

# Project Management

## 2011 Band 1 Projects

DIRECTORATE							
Project Code: Name	Project Description	Project Lead	Project Scientist	Systems Engineer	Project Sponsor	2011 Work Hours	Total Project Work Hours
DIR11-002: Community Interface	The goal of this project is to successfully fulfill the Gemini Board's directive to "better interface with partner communities." The outcome will be to deliver products and services the international community demands. The outcomes listed for 2011 have already been identified as desired; specific products for the out-years will be defined later.	Nancy Levenson			Nancy Levenson	0.8	0.8
DIR11-003: Continued MCC WG classes	The goal of this project is to continue to the Better Email, Task Management, and Effective Meetings classes in 2011.	Andrew Flach			Polly Roth	0.06	0.06
<b>DIRECTORATE: WORK HOUR TOTALS</b>						<b>0.86</b>	<b>0.86</b>

OBSERVATORY PROJECTS							
Project Code: Name	Project Description	Project Lead	Project Scientist	Systems Engineer	Project Sponsor	2011 Work Hours	Total Project Work Hours
ENG09-122 : ISS Vibration mitigation	Reduce the vibration level at the ISS. This task includes the following: 1. Program planning phase 2. ISS vibration measurement and data analysis campaign 3. Cryo pump vibration mitigation engineering 4. Instrument vibration chara				Gustavo Arriagada	0.23	0.69
OBS09-006A: GeMS (Phase 3-4-5) (M. Boccas)	I&T on Telescope and Telescope commissioning	Maxime Boccas	Francois Rigaut	Gelys Trancho	Gustavo Arriagada	8.01	11.77
OBS09-006B: GSAOI Science Commissioning (SCI11-209)	This document outlines the resources necessary from the science operations group for the commissioning and integration of the Gemini South Adaptive Optics Instrument (GSAOI) for project year 2011. This encompasses work to be completed by research staff, the Data Process Development group (DPD), and the new Science Operations Support Group (SOS). This report includes neither engineering or software effort needed for GSAOI, nor any work related solely to GeMS that will be completed by GeMS staff; those estimates are included in other projects and documents.			Gelys Trancho	Gustavo Arriagada	1.04	1.14
OBS09-006C: GSAOI Data Reduction Software (SCI11-601)	Implement GSAOI data reduction software for the user package. This is required to support the Principal Investigator in the reduction of their data and produce scientific results.	Kathleen Labrie	Claudia Winge		Andy Adamson	0.26	1.12
OBS10-006A: GMOS New CCDs (J. White) (ENG10-004)	This project is to support the procurement, technical and design reviews, Integration and testing, characterization and acceptance processes of the GMOS-N new Hamamatsu CCD mosaic. The core project is being executed by HIA. During 2010 G	John White			Gustavo Arriagada	1.26	1.41

OBS10-006B: GMOS-N CCD science commissioning (SCI10-244)	Description: Commissioning of GMOS-N red CCDs. This project is to cover the part of the project after the CCDs are in GMOS-N and the instrument is back on the telescope. All work in this project is expected to be in 2010. The project sti	Katherine Roth				0.33	0.34
OBS10-006C: GMOS DR for new CCDs (SCI11-606)	Implement GMOS data reduction software for the new GN CCDs for the user package. This is required to support the Principal Investigator in the reduction of their data and produce scientific results.	Kathleen Labrie	Katherine Roth			0.31	0.31
OBS10-007A: F2 Fixes and Improvements	This project will contain all the tasks needed to fix, upgrade and improve F2 to be able to operate the instrument in a safe, reliable manner during normal operations. Not necessarily to turn F2 into a full facility instrument. Areas to	Manuel Lazo		Manuel Lazo		1.19	4.58
OBS10-007B: F2 Science Commissioning	Description: This project includes on-sky commissioning work and all work required within science to prepare F-2 for operations. The bulk of the science effort will be included in this project, although some science FTEs will also be in t	Percy Gomez				2.37	3.37
OBS10-007C: Data Reduction Software for Flamingos 2	Science/Operational Goals: Provide the PIs with the essential data reduction tools for Flamingos-2. Specific milestones: (to be revised once FTE loading is completed) 1. Patch release of Gemini IRAF with post-commi	Kathleen Labrie	Percy Gomez			1.56	3.83
OBS11-001 : New High-Resolution Optical Spectrograph	Gemini's next new instrument will be a high resolution optical spectrograph. This project incorporates defining the requirements for this instrument, competing and contracting its construction, and preparations needed at Gemini for its su	Scot Kleinman	Steve Margheim	Brian Walls		2	2.92
ENG11-095 GN & GS Laser Ops reliability and efficiency improvements	Transfer of best practices and HW improvements from GN Laser Operations to GS Laser Operations and vice versa in 2010 and 2011; Improvements will include Technical, Procedural and Maintenance improvements prioritise to improve reliability	Richard Oram				1.61	1.65
ENG11-210A: Engineering Safety	For planning purposes shutter tie off is going to be considered done by the end of 2009 For planning purposes enclosure access door will be considered done at GN by the end of 2009	Chas Cavedoni				1.84	2.19
OBS11-003: GPI Observatory Project	The Gemini Planet Imager (GPI) is a \$25m+ instrument primarily designed to detect and characterize self-luminous extrasolar planets at near-infrared wavelengths at high contrast ratios. The project's primary objective is to ensure that th	Stephen Goodsell	Fredrik Rantakyro	Manuel Lazo		5.04	5.89
OBS11-005: 2nd Generation Acquisition and Guidance Unit Observatory Project	The 2nd Generation Acquisition and Guidance (A&G) Units project will deliver two A&G units, one for each telescope on a 5 year timescale. The primary objective is for the new A&G units to have significant increased reliability over the ex	Stephen Goodsell	Thomas Hayward	Richard Oram (Lead Engineer) / System Engineer (TBD)		1.78	2.5
OBS11-008: New Cooperative Agreement	This project begins when the new 2012-2015 funding proposal is submitted to the NSF in late 2010 or early 2011. The initial phase consists mostly of the generation and organization of all of the material needed to support a comprehensive r	Doug Simons				0.5	0.53

OBS11-501 Base Facility Operations		Michael Sheehan		Gelys Trancho		3.3	5.86
OSW11-200 ITAC Phase 2	The Time Allocation Committee (TAC) process is an important link in the chain of Gemini Observatory operations. It is the means by which a submitted proposal is given an allocation of time for observation and assigned a ranking band. The p	Devin Dawson	Sandy Leggett			0.84	3
OSW11-201 Time Accounting Timeline	A tool that can automatically generate a graphical timeline that can display either a Night View or Program View. The Night View shows the details of any night of observing which can easily be edited for time loss such that the changes wi	Shane Walker	Andrew Stephens			0.95	1.06
OSW11-202 Sci Ops Software-LCH Clearances	This project creates an automatic system to track and enforce LCH propagation windows. This will be a comprehensive system that helps Queue Coordinators (QCs) visualize shuttering windows (the periods when the laser must not be propagated	Arturo Nunez	Richard Mcdermid			1.6	1.61
OSW11-203 Queue Visualization	This is the pre-project stage. User requirements document arrived on Sept 29. Therefore the project presented aims to gather/analyze user requirements after the retreat. Requested delivery date: Dec 2011. Project End; TBD.	Devin Dawson	Steve Margheim			0.36	0.37
OSW11-207 ODB Replacement Design Study	HLDG should begin design work on a modernized update of the OCS and its storage infrastructure (ODB). Incremental improvements can be made here and there, but sweeping changes will be needed to make truly rapid progress on the big issues t	Shane Walker	Bryan Miller	Manuel Lazo		0.32	0.32
SCI11-101: Modified Queue - Temporary SciOps Modifications	The project aims to identify and implement modifications to the Science Operations at both sites that will save science staff effort during the transition period. The saved science staff effort is instead to be used on other transition pro	Inger Jorgensen	Claudia Winge			0.1	0.1
SCI11-102: Science Operations Training and Documentation	This project encompasses all tasks and effort required to train existing and new science staff in the operational duties associated with nighttime observing and nominal daytime telescope, instrument and data support. Broadly speaking, the	Bernadette Rodgers				1.77	2.96
SCI11-301: LGS + P1 Upgrades Project	The current operational mode of Gemini North's Laser Guide Star Adaptive Optics system is severely restricted by the field of view of the TT guider, STRAP. This means that Altair in LGS mode does not provide full sky coverage for prospec	Julian Christou	Julian Christou	Brian Walls		0.18	0.52
SCI11-620: QA Pipeline	QA Pipeline needed for a successful transition plan.	Kathleen Labrie	Paul Hirst			3.35	10.82
<b>OBSERVATORY PROJECTS: WORK HOUR TOTALS</b>						<b>42.1</b>	<b>70.86</b>

DEVELOPMENT PROJECTS							
Project Code: Name	Project Description	Project Lead	Project Scientist	Systems Engineer	Project Sponsor	2011 Work Hours	Total Project Work Hours

DEV11-001 Generation-4 Instrumentation Planning	Plan the forth generation of Gemini instrumentation, includes decommissioning, refurbishing, and upgrading existing instruments. This ongoing project would be assessing the instrumentation needs on a regular basis (every six months) so tha	Eric Tollestrup					0.65	0.66
<b>DEVELOPMENT PROJECTS: WORK HOUR TOTALS</b>							<b>0.65</b>	<b>0.66</b>

<b>ENGINEERING PROJECTS</b>							
<b>Project Code: Name</b>	<b>Project Description</b>	<b>Project Lead</b>	<b>Project Scientist</b>	<b>Systems Engineer</b>	<b>Project Sponsor</b>	<b>2011 Work Hours</b>	<b>Total Project Work Hours</b>
ENG08-041: Eng Tools Corp Approach	Engineering Tools corporate Approach project includes two main sub-projects: The Gemini Management Planning Tool and the Engineering Documentation Management Tool (DMT). The appropriate DMT is being searched to implement and deploy it duri	Manuel Lazo				0	3.42
ENG09-032A : GNIRS Lenses Recover Project	This project is to procure and recover GNIRS lenses for final science configuration.	Richard Oram				0	0.33
ENG11-101N: O&M GN 6-Month Maintenance Shutdowns	This project includes the detailed plan to prepare, execute, and track progress of Gemini North Shutdowns.	Brian Walls				0.52	0.55
ENG11-101S: O&M GS 6-Month Maintenance Shutdowns	This project includes the detailed plan to prepare, execute, and track the Gemini South Shutdowns for 2011.	Brian Walls				0.39	0.39
ENG11-102N: O&M GN in Situ Wash	This project covers the detailed in situ wash plan. Detailed in situ was improvements plan. Detailed in situ was preparation plan.	Robert Wyman				0.26	0.27
ISG-10-007 : Polycom upgrades	Upgrade all meeting rooms with High Definition systems. Redeploy newer VSX series to other public systems. Replace all legacy 'viewstation' series with newer models.	Jerry Brower				0.06	0.11
ISG11-003: Retire NIS+	Implement distributed, replicated LDAP services for cross-platform user accounting & directory services. This will replace NIS+ which is unsupported and incompatible with Linux & Apple, and interoperate with Active Directory, consolidating	Chris Stark				0.36	0.36
ENG11 112N: O&M GN Preventive Maintenance Tasks (S Hardash)						3.31	3.33
ENG11 112S: O&M GS Preventive Maintenance Tasks						5.02	5.03
ENG11-102S: O&M GS in Situ Wash	This project covers the detailed in situ wash plan. Detailed in situ was improvements plan. Detailed in situ was preparation plan.	Tomislav Vucina				0.44	0.49
ENG11-103: O&M Eng. Spares Project	Spares Risk Assessment for each group and each system. Current spares inventory list. Spares inventory list update program. Spares purchases, based on the Risk Assessment. Spares storage for proper retrieval.	Steve Hardash				1.47	1.47
ENG11-104: O&M Eng. Writing Procedures	This project covers: Each group writing procedures plan for the year.	Gustavo Arriagada				0.77	0.69
ENG11-107 : O&M Corporate Approach	O&M Corporate Approach (Gustavo Arriagada)	Gelys Trancho		Brian Walls		2.22	2.22
ENG11-108: O&M Eng managers duties	Time allocated to execute all the tasks in the engineering managers duties instructions set	Gustavo Arriagada				3.27	3.27
ENG11-109N: O&M GN Management Tasks	This project covers: GN TIO M planning duties Attendance of eng, managers and techs to coordination meetings and safety meetings TTMs shifts time accounting.	Steve Hardash				1.82	1.82

ENG11-109NA: O&M GN Management Tasks	This project contains the TTM's schedule and is separate from other Observatory projects/tasks due to TTM's different work schedule.	Steve Hardash					0.9	0.9
ENG11-109S: O&M GS Management Tasks	This project covers: GS TIO M planning duties Attendance of eng, managers and techs to coordination meetings and safety meetings TTMs shifts time accounting.	Rolando Rogers					2.14	2.14
ENG11-109SA: O&M GS Management Tasks	In this project is placed the TTMs calendar. Due to the different work schedule this task was treated separately.	Rolando Rogers					0.9	0.91
ENG11-110N: O&M GN Predictive Maint & Routine Ops Tasks	This project covers: All routine daily telescope and instrument functional checks performed by the day crew All daily, weekly, monthly, etc. routine plant room, fifth floor checks, dome checks, instruments checks. All routine clerical w	Mario Calderara					7.03	7.22
ENG11-110S: O&M GS Predictive Maint & Routine Ops Tasks	This project covers: All routine daily telescope and instrument functional checks performed by the day crew. All daily, weekly, monthly, etc. routine plant room, fourth floor checks, dome checks, instruments checks. All routine clerica	Diego Maltes					3.17	3.17
ENG11-111N: O&M GN Corrective Maintenance Tasks	Telescope, enclosure, instruments and support building corrective maintenance tasks included in this project are: Escalation team related activities. Escalation team triggered corrective maintenance tasks. Fault Reports triggered co	Steve Hardash					3.18	3.19
ENG11-111S: O&M GS Corrective Maintenance Tasks							3.02	3.02
ENG11-113A: O&M Software Operations Support	This project tracks the weekly operations team support tasks related to software. It provides input for fixes to Software Corrective Maintenance (tracked in ENG11-113B) and Software Releases (tracked in ENG11-113C)	Cristian Urrutia					1.24	1.24
ENG11-113B: O&M Software Corrective Maintenance	This project tracks the work done to fix software problems assessed as critical for the normal operation of the observatory. If more effort is required for this project, resources will be obtained from ENG11-113C (Major releases).	Cristian Urrutia					0.68	0.68
ENG11-113C: O&M Software Releases	This project contains all the tasks to fix and improve OCS applications and real time systems, scheduled throughout the year in four releases: March, June, September and December. It also plans the work to fix and improve real time syste	Arturo Nunez					2.08	2.24
ENG11-114: O&M Engineering Training	This project covers: All the annual training activities for the entire engineering group. It also includes Engineering safety meetings attendance, there are provisions for additional training requested by SH department and training request						6.07	6.1
ISG11-001 Re-architect DNS Platform	DNS is the core of all the communications inside and outside Gemini, this project addresses the need of a new DNS platform, up to the current world standards and capable of satisfying internal needs that are not possible with our current de	Cristian Silva					0.67	0.67

ISG11-002 Upgrade Backup Infrastructure	Replace the current systems (tape libraries, backup servers, storage space), with systems with more capabilities, capacity, and in the case of the tape libraries, with a system with a larger count of tapes.	Jose Varas					0.12	0.12
ISG11-004 O&M Data Storage Support (T. Minick)	Provide ongoing support for all centralized data storage systems. Large, enterprise class storage systems in place at HBF, SBF, MKO and CPO provide for the storage needs for much of the observatory. Subsequently, these systems are highly	Tim Minick					0.2	0.21
ISG11-005 Server Replacements 2011 (T. Minick)	Server class computers at HBF, SBF, MKO and CPO will be replaced on an ongoing basis. Hardware that has been identified as "end of life" by its OEM, lacking fault tolerance, exhibiting repeated errors or failures, at risk due to unavailab	Tim Minick					0.84	0.84
ISG11-006: Gemini Cyber Security Program (N. Lock)	The goal of the project is to identify cyber security vulnerabilities within the organization, quantify the potential threat and determine the overall risk to Gemini. Ideally all risk should be eliminated, however in practice each identifi	Nick Lock					2.5	2.55
ISG11-007: Remedy Enhancements	The project entails modifications to Gemini's Remedy software applications to improve the functionality and usability of the system for the various user groups. Modifications/enhancements are anticipated for the following applications, Te	Simon Chan					0.11	0.17
ISG11-008: O&M ISG Operations and Support	Operation support, for Daily tasks, Help-desk, non-project work.	Nick Lock					8.4	8.4

**ENGINEERING PROJECTS: WORK HOUR TOTALS**      **63.16**      **67.52**

**SCIENCE PROJECTS**

<b>Project Code: Name</b>	<b>Project Description</b>	<b>Project Lead</b>	<b>Project Scientist</b>	<b>Systems Engineer</b>	<b>Project Sponsor</b>	<b>2011 Work Hours</b>	<b>Total Project Work Hours</b>
SCI10-118: Transitioning SSAs to laser operators	The long-term plan is to have the SSAs run the laser during lgs nights. There are several steps, which need to be addressed before this can happen. We need to (1) train the SSAs by the laser operators (2) develop a simple lgs monitoring	Dolores Coulson				0.08	0.16
SCI11-001: Nighttime Science Operations	Obtaining science data on both telescopes. This project covers nighttime observers and SSAs, and all associated nighttime training. It includes all science staff nighttime support provided at the summits and at the base facilities. It also	Bernadette Rodgers				12.52	12.52
SCI11-002: Daytime Science Operations	Daytime operations in direct support of nighttime science operations. This project includes all of the nominally scheduled daytime roles except instrument points of contact (HSO, daySSA, DAS, QC). It encompasses a number of sub-tasks: Phas	Inger Jorgensen				8.06	8.1
SCI11-003: Altair Science Support	Support of Altair, excluding direct interaction with members of the community (which is in the User Support project). Where significant amounts of effort are known to occur at specific points in the year, they should be itemized in schedul					0.4	0.42

SCI11-005: GMOS Science Support	Support of GMOS, excluding direct interaction with members of the community (which is in the User Support project). Where significant amounts of effort are known to occur at specific points in the year, they should be itemized in scheduled	Katherine Roth					0.84	0.84
SCI11-006: GNIRS Science Support	Support of GNIRS, excluding direct interaction with members of the community (which is in the User Support project). Where significant amounts of effort are known to occur at specific points in the year, they should be itemized in schedule	Tom Geballe					0.39	0.39
SCI11-007: Michelle Science Support	Support of Michelle, excluding direct interaction with members of the community (which is in the User Support project). Where significant amounts of effort are known to occur at specific points in the year, they should be itemized in sched	Marie Lemoine-Busserolle					0.09	0.09
SCI11-008: NICI Science Support	Support of NICI, excluding direct interaction with members of the community (which is in the User Support project). Where significant amounts of effort are known to occur at specific points in the year, they should be itemized in scheduled	Tom Hayward					0.23	0.23
SCI11-009: NIFS Science Support	Support of NIFS, excluding direct interaction with members of the community (which is in the User Support project). Where significant amounts of effort are known to occur at specific points in the year, they should be itemized in scheduled	Richard McDermid					0.18	0.19
SCI11-010: NIRI Science Support	Support of NIRI, excluding direct interaction with members of the community (which is in the User Support project). Where significant amounts of effort are known to occur at specific points in the year, they should be itemized in scheduled	Andrew Stephens					0.18	0.19
SCI11-012: TReCS Science Support	Support of TReCS, excluding direct interaction with members of the community (which is in the User Support project). Where significant amounts of effort are known to occur at specific points in the year, they should be itemized in schedule	James Radmonski					0.16	0.16
SCI11-013: Data Reduction Package support for Operations and Users		Kathleen Labrie					1.82	1.95
SCI11-014: Semester Science Operations	This project includes all semester-related operations. It includes several sub-tasks: Phase I Process, OpsWG, Time Accounting and SciOps Statistics, Telescope scheduling and Support Schedule generation and maintenance.	Inger Jorgensen					1.2	1.2
SCI11-015: User Support	Combines phase II support, helpdesk support and other NGO or user support activities.	Andy Adamson					2.05	2.05
SCI11-016: Science Operations staff management	This includes all management duties and other Head of Science operations duties that are not assumed by acting heads of science operations.	Inger Jorgensen					0.74	0.74
SCI11-017: Lead DPD Duties	This project includes activities related to supervision of the DPD group including support schedule, performance reviews, administrative duties and general mentoring and supervision.	Kathleen Labrie					0.16	0.16

SCI11-018: Lead DAS/SSA Duties	This project includes activities related to supervision of the SSA and DAS group including support schedule, performance reviews, administrative duties and general mentoring and supervision.	Ariel Lopez					0.71	0.71
SCI11-019: Scientific Research	This project covers individual scientific research time of the science staff. Maps to the individual research time card accounts.	Andy Adamson					8.84	8.84
SCI11-020: Annual and Long-term Science Planning	This project covers effort associated with the annual planning process as well as long-range strategic planning activities.	Andy Adamson					0.89	0.89
SCI11-021: Career Development and Training	This project covers career development related activities including mentoring, external classes and miscellaneous internal training not covered by daytime operations. Differences from SCI10-021 include removal of safety training (now in SAF	Andy Adamson					2.55	2.56
SCI11-022: External Astronomy Activities	This includes service on external TACs, journal reviews, which is counted as research for payroll timecard purposes. PIO work and national meetings have been moved to Misc support SCI10-023	Inger Jorgensen					1.53	1.53
SCI11-023: Miscellaneous Science Staff Support	This project covers all nominal non-operations support work by science staff. It includes a number of sub-tasks: Recruiting, staff inter-site interactions (including meetings and travel), NGO interactions, administrative work, safety work	Carol Chirino					4.37	4.37
SCI11-024: Science Software Development	This project will track the science staff effort needed for general software development not covered in other specialized Band 1 projects. The effort includes: -administering software planning in Project Insight, including working with sci	Bryan Miller					1.19	1.19
SCI11-407: ITC General Improvements	The Integration Time Calculators are web tools for calculating exposure times from signal-to-noise and conditions or vice-versa. These tools are essential for the Phase I (proposal) process and also highly used during the Phase 2 process.	Bryan Miller					0.12	0.12
SCI11-613: Completion of user-friendly distribution system for Gemini Python	This includes some contingency for last year's project SCI10-613, final installation and release work that was expected last year to occur in 2011 and a few tasks that may run into 2011 due to resource availability.	James Turner	James Turner				0.16	0.16
<b>SCIENCE PROJECTS: WORK HOUR TOTALS</b>							<b>49.46</b>	<b>49.76</b>

SAFETY PROJECTS							
Project Code: Name	Project Description	Project Lead	Project Scientist	Systems Engineer	Project Sponsor	2011 Work Hours	Total Project Work Hours
SAF11-01 Business recovery and continuity plan	Develop a Plan to ensure that appropriate responses are made to incidents that disrupt business, and that business continuity requirements are quickly identified and managed	Rodrigo Sandoval				0.15	0.15
SAF11-02 Chemical Management Program	Control of Chemicals and their hazards from purchase approval, proper storing, labeling, internal transportation, usage, spill containment and procedures, proper disposal and training.	Rodrigo Sandoval				0.04	0.04



SAF11-03 Personal Protective Equipment	Assess risk in job operations at Gemini in order to identify required PPE, create PPE matrix, define standard PPE for operations, identify suppliers, manage budget, set maintenance guidelines, train in fit testing, use and disposal.	Rodrigo Sandoval					0.1	0.1
SAF11-04 Fire Control Program	Identify all ignition sources/flammable materials at Gemini and evaluate volumes/types of fire that could occur, set prevention rules and confirm controls are established (extinguishers, suppression systems, etc), schedule drills and traini	Rodrigo Sandoval					0.09	0.09
SAF11-05 Ergonomics Program	Assess job postures, improve location ergo conditions, introduce daily stretching program, posture confirmation.	Rodrigo Sandoval					0.1	0.1
SAF11-06 Gemini Safety legal and other requirements	Confirm Safety legal requirements for hawaii and Chile and their applicability to Gemini operations, develop an updated list and create a methodology to monitor new regulations and updates.	Rodrigo Sandoval					0.03	0.03
SAF11-07 Safety Web Page Upgrade	Update current Gemini Safety web page introducing Hercules more friendly user with detailed information of the content.	Rodrigo Sandoval					0.05	0.05
SAF11-08 Creation of Safety Joint Committees / Walkthroughs	Introduce a committee per site to perform Safety Walkthroughs, develop schedule, define methodology to publish results and monitoring closure of findings.	Rodrigo Sandoval					0.07	0.07
SAF11-09 Hercules - Management review	Perform Gemini Safety Management System annual review and document actions to improve system implementation among the Organization.	Rodrigo Sandoval					0.01	0.01
SAF11-10 Safety Training Program - Specific level by Group	Identify specific Safety topics related to Group's operations, develop training material, define training methodology by group, perform education as scheduled.	Rodrigo Sandoval					0.2	0.2
SAF11-11 SLT Safety Walkthroughs	Plan and have SLT to perform Safety Walkthroughs during the year (3)	Rodrigo Sandoval					0.02	0.02
SAF11-12 S&H Policy Annual Communication	Perform S&H Policy Annual Communication through Safety Topic of the Month, e-mail, Safety Boards and Observatory publications.	Rodrigo Sandoval					0	0.01
SAF11-13 Emergency Drills	Plan and perform annual Emergency Drills (2)	Rodrigo Sandoval					0.04	0.04
SAF11-14 Contractor Safety Requirements update	Review current Contractor Safety Guidelines and update requirements according to Hercules roll out.	Rodrigo Sandoval					0.05	0.05
SAF11-15 Safety Roles and Responsibilities review by Group	Confirm each Group perform a review of their Safety responsibilities to comply with Hercules requirements.	Rodrigo Sandoval					0	0.01
SAFO11-00 Safety Operations	Regular Safety Operations	Rodrigo Sandoval					2.34	2.34
<b>SAFETY PROJECTS: WORK HOUR TOTALS</b>							<b>3.29</b>	<b>3.31</b>

<b>ADMINISTRATION PROJECTS</b>							
<b>Project Code: Name</b>	<b>Project Description</b>	<b>Project Lead</b>	<b>Project Scientist</b>	<b>Systems Engineer</b>	<b>Project Sponsor</b>	<b>2011 Work Hours</b>	<b>Total Project Work Hours</b>
AFG11-001: AFG Operations	AFG day-to-day operations include the maintenance of base-facility buildings and grounds, vehicle fleet management, travel services, visitor support, reception services, and administrative support for various departments, including the Dir	Peter McEvoy				11.75	11.75

CTR11-001: Daily Operations	Daily Operations	Lesley Harwell					3.97	3.97
CTR11-002: Labor Budgeting Setup in CONTROL	This project will take our current labor planning worksheets and allow us to develop them in CONTROL by incorporating the same assumptions, etc. that we use in our current manual process. By developing the labor budget in CONTROL, we develo	Tamara Brown					0.15	0.15
CTR11-004: New 1099 Reporting Requirements	As part of the "2010 Health Care Reform Act", there are new 1099 reporting requirments that go into effect for years beginning after 2011. As a result, we need to make sure that we have the processes in place to capture the necessary infor	Lesley Harwell					0.06	0.08
HR11-001: HR aspects of Gemini Transition	Development of policies, communications and training to address taking care of our people during the transition, includes: policies to define and review, outplacement methodologies, HR communications, retention, employee support services.	Neil Barker					0.22	0.24
HR11-002: eHR Implementation	Development of eHR system eliminating transactional administrative aspects of HR and making HR processes efficient and transparent to employees where appropriate. Reasons to implement: Helps deliver services in a consistent and equitab	Neil Barker					0.27	0.32
HR11-003 HR operations	Daily Operations Support	Neil Barker					3.7	4.05
PRO11-001: Continued Pita development	The goal for the remainder of 2010 is to finish up most of the major Pita features needed for basic NSF mandated property tracking, and get started on spares tracking features for Engineering. The 2011 Pita project would be to (1) finish	Andrew Flach					0.27	0.27
PRO11-002: Procurement Department Operations		Andrew Flach					3.5	3.5
PRO11-003: Assessment of export regulation compliance	The focus of the 2010 project has evolved into proper ITAR licensing for foreign nationals who work with IR detectors and controllers. The 2011 project will focus on identifying our remaining export regulation compliance issues, if any, a	Andrew Flach					0.03	0.03
PRO11-004: Update Gemini Procurement Procedures	AURA Corp will issuing a new AURA Corp Procurement Policy (ACPP) in the second half of 2010. The goals of this project are to update the Gemini Procurement Procedures (GPP) (1) to be consistent with new ACPP, (2) to be consistent with the	Andrew Flach					0.07	0.07
PRO11-005: Update Property Tracking Procedures	While Gemini's actual property tracking practices are in compliance with NSF requirements the written procedures and policies are fragmented and out of sync with current practices. The goal of this project would be to prepare a single new	Andrew Flach					0.02	0.02
PRO11-013: New Emergency Requisition Policy	The goal of this project is to come up with a policy for when a requisition may be designated as emergency and then implement the policy. Processing requisitions on an emergency basis takes additional Procurement staff time as compared to	Andrew Flach					0.03	0.03
<b>ADMINISTRATION PROJECTS: WORK HOUR TOTALS</b>							<b>24.04</b>	<b>24.48</b>

**PUBLIC INFORMATION AND OUTREACH PROJECTS**

<b>Project Code: Name</b>	<b>Project Description</b>	<b>Project Lead</b>	<b>Project Scientist</b>	<b>Systems Engineer</b>	<b>Project Sponsor</b>	<b>2011 Work Hours</b>	<b>Total Project Work Hours</b>
PIO11-001 PIO Program Management	Includes all personnel management issues, planning, staff meetings and mentoring of new staff. In addition key staff have management duties that have been deputized by the PIO Manager as indicated in the resource distribution.	Peter Michaud				0.25	0.25
PIO11-002 Publications	Includes the twice-annual GeminiFocus newsletter, Gemini Annual Report, graphic arts support for staff (HR plaques, conference poster assistance etc.), Legacy Image prints. (Note: Spanish language public brochure is included a a separate p	Peter Michaud				0.62	0.62
PIO11-003 New Media Development	Development and ongoing production of "new media," primarily for web delivery including podcasts based on Gemini science, engineering and milestones, maintenance of Gemini Facebook friends group and other possible initiatives as technologi	Peter Michaud				0.09	0.09
PIO11-004 Web Content Development	Ongoing development, frequent writing and oversight of production and layout (with IS webmaster staff) of twice monthly (average) "websplashes," updates to Gemini PIO webpages and "About Gemini" content as well as assistance with webpage u	Peter Michaud				0.15	0.15
PIO11-005 Journey Through the Universe (Hawaii)	Planning, logistics and coordination of one of Gemini's most extensive educational programs. Because this program engages all of the Mauna Kea observatories, the Hawaii Department of Education, many local businesses and leaders, as well as	Peter Michaud				0.41	0.41
PIO11-006 Live from Gemini	Live from Gemini (LfG) allows audiences from across the Gemini partnership to participate in a live videocast from the Gemini control rooms. Significant advance planning, testing and logistics are all required to execute a successful LfG p	Peter Michaud				0.08	0.08
PIO11-007 StarLab (Hawaii)	The StarLab portable planetaria (Gemini has 3), provides programming and equipment loans and training (on planetarium equipment) to Hawaii and Chile schools and educators. Scheduling and execution of programs requires significant attention	Peter Michaud				0.09	0.09
PIO11-008 StarLab (Chile)	The StarLab portable planetaria (Gemini has 3), provides programming and equipment loans and training (on planetarium equipment) to Hawaii and Chile schools and educators. Scheduling and execution of programs requires significant attention	Maria Antonieta Garcia				0.38	0.38
PIO11-009 AstroDay Chile	A "flagship" Gemini South program that engages dozens of local astronomical and educational institutions and facilities from Chile. Much advance planning and support is needed to foster broad participation and the program grows significant	Maria Antonieta Garcia				0.38	0.38

PIO11-010 FamilyAstro	Program is offered in both Chile and Hawaii and allows families to participate in learning in an informal and fun environment that has been developed and tested by the Astronomical Society of the Pacific. Events are scheduled throughout th	Peter Michaud					0.09	0.09
PIO11-011 Misc. Public Events	This includes active participation in events like the Hilo County Fair, open houses, AstroDay Hawaii, local fundraisers and speakers for public functions in both Hawaii and Chile.	Peter Michaud					0.07	0.07
PIO11-012 Library Operations	Maintain ongoing operations of the Gemini Library, ordering books, fulfilling journal request, subscriptions, publication tracking, library/publications webpage maintenance and assistance with internal publications. Also assist in developm	Peter Michaud					0.58	0.58
PIO11-013 Tours	Execution of summit and base-facility tours, including all logistics, safety procedures, scheduling and staff preparation and permissions. Included in this are media tours which involve even more extensive preparation and coordination.	Peter Michaud					0.2	0.2
PIO11-014 Media Relations	Development of press releases, monitoring of potential results for public dissemination, interaction with local, and international media/journalists, coordination with Gemini partnership and funding agencies and establishing relationships	Peter Michaud					0.28	0.28
PIO11-015 Image and Information Requests	Fulfilling requests for special images, video and other resources (includes staff requests). This includes general inquiries and generic public inquires that require sending images, CD's, publications or other materials as deemed appropria	Joy Pollard					0.34	0.34
PIO11-016 Virtual Tour Maintenance and Fulfillment	Maintain Gemini Virtual Tour kiosks in Hawaii and Chile and download data/fulfill requests for Virtual Tour CD's.	Peter Michaud					0.09	0.09
PIO11-017 Training and Conferences	Includes professional conferences and workshops such as AAS, NASW, CAP, ASP, NSTA, ProjectAstro.	Peter Michaud					0.31	0.31
PIO11-018 Image Production and Management	Coordination of Legacy Imaging program (selecting targets, managing data processing), acquiring images of special events and observatory milestones, organizing and "metatagging" images for easy retrieval and searching. Archiving of digital	Peter Michaud					0.14	0.14
PIO11-019 Broadening Participation & Workforce Diversity	Partnering with Gemini's HR group in supporting the AURA Broadening Participation effort by developing programs and partnerships that encourage mentoring, internships, career awareness and workforce development within our host communities.	Peter Michaud					0.09	0.09
PIO11-020 Community Civic Participation	Participation in community and civic groups such as Chambers of Commerce, Workforce Development Committees etc., where these efforts will support Gemini's broader long-term goals in utilizing our local workforce and generating support for	Peter Michaud					0.06	0.06
PIO11-021 Spanish Language Public Brochure	Produce Spanish language public brochure (and web page) based on GN version (produced in 2010) that includes at least 6 local staff profiles and podcasts.	Peter Michaud					0.11	0.11

PIO11-022 GeminiFocus Electronic Evolution	Expand GeminiFocus electronic distribution and reduce hard copy distribution to allow a print-run of 3000 copies by the December 2011 issue. Continue e-version publishing established in 2010.	Peter Michaud					0.05	0.05
PIO11-023 Revamping of Web Image Gallery	Redesign and Reorganize the entire Gemini Image Gallery for better organization and user-friendly access. Production and style standards will be defined and implemented for consistent presentation of content ranging from images to video/po	Joy Pollard					0.12	0.12
PIO11-024 Gemini South Program Parity	Implement Gemini South local outreach programming for increased parity with Gemini North by integrating a Journey Through the Universe pilot project in conjunction with AstroDay Chile.	Peter Michaud					0.24	0.24
PIO11-025 Reconfiguration of Graphics Support and Summit Tours Functions at GN	Re-define level of graphics support and tour accommodation at Gemini North and establish appropriate staffing resources to meet these needs. Provide First Responder and other appropriate training to all appropriate PIO staff to accomplish	Peter Michaud					0.02	0.02
<b>PUBLIC INFORMATION AND OUTREACH: WORK HOUR TOTALS</b>							<b>5.24</b>	<b>5.24</b>