20180829- ECSS Focus Group

Decisions:

Summary	Description

Action Items:

Summary	Description	Responsible	Due Date
Follow up with Ken about discrepancy between reviewing rubric and instructions	done	Robert Sinkovits	
Follow up with Ken about items that automatically make a proposal rejected being stated earlier in the proposal (ie declaring other supercomputing allocations, scaling document, etc)	done	Robert Sinkovits	
Come up with a follow up process for staff who have been onboarded/offboarded		Karla Gendler, Marques Bland	
Create a form letter that is a welcome letter to ECSS Review ECSS onboarding materials Send link to ECSS mgmt. to onboarding materials		Robert Sinkovits, Philip Blood	
Create a new JIRA project for ECSS onboarding (perhaps Confluence template)		Marques Bland	
- Jay will draft a brief implementation plan and we will review on ecss-mgmt call - Lonnie needs to monitor ability to assign projects - Encouraging sharing of opportunities via groups.io - Look at partner travel survey in email - Discuss options for an ECSS workshop/training (perhaps funded by PIF). This can also be discussed on groups.io		Jay Alameda	
ECSS ALL topics - Discuss reviews and the process of reviewing proposals - Discuss with staff about staff's autonomy/empowerment in managing their time working on a project. (Topic during ECSS ALL meeting) - even out - Discuss 10% time for training: implementation (Jay)			

Notes/ Discussion items:

- The overall sentiment from the Focus Group was that staff is happy with their jobs. They realize they have a difficult job, but they enjoy the job they do
- General discussion
  - Proposal Process
    - Perhaps have a ECSS all meeting and discuss reviews and the process of reviewing proposals
  - For L3 managers: if you have new ECSS staff, make sure they're aware of their ability to recommend ECSS support and their ability to have an active role in bringing projects to ECSS
    - Also, when new people are onboarded, we should make a more concerted effort to make sure the new staff is known throughout ECSS
      - Lonnie: we should do something more deliberate for onboarding
    - We need better communication between L3s and sub-award PIs
      - If a new staff comes on board whose direct manager is not funded by XSEDE, we need to determine a way to handle that
    - Would it be helpful to make the onboarding process a JIRA process? Yes.
      - Should we have a standard process for onboarding new staff?
  - Project Assignments
    - Staff don't know there's a live dashboard for project assignments
    - L3 assigning projects should follow up and let people know how projects have been assigned
  - Training
    - We do need to roll out the 10% training time to staff so that they're actually aware of how it works
    - Come up with ideas of how the staff can take advantage of the time
      - Getting a handle on travel budgets is a key piece
    - Perhaps use a PIF to get a training session for the staff and have that attached to PEARC
      - The downside is that one side doesn't fit all
      - Also how many ECSS staff have funding to go to PEARC

- Projects/PI Interactions
  - We need to come up with a better "break up" process to just cut off a project that is constantly requesting extensions