DOE JGI Project Management Office

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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.

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

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

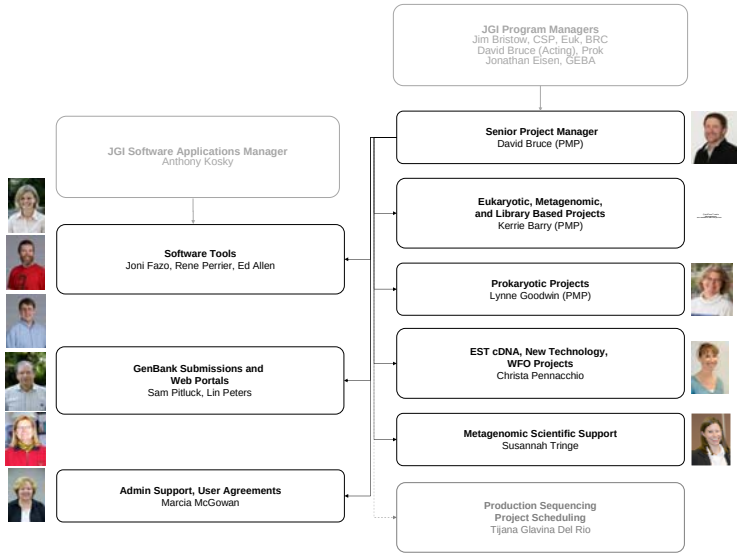
- **For the Collaborator**
  - Inform of status
  - Resolve problems
- **For the JGI**
  - Insure receipt of starting material
  - Conduct project review meetings with JGI-staff
  - Track status and generate reports
  - Keep project on schedule
  - Keep project within scope
  - Resolve problems
  - Exercise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

For the Collaborator
- Distribute data
- Dispense libraries

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*

Organization

The PMO is made up of project managers, dedicated software developers and support staff. Each project manager specializes in specific project types and is responsible for communication, planning and coordination.

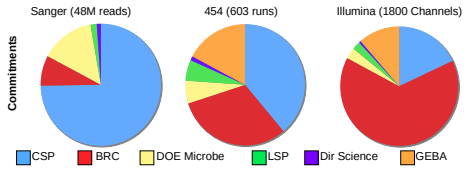


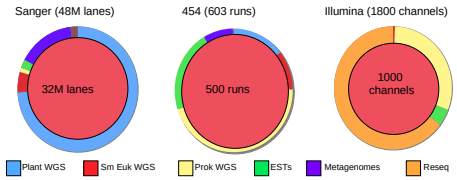
Programs and Capacity Planning

The PMO uses the JGI's Laboratory Information Management System (LIMS) to track sequencing allocation by program, pipeline and platform.

Number of Projects broken down by program and year

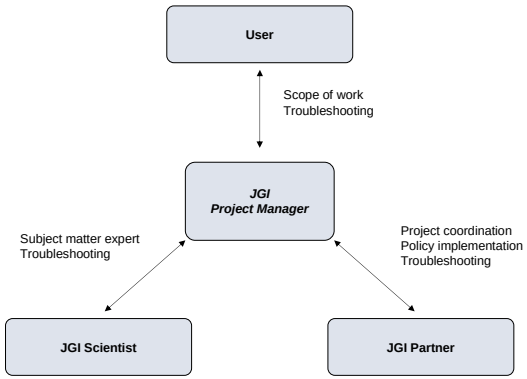
Program	2006	2007	2008	2009	Total
BESC			51	3	**54**
BRC (joint)				2	**2**
CSP	173	130	96	134	**533**
DD	19	60	12	20	**111**
DOEM	202	64			**266**
GEBA		179		7	**186**
GLBRC			74	11	**85**
JBEI			58	2	**60**
LSP	2	54			**56**
Total	**396**	**487**	**291**	**179**	**1353**





Project Coordination

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



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