

9 August 2007

Memorandum

To: Tim Schneider (HMT Project Manager)
From: Dr. Gary Carter and Dr. Marty Ralph (HMT Management Council)
Re: Response to HMT Advisory Panel Report
Attached: HMT Management Action Plan

Partly in response to your report from the June 2007 HMT Advisory Panel meeting, we request the following actions be taken to strengthen the linkages between HMT objectives and activities. These actions are intended to improve documentation and accountability on this important project, and allow for more effective communication of progress, results and issues.

Your, and the HMT team's, response to the HMT Management Action Plan will then allow for an informed response to your recommendation to extend HMT-West. In the meantime, we do recognize the importance of maintaining a suitable level of effort in FY10 in HMT-West and will strive to support this, particularly if our interagency partners are able to invest accordingly, and critical elements of HMT-East can still begin implementation in that time frame. It is understood that the rate of implementation of HMT-East is heavily dependent upon the progress of NOAA's budget requests for FY09 and beyond, and to other possible funding sources.

Thank you for your efforts on the project and for your response to these actions.

- 1) HMT Project manager provides an **HMT Quarterly Report** to the Management Council
 - a. Use a “Quad Chart” format, and provide additional highlights at your discretion. The quad chart includes performance measures, milestones, issues/risks/mitigation, and budget information. Some of the performance measures and milestones may be included in the Annual Operating Plans for the ST&I and HYD Programs and for the suitable line offices. The milestones and measures should capture and represent the various types of work being done, i.e., technology, science and transition into operations. The budget should include all appropriate funding sources.
 - b. The first report is due by 30 Sept 2007, and should cover through 3rd Quarter FY07. Subsequent reports will be due 6 weeks after the end of that quarter (i.e., 15 Nov 2007 covers 4th Quarter FY07), and the fourth quarter report should be an annual report.
- 2) The following lists the **Major Activity Areas** for which planning, execution and reporting is needed for HMT:
 - a. Quantitative Precipitation Estimation (QPE)
 - b. Quantitative Precipitation Forecasting (QPF)
 - c. Snow (snow level and snow pack information)
 - d. Hydrologic applications (i.e., DMIP-II)
 - e. Decision support tool for extreme precipitation (DST-EP)
- 3) For each of these five areas, develop a “White Paper” that lays out the objectives, tasks, milestones and performance measures over at least a 5-year period. Use the ST&I Performance Measure Pyramid as a framework for each major activity area.
- 4) For each of these areas a “Technical Area Leader” (and support team) should be identified who will lead-author the white paper, and develop draft milestones and deliverables for that area. The final versions that you adopt for reporting to the management council must meet your approval.
- 5) For each of these technical areas create a **Gantt Chart** showing the tasks, timelines, milestones and performance measures suitable for that activity area.
- 6) Develop a concept of operations for the use of new tools in operations, including long-term support and continued product improvement. This should include a process involving both developers and operators in the creation and evaluation of alternative concepts of operation for the technologies, procedures, instruments, and science developed by the HMT.
- 7) Lay out the issues and benefits associated with extending HMT-West and propose some measures that could mitigate adverse impacts, while maintaining the benefits of delaying the ramp down of HMT-West.
- 8) Create an HMT charter that defines the HMT management structure and associated roles and responsibilities (including Regional Implementation Teams for each HMT region), documents the mission and vision of HMT, identifies the HMT focus areas (as defined above) and stakeholders, and maintains a web page.