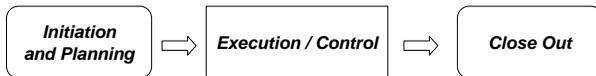


Project Management Office Overview

The JGI Project Management Office (PMO) was formed in 2006 to better handle the tracking, organization and flow of projects through the JGI sequencing pipeline. Each project manager specializes in specific project types and is responsible for communication, planning and coordination.



JGI Program Managers
Jim Breslow, CSP, Euk. BRC
David Bruce (Acting), Prok
Jonathan Eisen, GEBA

Senior Project Manager
David Bruce (PMP), LANL

Eukaryotic, Metagenomic, and Library Based Projects
Kerrie Barry (PMP), PGF

Prokaryotic Projects
Lynne Goodwin (PMP), LANL

EST cDNA, New Technology, WFO Projects
Christa Pennacchio, PGF

Metagenomic Scientific Support
Susannah Tringe, PGF

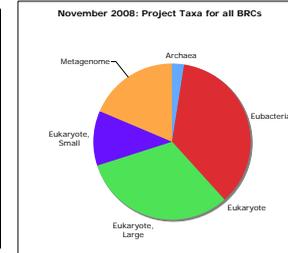
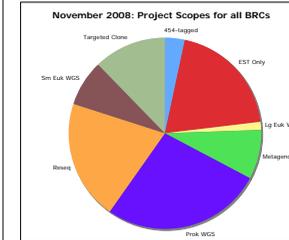
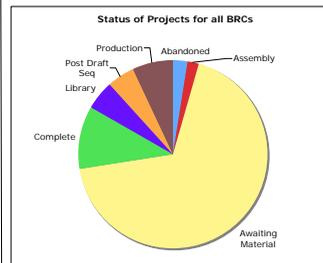
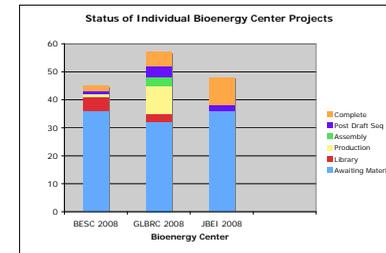
GenBank Submissions
Sam Pitluck, PGF

Admin Support, User Agreements
Marcia McGowan, PGF

Production Sequencing
Tijana Glavina Del Rio, PGF

Bioenergy Research Centers

The Bioenergy Research Centers are working to accelerate basic research in the development of cellulosic ethanol and other biofuels. Sequencing requests were received beginning in FY08, and to date 149 projects have been initiated.



For the Collaborator

- General Statement of Work
- User Agreement
- Quality Specifications
- Shipping instructions for starting material

For the Collaborator

- Inform of status
- Resolve problems

For the Collaborator

- Distribute data
- Dispense libraries

For the JGI

- Technical review and Project Planning
- Project Specification / Statement of Work
- User Agreement

For the JGI

- Insure receipt of starting material
- Conduct project review meetings with JGI-staff
- Track status and generate reports
- Keep project on schedule
- Keep project within scope
- Resolve problems
- Exercise change control with management input

For the JGI

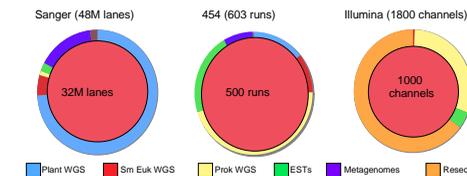
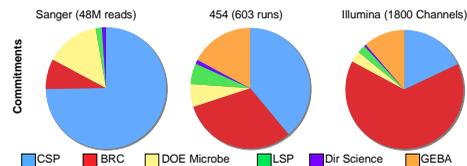
- Ship or destroy project material
- Track GenBank record submission
- Update public web sites
- Summarize resource use, quality, and schedule*
- Summarize Lessons Learned*

Programs and Capacity Planning

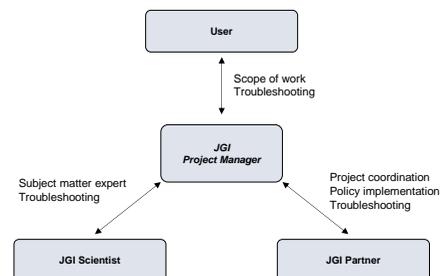
The PMO tracks sequencing allocation by program, pipeline and platform:

Number of Projects broken down by program and year

| Count of Projects | Year | | | | Grand Total |
|-------------------|------|------|------|------|-------------|
| Program | 2006 | 2007 | 2008 | 2009 | 41 |
| BESC | | | 41 | 2 | 43 |
| CSP | 173 | 128 | 92 | 110 | 503 |
| DD | 19 | 71 | 7 | | 97 |
| DOEM | 202 | 64 | | | 266 |
| GEBA | | 179 | | | 179 |
| GLBRC | | | 56 | | 56 |
| JBEI | | | 50 | | 50 |
| LSP | 2 | 54 | | | 56 |
| Grand Total | 396 | 496 | 246 | 112 | 1250 |



The PMO connects key stakeholders and JGI personnel throughout a project's lifecycle:



User Survey

The 2008 JGI user survey, conducted in August/September 2008, was targeted to any JGI user with an active project since August 2007. 419 users were identified to receive a survey invitation and 131 of the respondents completed the survey (33%).

Users ranked their satisfaction with various aspects of the JGI pipeline on a scale from 1-5, with 1 being very dissatisfied and 5 being very satisfied. Scores for each process are given below.

| CATEGORY | All respondents | | BRC respondents | |
|--|-----------------|---------------------|-----------------|---------------------|
| Proposal process | Score | % with score 4 or 5 | Score | % with score 4 or 5 |
| Proposal submission | 4.39 | 92 | 4.44 | 100 |
| Proposal review | 4.2 | 85 | 4.22 | 89 |
| Sequencing | | | | |
| Capabilities | 4.26 | 86 | 4.33 | 92 |
| Turnaround | 3.72 | 63 | 3.92 | 83 |
| Quality | 4.48 | 95 | 4.8 | 100 |
| Finishing support | 4.1 | 78 | 4.5 | 100 |
| Data analysis | | | | |
| Capabilities | 4.02 | 75 | 4.22 | 78 |
| Turnaround | 3.91 | 75 | 4.33 | 89 |
| Quality | 4.19 | 82 | 4.33 | 78 |
| Access to data on secure website | 4.42 | 90 | 4.7 | 100 |
| Data release policy | 4.15 | 81 | 4.45 | 82 |
| User support | | | | |
| Project initiation | 4.26 | 86 | 4.55 | 82 |
| Sample submission | 4.31 | 89 | 4.83 | 100 |
| Troubleshooting | 4.11 | 80 | 4.73 | 100 |
| Project closeout | 4.05 | 77 | 4.57 | 86 |
| Interaction with project managers/administrative staff | 4.33 | 84 | 4.92 | 100 |
| Interaction with scientific/technical staff | 4.42 | 86 | 5 | 100 |