Climate Data Record Change Request Process Flow

CDRP-DIA-0408
Rev 2 07/13/15

IOC CDR

PI proposes a version change to PM

PM sends CR questionnaire to PI

PI completes CR questionnaire and returns to PM

PM requests CR number from CM

CM assigns CR number and sends CR form to PM

PM completes PM portion of CR and sends to SME

SME completes CR and submits to their Mgr for approval

SME sends to Program Scientist for approval to take to CCB

PS reviews CR package prior to CCB

PS approves CR for CCB ?

No

PS and SME resolve issues

Yes

PS returns hardcopy CR package to PM

PM notifies CM to schedule CCB

PM identifies stakeholders to be invited

PM notifies PI about CCB

CM sends out meeting invite with electronic CR package attached

PM presents CR to CCB, SME supports

Did CCB Approve CR ?

No

CM cancels CR

PM contacts PI with decision

Yes

PM notifies PI of approval and requests delivery schedule

PI delivers schedule

PI submits a request to Archive in ATRAC

PI submits affected components of CDR Package

Documents

PM receives document and routes for review

PM provides feedback to PI

PM requests/ completes DSR and submits to Library

Library sends out release notice of new revision

OB puts final document package into repository

OB tars final document package and notifies AB

AB archives document package

CDRP Web rep pulls from the archive and posts online

Dataset

AB receives sample dataset and reviews NetCDF and CF compliance

AB provides feedback to PI

PI delivers dataset

AB archives dataset

AB notifies IPT dataset is archived

Data Access Branch updates THREDDS/FTP and/or HAS

PI reviews data once available online

PM verifies all deliverables are available online and emails CM

PM notifies registered users

CM closes CR package and submits to Library

CM sends out release notice that CR is closed

Source code

OB receives and reviews source code for Quality completeness

OB provides feedback to PI

OB puts source code into repository

OB tars final source code and notifies AB

AB archives source code

CDRP Web rep pulls source code package from archive

CDRP Web rep zips tar file and posts online

AB – Archive Branch
ATRAC – Advanced Tracking and Resource Tool for Archive Collections
CCB – Change Control Board
CDR – Climate Data Record
CF – climate and forecast convention for metadata
CM – Configuration Manager
CR – change request
IOC – Initial Operating Capability
IPT – Integrated Product Team
NetCDF – network Common Data Form
OB – Operations Branch
PI – Principal Investigator
PM – Project Manager
PS – Program Scientist
SME – Subject Matter Expert

- PI responsibility