ENCODE Division of Labor

Kate: Co-PI, Tech Project Mgr

Communications

* Provide direction/single voice of DCC regarding details of data freezes, policy, etc
* Gatekeeper for communications -- ENCODE announcement mailing list
* Manager of ENCODE staff mailing lists
* Answer questions about project and respond to NHGRI input on monthly NHGRI/DCC calls
* DCC contact point for DAC project manager (Ian Dunham)
* Answer the mailing list or see that it gets answered (transition to main MLQ if load becomes heavy) ?
* ENCODE portal editor/manager
* ENCODE wiki oversight (sidebar, home page)

Co-PI, CBSE and team mgmt activities

* Participate in monthly ENCODE PI calls
* Respond to ENCODE PI's inquiries
* Fill in for DCC PI on calls and meetings that he can't attend
* Keep PI apprised of critical issues both internal and external. Gather input from PI as needed, and interpret/communicate PI's considerations into project specifics of technical approach and priorities
* Make the final calls on policy and technical decisions.
* Final design review for new data types.
* Weekly meeting with ENCODE leads (Q/A and Team coordinator) to get information from team and from labs, to give information from PIs and NHGRI, to make final calls on policy.
* Lead bi-weekly project meeting, post agenda generated with ENCODE leads
* Work with Browser mgmt and ENCODE leads on cross-project staffing, resource, and technical issues
* Participate/present at management team meetings (all-lab, browser/ENCODE)

Presentations and Writing

* Present at annual browser Scientific Advisory Board meeting
* Outreach and presentation (posters, work with OpenHelix)
* Annual grant reporting, new grant preparation, on-going grant budget issues

HR related activites

* Recruiting, defining job descriptions, revising screening materials, phone screen of candidates, interviewing & providing input on negotiations
* Participation in project-level training of new staff (project background, goals, technical approach)

Technical leading

* When needed/requested, assist with specing out improvements to pipeline and wrangler productivity tools
* Technical review of DCC-developed software for engineering best practices
* Technical mentoring of junior staff

Cricket – Team Coordinator

Team Coordination

* Prioritize pushQ with input from Co-PI (Kate: Review pushQ as needed from external pressures)
* With input from Co-PI weigh project tasks and new task requests from NHGRI/PI/DAC/Producers as well as from internal group for process & tools improvements, to guide best use of resources. Create redmines for new tasks. (Kate: create externally motivated redmines and assign Cricket to assign/parcel out, or if assigning directly, add Cricket as a watcher so she can coordinate)
* Curate redmine to keep people on task
* Task assignment, including breaking down projects into smaller pieces, assigning the tasks and following up that they are completed.
* Manage the internal improvements on process and tools, including keeping track of what is on the broken list and keeping one project active at a time.
* Work -load projection and balance (with input from Co-PI and PI)
* Process analysis and improvement for wranglers, QA, and CV.
* Managing the group calendar and google tools communications
* Meeting summaries and action items
* Assist the PI and Co-PI in any reporting projects
* Bring the team in line with the vision of the PI, CO-PI and the Consortia

HR related

* Approve student time sheets (Branwyn has been notified)
* Manage schedule of grads and undergrads
* Managing project coverage around sick and vacation?
* Recruiting of students
* Assist with the recruiting of full time staff
* Team introduction for new staff, manage new wrangler training

Wrangler lead

* Set up models for lab communication with agendas and periodic conference calls
* Filter and collate complaints, requests, and information from the submitters about issues with the tools or new data types.
* Meet with other staff to assist with prioritizing their tasks especially when it seems they are stuck.
* Write the How To and keep the procedure consistent

EVERYONE

* Work with personnel manager to address personal and interpersonal staff issues that affect the workplace. When referring staff to Donna, give her a heads-up with relevant information.