

# **Non-Information Services Department Initiated Or 3rd-Party Development Projects**

**Purpose: This policy clarifies the role of the Information Services Department (ISD) in non-ISD initiated or 3rd party development projects which involve computer hardware and software, data transfer, or data storage.**

The role of computing systems is inseparable from the goals of the Ocean Drilling Program. Therefore it is imperative that ISD be involved with any software or hardware systems developed by non-ISD groups intending to implement these projects on the ship or at College Station. Our goal is not to obstruct, but to provide help and information that will bring the project to a successful completion without unduly impacting existing services.

## **I. Policy Statement**

### **A. If the non-ISD software or hardware development project involves:**

1. a computer;
2. the network;
3. data to be included in Janus;
4. data storage on the ship or on shore; or
5. transfer of data between the ship and shore,

ISD requests inclusion in the project in order to assist by providing timely input and technical information about its current hardware, software and database configurations. The department can provide advice regarding equipment and software selection and purchases and raise flags about impacts that the project may have on other ODP science operations and tasks. ISD would like to be represented in as many Lab Working Team (LWT) meetings as possible. Regarding potential development projects, it encourages involvement through both official and non-official communications. ISD will pledge to have one or more people attend these meetings.

### **B. Projects not initiated by ISD involve two principle types:**

1. Programming efforts (e.g., Phys Props projects and Siman)
2. New instrumentation projects (e.g., GC-MS, ICP, and Tru-Vu/Fusion)

### **C. Uncoordinated outside projects can create specific problems such as:**

1. incompatible data formats that cause data upload difficulties,
2. deficient data storage capacity or archival procedures,
3. non-standard programming styles,

4. undocumented programming that is difficult to support in the absence of the original programmer,
  5. premature release of untested software,
  6. non-standard hardware without appropriate spare parts,
  7. lack of MCS training on specific systems,
  8. insufficient manpower to operate/support the system, and
  9. unmanaged network traffic from the new systems.
- D. To assist other departments with computer related projects, ISD will identify one contact to work on the project. In turn, the department requests that all communications related to that project be channeled through this single point of contact. Only the designated contact or his/her designee (or supervisor in his/her extended absence) may concur on project details. This will minimize project impact such as re-specifying hardware or software to allow proper interface with existing computer and network systems.

II. Applicability statement:

While this policy applies throughout ODP, it is primarily intended for the official team leader or project manager of new instrumentation or software development projects that are initiated outside of the Information Services Department.