiles.
- Experience in a research and/or academic environment.
- A Master's of Business Administration or an MS in a science/engineering field.

Job Location

Boulder, Colorado, United States

Position Type

Full-Time/Regular

Appointment Type

Term Full-Time (T1)