Notes for the August 21, 2013, CERES
Processing Oversight Board Meeting

Meeting began at 1:00 p.m. in the Business Development conference room at SSAI.

Meeting Notes
There were no comments or questions on the minutes from the last meeting.

Announcements
The new CMmove script is now available.

PR Status and Email Distribution Presentation
Lisa's presentation is attached to the end of these notes.

SCCR Discussion (SCCRs that have been submitted or updated since the last meeting)
CATALYST 937 – Updated to add Build 1.0.3 JIRA tickets.
Perl_Lib 971 – Added new installer information.
Instantaneous SARB 977 – Edition2 MATCH files January – April 2013.
GGEO 978 – Code and ancillary files to repository for storage.

There were no issues identified, so these SCCRs will be approved.

CATALYST Testing Status
CM is waiting for Build 12.1 of the PR Tool delivery (SCCR 962). CATALYST and the PR Tool will be tested together before either is released. The PR Tool will be delivered in the next couple of days. SCCR 962 needs to be updated to include JIRA tickets.

Production Processing Status
May need a new PR for SSF Edition1-CV due to a CC change on *magneto*.

System Status
Proposed schedule for *AMI-P* upgrades is September 6 – 11, but this is not yet approved.

Two websites have been migrated to the new Web architecture. The rest of the websites will follow with a goal to migrate all websites by September 30. There will be three areas – development, testing, and production. A question was raised regarding the process of moving updates from development to production and how long this will take?

Status of Open SCCRs
962 – Will be delivered in the next few days.
937 – Testing will continue after 962 is delivered.
919 –Finished running the validation months. No issues found other than the ones that we were already aware of when the software was ported to *magneto*. SIT testing can continue after *AMI-P* upgrades.
940 – Waiting for Dave to approve the delivery.
960 – Testing new models.
959 – No updates. Victor is focused on Edition4 now.
973 – No updates.

974 – No updates.
975 – No updates.
978 – Files delivered and stored in the repository.

Hot Box
Item 1: Definition and implementation of Configuration Codes
        Targeting September 18 for a presentation.

Item 2: *AMI-P* upgrade
        Proposed schedule is September 6 -11, but this is not official yet.

Item 3: Starting date for PRs
        Discussion deferred until after the issue is discussed at the change review board meeting.

Item 4: Ensuring requested data is actually used in production processing
        Work in progress.

Item 5: Definition of $PROD environment variable across subsystems
        The DMT will discuss this further.

Item 6: Wrapper scripts
        Tonya will either give a short presentation or send an email on this topic.

Meeting ended at 2:05 p. m.

PR Status and Email Distribution

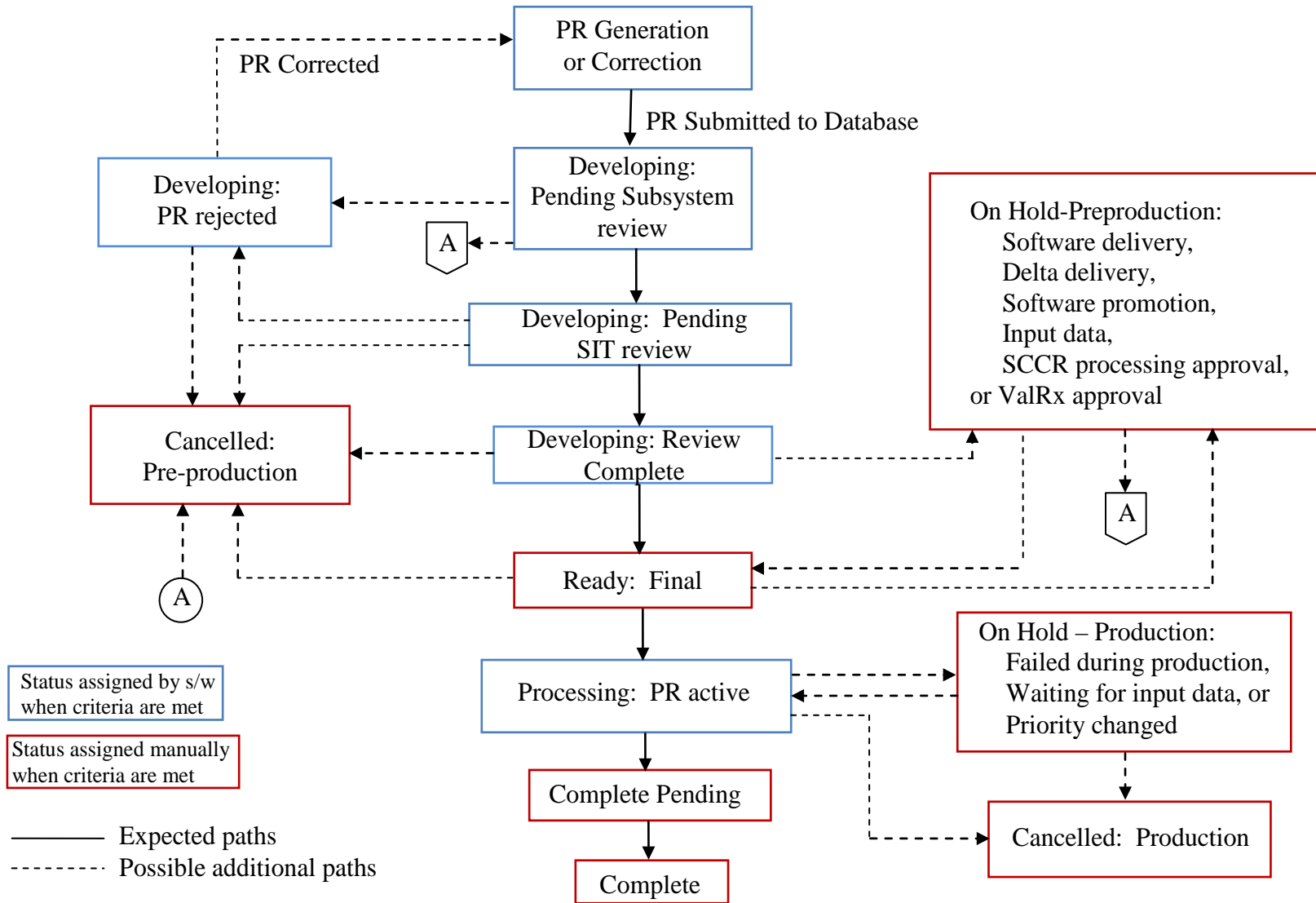CPOB Meeting

August 21, 2013

Lisa Coleman

Figure 1. PR State Diagram

PR Life Cycle Summary

Expected Events

- PR Generation
- PR Review by Subsystem Team
- PR Review by SIT Team
- Flagged as Ready for processing
- Actively processing
- Complete

Additional Possible Events

- Rejection during Review
- Put On Hold before active processing even begins
- Cancelled before or during active processing
- Put On Hold after active processing begins

Automatic PR Status Updates

Status ID	Status	When Updated
1	Developing - Initial	PR Generation begun, but on hold before completion
2	Developing – Pending Subsystem Review	PR Generation Complete
18	Developing – Pending SIT Review	Subsystem Review Accepts PR
19	Developing – PR Rejected	Anytime prior to active processing
11	*** Processing – Nonstanding PR Active	At the time the first job included in a PR is submitted
12	*** Processing – Standing PR Active	At the time the first job included in a standing PR is submitted

*** Currently only manually updated by Ops. Will become automatic once associated PGE is included in CATALYST

Manual PR Status Updates:
On Hold - Preproduction

- Updated whenever one of these situations arises and needs to be communicated
- PR Review needs to be complete before assigning one of these statuses
- Updated by SIT, DMT Lead, or the DMT Production Coordinator

Status ID	Status	When to assign status
4	Pending Software Delivery	Source code delivery still needed
5	Pending Delta Delivery	Delta delivery of script or ancillary file needed
6	Pending Software Promotion	Promotion of delivered software pending
7	Pending Input Data	Waiting on input data
8	Pending SCCR Processing Approval	Last minute concerns / plan changes
9	Pending ValRx Review	When associated ValRx runs from a different PR are pending approval (should not be used on ValRx PRs themselves)

Manual PR Status Updates:
On Hold - Production

- Updated whenever one of these situations arises and needs to be communicated
- Processing of a PR needs to have begun before using one of these statuses
- Updated by Ops, DMT Lead, or the DMT Production Coordinator

Status ID	Status	When to assign status
14	Failed During Production	Processing failed for repeated attempts and the cause is under investigation
15	Waiting for input data	Processing for all instances with input data is complete, but remaining instances are waiting for input data
21	Priority Change	PR not to process further until other higher priorities satisfied

Manual PR Status Updates - Other

Status ID	Status	When Updated	Who Updates
10	Ready - Final	When everyone agrees the PR is ready for processing	DMT Lead or Prod. Coordination
17	Cancelled – Pre production	Prior to beginning processing of a PR, if need arises	DMT Lead or Prod. Coordination
16	Cancelled - Production	After processing of a PR has begun, if need arises	DMT Lead or Prod. Coordination
13	Complete	Once all instances indicated by the PR that can be processed have been processed	Ops
11 12	Processing – Nonstanding PR Active Standing PR Active	Upon removing an "OnHold – Production" status *** Until a PGE is included in CATALYST, these statuses are manually assigned	Ops DMT Lead or Prod. Coordination

Email Notifications

- Email receipt is dependent on role and status
- Email receipt is NOT dependent on production strategy
- Roles are:
  - ASDC SIT
  - PR Requestor
  - ASDC Ops Lead
  - ASDC Ops
  - Subsystem Lead
  - DMT Production Coordinator
  - DMT Lead

Roles and Email Receipt

Status	SIT	PR Req	Ops Lead	Ops	SS	PC	DMT Lead
Pending SS Review	Y	Y			Y	Y	Y
Pending SIT Review	Y	Y			Y	Y	
Review Complete	Y	Y	Y			Y	
Rejected During Review	Y	Y			Y	Y	
Ready Final	Y	Y	Y	Y	Y	Y	Y
On Hold - PreProduction	Y	Y	Y		Y	Y	
Cancelled - PreProduction	Y	Y	Y	Y	Y	Y	Y
Processing	Y	Y	Y	Y	Y	Y	Y
Complete Pending		Y		Y			
Complete	Y	Y	Y	Y	Y	Y	Y
On Hold - Production	Y	Y	Y	Y	Y	Y	Y
Cancelled - Production	Y	Y	Y	Y	Y	Y	Y